



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश
IFTM University, Moradabad, Uttar Pradesh
NAAC ACCREDITED

Handbook
on
HUMAN VALUES,
PROFESSIONAL ETHICS &
CODE OF CONDUCT
for
Administration

Sanjeev Dand
REGISTRAR
IFTM UNIVERSITY
MORADABAD

HUMAN VALUES AND PROFESSIONAL ETHICS HANDBOOK

TABLE OF CONTENTS

| S.NO. | CONTENTS | PAGE NO. |
|---------------------------------------|--|----------|
| PART I - INTRODUCTION | | |
| 1. | Preamble | 1 |
| 2. | About the University | 2 |
| 3. | Vision, Mission & Values | 2-3 |
| 4. | Objectives of Human Values & Professional Ethics | 3 |
| PART II – CONCEPTUAL FRAMEWORK | | |
| 5. | Human Values | 5 |
| 6. | Professional Ethics | 8 |
| PART III – CODE OF CONDUCT | | |
| 7. | Code of Conduct | 9-15 |
| | a. For Vice Chancellor | 9 |
| | b. For Pro Vice Chancellor | 11 |
| | c. For Registrar | 12 |
| | d. For Deans / Directors | 13 |
| | e. For Controller of Examination | 14 |
| | f. For Finance Officer | 15 |

Sanjeev Daxd
REGISTRAR
IFTM UNIVERSITY
MORADABAD


PART I – INTRODUCTION

PREAMBLE

As Pandit Madan Mohan Malaviya said, *"A teaching university would but half perform its function if it does not seek to develop the heart-power of its scholars with the same solicitude with which it develops their brainpower. Hence it is that the proposed university has placed formation of character in youth as one of its principal objects. It will seek not merely to turn out man as engineers, scientist, doctors, merchants, theologians, but also as men of high character, probity and honour, whose conduct through life would show that they bear the hallmark of a great university"*.

IFTM University is committed to impart value based and quality education coupled with holistic development of students. For the progress and development of a civil society Human Values and Professional Ethics are inevitable. Higher Educational Institutions (HEIs) indeed have a responsibility to build a strong society. Therefore, there is a need to create high quality practices and environment backed with Human Values and Professional Ethics in the University.

Human Values and Ethics define the quality of a person or an organisation or society at large. Practitioners of values and ethics learn these lessons through self-initiated endeavours, through the life experience that is the greatest laboratory of learning and through the educational institutions, those they attend. Hence, the educational institutions themselves need to be values and ethics personified. It is needless to emphasize that education is the most important pillar of a civilized and dignified society. The entire structure of society or nation depends on the strength of this pillar. If this pillar is strong, society would remain humane and would prosper. If this pillar develops some fractures, the society may enter into sub-human phase. Thus, there is a need to keep emphasizing the importance of human values in educational institutions. The present handbook has been prepared to create high-quality practices and environment backed with human values and professional ethics in the University. In its first part, the document fairly elaborates about the University, its vision, mission and values and the


REGISTRAR
IFTM UNIVERSITY
MORADABAD

objectives of the Human Values & Professional Ethics.

In the second part, it states about the conceptual framework of human values and professional ethics.

The third part elaborates the 'Code of Conduct' for the stake holders of the University; the administrative authority, the administrative staff, the teaching staff and the students.

ABOUT THE UNIVERSITY

IFTM University was granted University status by UP Government vide IFTM University ACT No. 24 of 2010. It has been the pioneer in bringing technical and professional education to the city of Moradabad in 1996. From a humble beginning in 1996, it has expanded into a huge~ 50 acres campus offering courses in various disciplines. It is located at 12 km milestone from Moradabad on Lucknow - Delhi National Highway (NH-24). The University provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra-curricular activities organized through different societies and clubs. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through NSS, NCC etc. The University contributes towards women empowerment by organizing various activities. The University encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. IFTM University is imparting education in all major disciplines like Sciences, Social Sciences, Agriculture, Law, Education, Management, Pharmacy, Computer Application, Journalism, Biotechnology and Engineering.

VISION

Sanjeev Arora
REGISTRAR
IFTM UNIVERSITY
MORADABAD

“To be a respective University by imparting research focused education in all disciplines to increase Access, Equity and Quality of education.”

MISSION

IFTM University is committed to provide peaceful and serene environment for skill development and knowledge building by emphasizing on teaching, engaging in research, participating in various community activities and collaborating with local/national organisations of repute for the development of youth.

VALUES

In all that the University does, it will aspire for

- Honesty & Transparency
- Indian Ethics & Culture
- Respect for All
- Foster Innovation and Creativity
- Value Excellence, Quality & Service

OBJECTIVES OF HUMAN VALUES & PROFESSIONAL ETHICS

The objectives of this handbook to inculcate Human Values and Professional Ethics among the students are as follows:

- To understand the moral values that ought to guide the profession and to resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- Intended to develop a set of beliefs, attitudes, and habits that students should display concerning morality.
- To create an awareness on Human Values & Professional Ethics.

