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CMR TECHNICAL CAMPUS
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HANDBOOK

On

Human Values

Professional Ethics

and

Code of Conduct

1. Human Values

Human Values Human values and professional ethics serve as a pre-requisite for the successful and effective functioning of an organization. Human values are innate qualities and virtues of a human being that guide us in our interaction with other human beings. These are the basic moral inclinations reflecting the natural goodness of human beings and helpful attitude build a healthy and peaceful society. Kindness, compassion, empathy, peace, truth, honesty, commitment, righteousness, diligence and discipline are some of the human virtues which enrich the performance of human being individually as well as collectively. Sense perception, behavioral understanding and correct attitude are some of the ethical aspects considered important in any profession especially in the spectrum of higher education as these values and ethics are further transmitted to future generations eventually making the society a better and beautiful place to live in. Affection, truthfulness, purity of thought and action, sincerity, determination, devotion and a positive approach are the basic human values which need to be fostered and practiced in our daily performance in every aspect. Director human values can be discussed as follows:

1.1. Peace: Human values such as equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. are derived from peace. Scope of peace may levels at individual, society, and the globe.

1.2. Love & Compassion: It manifests in sincere care of people, kindness, empathy and compassion. True unconditional love leads to compassion. Love may be seen in operation in human acts of generosity, kindness and charity

1.3 Discipline: Discipline indicates regulated values followed by the individual for each. It contains values like regulation, direction, order, etc.

1.4. Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.

1.5. Honesty: Honesty is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.

1.6. Renunciation: Renunciation connotes caring attitude towards all living beings devoid of any selfish aims. Renunciation may be seen in austerity, self-control, and selflessness of a person.

1.7. Non-Violence: Non-violence discusses to control from consciously making harm through one's opinions, speech or action to any one, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all human beings.

1.8. Co-Existence: Peaceful co-existence pronounces cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

1.9. Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition. CMR Technical Campus adheres to certain principles which reflect the promotion of human values and professional ethics. The core values are as follows:

- Mutual Respect
- Student Centric Academic Environment
- Quality Education and Research Throughout the Session
- Striving for Excellence in All Areas of Education
- Social Well-being through Extension Activities
- Emphasis on Personality Development
- Inculcating Excellence in Students through Extra-Curricular Activities
- Career Counseling, Placement and Employment
- Environmental Consciousness
- Development Strong Professional Ethics



Figure 1: Core Human Values

2. Professional Ethics

Human values and professional ethics are complementary to each other. Where human values are the natural inherent virtues and refer to personal conviction, professional ethics are the principles, standards of conduct about moral duties and virtues which are to be observed while being part of an organization. Values are part of human culture and the administration and teachers in higher education radiate and transmit these values to the peer group and the learners of the institution. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession. The underlying philosophy of having professional ethics is to make people follow a sound.

uniform ethical conduct. Similarly, their professional ethics help in growth of the institution as well as the society at large. The vision, philosophy and objective of higher education can be achieved through these human values and professional ethics by its committed faculty members, officers, staff and students. Such institutions flourish and acquire premier position in society and contribute to the enrichment of socio- economic and other aspects of human life. Code of professional ethics guide the members of an organization about the desirable and undesirable acts related to a profession. Our Institute is committed to promote and practice

these standards to maintain a peaceful and harmonious environment in the campus and it also strives to radiate and transmit these values to future generations and society.

CMR Technical Campus holds a reputation in terms of human values and is a recognized institute of Rajasthan state where it comes to the observation of professional ethics and code of conduct. Following are some of the vital components of professional ethics that our Institution includes in its code of conduct:

2.1 Respectfulness: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.

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

2.3 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.

2.4 Accountability: Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

2.5 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.

