



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

Handbook
on
HUMAN VALUES,
PROFESSIONAL ETHICS &
CODE OF CONDUCT
for
Teaching & Non-Teaching
Staff

HUMAN VALUES AND PROFESSIONAL ETHICS HANDBOOK

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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

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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.

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VISION

“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.

To inspire Moral and Social Values and Loyalty.

To appreciate the rights of others.

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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,

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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

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

Honesty & Transparency

Indian Ethics & Culture

Respect for All

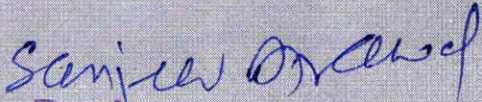
Foster Innovation and Creativity

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:


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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.

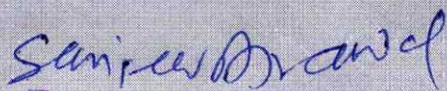
5 . *Inclusiveness*: Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.

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.

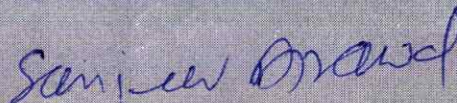
8 . *Belongingness*: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.

9 . *Sustainability*: Ensuring optimal resource utilization- economic, environmental and social- to achieve long lasting and safe future.


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PART III – CODE OF CONDUCT

1. All teaching and non-teaching staff members are expected to align their activities and efforts with the vision and mission of the University.
2. All faculty members are expected to demonstrate highest level of integrity, commitment and dedication towards the organisation and shall contribute in achieving its organizational goals. They should act as a role model and their demeanor shall inspire others.
3. All teaching and non-teaching staff must maintain confidentiality of the data that belongs to the University and shall take every measure to ensure data privacy. Secrecy of the University data is utmost important.
4. All faculty members are expected to complete their preparations (teaching plan, course file etc.) for their subjects in advance i.e. before the commencement of the semester / session for an effective classroom experience for all the stakeholders.
5. All teaching and non-teaching staff are expected to foster a culture of belongingness, mutual respect and unity. However, mobilizing staff members, politicizing of issues, and act of conspiracy is neither permissible nor expected from any of the staff.
6. Faculty members shall plan their leaves in advance with the prior approval of the concerned authority. Any impromptu leave shall have a legit reason and the concerned authority shall be informed at the earliest.
7. Faculty members must reach and conduct their class as per the timetable and shall encourage students to be punctual and disciplined.
8. Faculty members are required to take up any administrative assignment / role, within and outside their departments; for the range of activities as may be assigned to them in addition to their role as a teacher.


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9. Faculty members shall thrive to strengthen their academic credentials and be actively involved in publication of books, patents and research articles, organization of FDPs, MDPs and creation of MOOCs.
10. Faculty members are expected to treat all students equally and refrain from any kind of bias towards anyone.
11. All staff shall not be part of any business or take up any other role (full time / part time / free-lancer) outside the University. Any non-adherence will lead to strict disciplinary action. Taking private tuitions, rendering services at coaching institutes is strictly prohibited for full time employees of the University.
12. Faculty members shall make full utilization of mentor-mentee system and help the allotted students unleash their true potential. These students (mentees) shall be counseled, guided and mentored to help them improve their personality and career prospects.
13. Faculty members shall help students orient towards their duties towards the society and nation at large.
14. All teaching and non-teaching staff shall ensure that in no way they are placing the health and safety of others at risk. One must abstain from any potentially dangerous pranks, acts that may have an untoward bearing.
15. Except for the designated authorities, no faculty member is allowed to speak or make any statement to the media or any external agency. The right to make any appearance on behalf of the University lies with the designated officials only.
16. Any misappropriation / misuse of University funds shall amount to embezzlement of funds and shall be dealt in accordance to the University Policy.

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