Sanjeev D. Singh
REGISTRAR
IFTM UNIVERSITY
MORADABAD

- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

Sanjeev Dssawel
REGISTRAR
IFTM UNIVERSITY
MORADABAD

PART II - CONCEPTUAL FRAMEWORK

HUMAN VALUES

Human Values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. These are those values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human Values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "Right and Wrong" and provide the ways to understand humans and organizations. Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behavior. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. The principal human values are discussed in brief as follows:

1. Values related to Right Conduct are:

- (a) Self-help Skills: Care of possessions, diet, hygiene, modesty, posture, self reliance and tidy appearance.
- (b) Social Skills: Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment, and
- (c) Ethical Skills: Code of conduct, courage, dependability, duty, efficiency ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility

2. Values related to PEACE are:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness,

Sanjeev D. D. D.
REGISTRAR
IFTM UNIVERSITY
MORADABAD

focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience reflection, satisfaction, self-acceptance, self-confidence, self control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Values related to Truth are:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Values related to Love are:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy thoughtfulness, tolerance and trust.

5. Values related to Non-violence are:

(a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

(b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize his/her potentials as a human being. Values are to be learned through practices. The University encourages all the above mentioned human values in its students and

Sanjeev D. Sawd
REGISTRAR
IFTM UNIVERSITY
MORADABAD


staff. In all that the IFTM University does, it will aspire for

- Honesty & Transparency
- Indian Ethics & Culture
- Respect for All
- Foster Innovation and Creativity
- Value Excellence, Quality & Service

PROFESSIONAL ETHICS

Human Values and Professional Ethics are intertwined. Values are concerned with personal conviction with the core belief or desire that guide or motivate attitudes and actions. Ethics has been described as standards of conduct that indicate how one should behave based on moral duties and virtues arising from principles about right and wrong. Professional ethics is concerned with the concept and framework of moral right or wrong as applied to a professional organisation, execution policies and behaviours. Values in a human being get established in early childhood but value awareness, ethical awareness and reasoning skills in favour of value-based and ethical decisions can be improved throughout life. Human Values and Professional Ethics in a combined way influence right conduct, behaviours and decisions. The ethical decision depends upon how one feels about oneself, stages of moral development and organisational environment.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value - based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that has been an integral part of Code of Conduct of IFTM University, Moradabad:


REGISTRAR
IFTM UNIVERSITY
MORADABAD

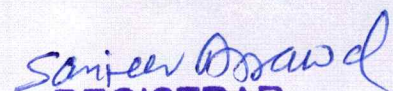
1. *Integrity*: Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
2. *Trusteeship*: Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
3. *Harmony*: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
4. *Accountability*: Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
5. *Inclusiveness*: Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.
6. *Commitment*: Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
7. *Respectfulness*: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
8. *Belongingness*: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
9. *Sustainability*: Ensuring optimal resource utilization- economic, environmental and social- to achieve long lasting and safe future.

Sanjeev Dhand
REGISTRAR
IFTM UNIVERSITY
MORADABAD

PART III – CODE OF CONDUCT

CODE OF CONDUCT FOR VICE-CHANCELLOR

1. The Vice-Chancellor shall faithfully observe the provisions of the Act / Statutes / Ordinances and shall without the prejudice to the powers of the Chancellor possess all such powers as may be necessary on his behalf.
2. The Vice-Chancellor shall have the powers to convene meetings of the office bearers of the University and to chair any committee formed for a specific purpose.
3. The Vice-Chancellor has the right to participate in any meeting related with the University affairs, of which he may not be the Chairperson. He has the freedom to actively contribute and share his views, *albeit* without any voting rights, unless not otherwise mandated / stated.
4. The Vice-Chancellor can delegate such powers as he may deem necessary, to any staff / faculty of the University.
5. The Vice-Chancellor has the right and duty to exercise the powers and perform other functions that may be specified by the ordinance / statutes of the University and various Government and non-Government agencies.
6. The Vice-Chancellor shall inspire and motivate the staff through his conduct, leadership, mannerism, behaviour, decisions and actions.
7. The Vice-Chancellor shall conduct himself in an honest, ethical and transparent manner and take decisions that are aligned with the vision of the University and are in its best interest.
8. The Vice-Chancellor shall deploy and maneuver the resources in an efficient and effective manner and aim to create an environment conducive to the teaching-learning process.
9. The Vice-Chancellor shall promote a culture of collaboration that fosters innovation and creativity.


REGISTRAR
IFTM UNIVERSITY
MORADABAD

10. The Vice-Chancellor shall ensure that there is no discrimination at any point in time, across any function; on the basis of caste, creed, religion, ethnicity, gender or any other socio-economic factor.