2.6 Harmony: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

2.7 Integrity: Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.

2.8 Trusteeship: Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.

2.9 Sustainability: Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.



Figure 2. Vital components of Professional Ethics

3. Code of Conduct

The code of conduct applies to all stakeholders. Integrity, transparency, tolerance, harmony, accountability, inclusiveness, belongingness, and adherence to sustainability are the core values guiding all our participants in their respective roles. We adhere to the rules, regulations, statutes, orders, and circulars of affiliating university, AICTE and UGC. Within the organization, the faculty, staff, and students fulfil their assigned duties and meet the institute's behavioural expectations.

Our institution promotes policies and standards for quality education and personality development while ensuring a harmonious environment. Additionally, it ensures optimal utilization of resources, both human and material, for the betterment of all beneficiaries. All participants follow the code of conduct with a commitment to maintaining a safe and respectful campus environment, including the administration, faculty, non-teaching staff, and students.

3.1 Administrative Authorities

The Director is the apex administrative authority of the organization. Assisting the Director in executing academic and extracurricular endeavors are the Deans, Heads of Departments

(HODs), Conveners of Committees/Cells, and In-Charges of various bodies. As the Head of the institute, the Director should provide value-based and high-standard academic and administrative leadership through policy framing and management. He/She should strive to create an ethical work culture and be kind and compassionate towards all members of the organization. A fair, transparent, just, and impartial approach is expected from the administrative head to maintain a peaceful and harmonious environment in the institute and to achieve a high-standard work culture.

All administrative authorities are expected to:

- Assure that all rules and regulations are to be followed while performing their responsibilities.
- Ensure that all rules and regulations are followed while performing responsibilities.
- Adhere to the laws, rules, and regulations of the government applicable to the College.
- Comply with the rules, statutes, and ordinances issued by competent authorities like the Commissionerate of College Education, Higher Education, and the University.
- Provide an inspirational and motivational environment when formulating policies and executing programs.
- Implement and uphold the vision, philosophy, and objectives of higher education.
- Focus on academics, research, value-based learning, and skill development of students.
- Promote the optimal utilization of human resources and sustainability.
- Show concern for the environment and maintain a clean and green campus.
- Maintain records and confidentiality in sensitive matters while ensuring transparency in behavior.
- Foster work culture, professional ethics, and commitment.
- Avoid any misappropriation of financial or other resources.
- Offer value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability.
- Act with transparency, fairness, honesty, and the highest degree of ethics, making decisions in the best interest of the college.

- Manage the College's resources responsibly, optimally, effectively, and efficiently to provide a conducive working and learning environment.
- Promote a collaborative, shared, and consultative work culture, encouraging innovative thinking and ideas.
- Strive to foster a work culture and ethics that enhance quality, professionalism, satisfaction, and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanour expected by the community.
- Manage private affairs in a manner consistent with the dignity of the profession.
- Discourage and avoid plagiarism and other unethical behaviour in teaching and research.
- Participate in extension, co-curricular, and extra-curricular activities, including community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in professional endeavours.

3.2 The Dean of Academics Shall

- Be responsible to play a key role in all Academic affairs to bring higher performance among all the departments.
- Be accountable for monitoring overall quality and standards in teaching, learning practices by practicing experiential learning as teaching pedagogy.
- Be responsible to maintain and monitor updated Academic regulations in execution.
- Ensure to perform a periodic assessment of teaching faculty particularly attendance, Syllabus coverage and submit a report with suggestions and observations to the Director through the Director.

3.3 The Dean of R&D Shall

- Be responsible for strategic planning to develop research orientation among faculty by publishing research opportunities to all the teaching community.
- Accept financial power related to all projects covered under innovation initiation research works.
- Be accountable to report on the status of Sponsored Research and Consultancy Projects undertaken by the Director Investigators in the Institution.
- Be responsible to monitor and control financial transformations related to Consultancy

Projects and research publications

3.4 The Head of Department Shall

- Be responsible for smooth functioning of their respective departments to bring excellence in services.
- Adhere to the Policies and Procedures laid by the Governing body and Academic council from time to time and ensure quality practices in their departments.
- Collaborate with Administrative senates like Director, Principal, Dean Academics and other Deans for efficiency and effective utilization of resources to build strong Academic competencies.
- Be aware of the academic regulations and monitor the implementation of the same.
- Be liable for meeting the department level vision and mission and ensure fair practices towards faculty and students.
- Take an active role to plan for the semester and academic year, in terms of activities, guest lectures, workshops, student participation etc. for the benefit of the students and faculty.
- Plan the procurement of lab consumables, library books and necessary infrastructure for the upcoming semester.
- Plan the establishment of new labs (if any) required as per the academic regulations in vogue.
- Inform the parents of the detained students (either due to attendance or due to lack of credits) and ensure the students' registration for the semester as and when they meet the eligibility norms.
- Monitor the attendance of the students and counsel the irregular students.
- Get the necessary arrangements done for the Parent Teachers' meeting.
- Monitor the course file preparation.
- Counsel the faculty members with poor feedback and help them improve their feedback.
- Finalize the list of Open / Professional electives in the last week of the current semester which will be offered to the students in the upcoming semester.
- Send a formal communication to his counterparts in the other departments through proper channel requesting allocation of the faculty members for the Open electives or any other courses offered by that department.

- Finalize the guide allocation to the UG and PG students as per the guidelines issued by the Dean (Academics).
- Evaluate at different stages, the Project work done by the UG and PG students by forming appropriate committees.
- Conduct Pre BoS meetings
- Conduct the BoS meetings as per the guidelines issued by the statutory bodies from time to time. Documentation process should be completed within one week of the completion of the BoS meeting and a compliance report in proper format should be submitted to the Dean (Academics).
- Be accountable to monitor and conduct academic activities of the department by conducting Course Monitoring Committee meetings as per the schedule.
- Encourage the faculty members to take up active research and plan for the necessary research infrastructure in the departments.
- Liaison with the Training and Placement officer to plan and implement the need-based training to the students.
- Plan the necessary skill development training to the students.
- Organize mandatorily Workshops, FDPs, Guest lectures and Seminars in every semester.
- Organize a National / International Conference at least once in an academic year or once in every two years as the feasibility may be.
- Assess the potential of each faculty and accordingly allocate the work load to them with meaningful proportions of teaching, research assignment and administration tasks.
- Motivate the staff members to work in teams and strengthen the department.
- Shall plan the necessary up skilling trainings for the non-teaching staff as the case may be.
- Shall conduct the meeting with the non-teaching staff to collect the feedback regarding the infrastructure facilities in the department and any other issues related to them.
- Be responsible to prepare the department budget requirements and other needs of any resource for the department.
- Imbibe any innovative practices adopted by the fellow Heads of the departments.

3.5 The Controller of Examination Shall

- Be responsible to plan & control rules and regulations for examination policies & Procedures for the effective functioning of the Examination branch and will report to the Director.
- Coordinate with Examination ACEs, Department coordinators, and HoDs for the smooth functioning of Examination Procedures.
- Be accountable to maintain confidentiality towards examination related affairs and adheres to the Academic Regulations & Academic Calendar.
- Ensure zero tolerance of indiscipline during examination time and publish a timely issue of Grade Cards to the students

3.6 The Training and Placement Coordinator Shall

- Be accountable to plan, execute and control end – to – end training and placement functions for the benefit of students, institute and other stakeholders.
- Ensure that training programs are organized, as scheduled for all streams of students.
- Take an active initiation to introduce corporate senates with the institution and result it with MoUs.
- Be responsible to communicate opening opportunities to the coordinators at the department level.
- Be accountable pertaining to the pre-placement process, during a Campus visit, post-placement process for supporting students.
- Liaison with the Heads of Departments to provide need based training to the students.