11. The Vice-Chancellor shall uphold the values accepted to the University.

12. The Vice-Chancellor shall adhere to the principles as defined and documented by the University.

Sanjeev Arora
REGISTRAR
IFTM UNIVERSITY
MORADABAD

CODE OF CONDUCT FOR PRO VICE-CHANCELLOR

1. The Pro Vice-Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice-Chancellor from time to time and shall exercise the powers and perform the function as may have been delegated to him by the Vice-Chancellor.
2. The Pro Vice-Chancellor shall exercise the powers and perform the duties of the Vice Chancellor in his absence.
3. The Pro Vice-Chancellor shall ensure that there is no discrimination at any point in time, across any function; on the basis of caste, creed, religion, ethnicity, gender or any other socio-economic factor.
4. The Pro Vice-Chancellor shall uphold the values as enshrined in the Handbook manual of the University.
5. The Pro Vice-Chancellor shall adhere to the principles as defined and documented by the University.
6. The Pro Vice-Chancellor shall drive the key thrust areas including but not limited to, research, management of various resources, increasing industry academia collaboration and improving the various aspects of academics and development of new courses and programs, in regards to the University.


REGISTRAR
IFTM UNIVERSITY
MORADABAD

CODE OF CONDUCT FOR REGISTRAR


1. The Registrar shall exercise the disciplinary control over the employees of the University.
2. The Registrar shall be the principal custodian of the seals, stamps and records / documents related to the University.
3. The Registrar shall be the ex officio Secretary of the Governing Body, the Board of Management and the Academic Council. He shall also be the member of the Selection Committee for the appointment of the faculty staff.
4. The Registrar shall also perform such other duties as may deem necessary to the authorities albeit without any right to vote.
5. The Registrar shall be the authority to correspond with the others, on behalf of the authorities of the University.
6. The Registrar has the right to issue notices/ circulars or convene meetings of the authorities of the University and all the other committees and cells.
7. The Registrar shall uphold the values accepted to the University through his conduct, decisions and mannerisms.
8. The Registrar shall adhere to the principles as defined and documented by the University.

Sanjeev Dhand
REGISTRAR
IFTM UNIVERSITY
MORADABAD

CODE OF CONDUCT FOR DEANS & DIRECTORS

The Deans and Directors shall –

1. Ensure an honest and smooth functioning of the academic and administrative proceedings at the department / school.
2. Comply and implement the decisions being taken by the University administration in its true spirit. They must enable an environment that complies with the prevailing laws of the State and the rules, and regulations as stated by the competent authorities.
3. Understand and act according to the University's vision, mission and goals. They shall actively participate to deliberate, evaluate and suggest amendments, upon solicitation.
4. Maintain the confidentiality of any information they might have and can potentially infringes upon the person's right to privacy.
5. They shall not make public any sensitive information that can distort the name, image, reputation or any kind of prospect of the University or any of its members.
6. Not accept any gift, favour, service, or any other item of significant value from any person including students, group or organisation.
7. Ensure that no person shall engage in actions that violates law or the prescribed Code of Conduct.


REGISTRAR
IFTM UNIVERSITY
MORADABAD

CODE OF CONDUCT FOR CONTROLLER OF EXAMINATION

1. The Controller of Examination shall ensure the smooth conduct of examination and all the related preparation and arrangements shall swiftly be done in advance.
2. In absence of the Controller of Examination, his duties and responsibilities shall be performed by a person to whom such powers are delegated by the competent authority like the Vice Chancellor. The person thus delegated shall not be below the rank of Deputy Registrar / Associate Professor.
3. The Controller of Examination shall uphold the values accepted to the University.
4. The Controller of Examination shall adhere to the principles as defined and documented by the University.
5. The Controller of Examination shall ensure the sanctity of the examination procedure and must ensure all measures to keep the process secrecy intact and free from any untoward influence.

Sanjeev Bora
REGISTRAR
IFTM UNIVERSITY
MORADABAD

CODE OF CONDUCT FOR FINANCE OFFICER

1. The Finance Officer shall have the required powers and access to the funds, as may be required by him to expedite his duties and responsibilities.
2. In addition to the general financial management, the Finance Officer shall advise on the Financial Policy related matters of the University and shall perform those duties as prescribed by the statutes / ordinances.
3. The Finance Officer shall be responsible for preparation of annual accounts, budgets, provisions and other periodic reports, as required for the smooth functioning of the University affairs.
4. The Finance Officer shall ensure that the working capital is adequately available and cash flow is well managed.
5. The Finance Officer shall keep the liabilities under check and help organization maintain healthy financial ratios.
6. Any siphoning of money, misappropriation of funds will be deemed as violation of the University law and will be treated as embezzlement of University funds.
7. The Finance Officer shall report any financial irregularity to the competent authorities for corrective measures.
8. The Finance Officer shall uphold the values accepted to the University.
9. The Finance Officer shall adhere to the principles as defined and documented by the University.

Sanjeev Arora
REGISTRAR
IFTM UNIVERSITY
MORADABAD