3.7 The faculty members Shall

- Be accountable to report to the college before the commencement of college timing.
- Follow the dress code on all working days (Male faculty – wear formals, tuck with shoes, female faculty – wear sarees). On all working days wearing ID card is mandatory for all the faculty members during their stay in the campus.
- Shall restrict the usage of mobile phone to his / her cabin / staff room.
- Shall mark the class attendance in CAMPX immediately after class work.
- Using the mobile phone or put the mobile phone in silent mode while conducting the class.
- Be responsible to meet academic roles with regards to teaching, training and department level administrative assignments for the development of the institution.

- Stick on to leave policy - getting the prior approval with the authority / HOD by doing appropriate alternate arrangements with the co- faculty.
- Prepare a course file that includes course material, lesson plan, unit wise Assignment questions, e-resources, case studies and gets approved by HOD and other higher ups.
- Strictly avoid unethical practices within and outside the college premises.
- Strive to prepare academically to meet all the challenges and requirements in the methodology of teaching for the student community at large.
- Maintain Mentor - Mentee books for all students allocated, to analyze the progress of students.
- Utilize Information Communication Technology (ICT) resources for the effective delivery of lectures to students.
- Be responsible for doubts clarification to students in order to have clear conceptual knowledge benefit.
- Conduct ACT hours in collaboration with the fellow faculty members, in the scheduled hours in the time table so as to ensure proper learning by the students.
- Collaborate with other faculty members in the department to help them in conducting ACT hours.
- Support the personal and professional development of students.
- Maintain a professional relationship with colleagues that will be helpful in their career growth.
- Develop their core competencies through their own professional learning and development.
- Shall involve themselves in the preparation & demonstration of models, charts, experimental setup and up gradation of the laboratory.
- Shall involve in regular tutorials and remedial classes for improving the students' performance.
- Be responsible to attend examination duties in terms of preparation of question paper, moderation before the end exam.
- Be liable to maintain confidence towards professional ethical practices.
- Submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- Should attend seminars, workshops, conferences, faculty development programs for enhancing their knowledge.
- Mandatorily publish research papers in listed journals which will be incentivized by the

management as a token of encouragement.

- Be responsible to encourage students to participate in competitions, conferences, extra-curricular activities for developing their confidence levels to cope up with the competition in the outside world.
- Take up any additional responsibilities as assigned by HOD and other higher ups in academic, co-curricular or extra-curricular activities

3.8 Teachers and Students: The relationship of teachers with students should maintain all dignity and professional morality.

- Respect the rights and dignity of students in expressing their opinions.
- Treat students fairly and impartially, regardless of their religion, caste, gender, political beliefs, economic status, social background, or physical characteristics.
- Recognize the differences in students' aptitudes and capabilities and strive to meet their individual needs.
- Encourage students to improve their achievements, develop their personalities, and contribute to community welfare.
- Foster a scientific temper, spirit of inquiry, and the ideals of democracy, patriotism, social justice, environmental protection, and peace among students.
- Treat students with dignity and avoid vindictive behavior towards any of them for any reason.
- Focus solely on the student's achievements when assessing merit.
- Be available to students beyond class hours to offer help and guidance without expecting any remuneration or reward.
- Help students develop an understanding of national heritage and goals.

3.9 Teachers and Colleagues: Promote harmony and work towards the betterment of the institution.

- Refrain from inciting students against other students, colleagues, or the administration
- Treat fellow professionals as they would like to be treated themselves.
- Speak respectfully of other teachers and offer assistance for their professional improvement.
- Avoid making unsubstantiated allegations against colleagues to higher authorities.
- Ensure that considerations of caste, creed, religion, race, or sex do not influence their professional conduct.

3.10 The Administrative /Non-Teaching Staff shall

- Be accountable to report to the college before the commencement of college timing.
- Adhere to the college policies and procedures to maintain a confidential report of the documents and files.
- Be accountable for professional and ethical practices in all the administrative functions.
- Accept responsibilities as and when required and assigned by the Director / HoD.

- Follow the dress code

3.11 The Student Shall

- Report to the college before the commencement of college timing.
- Be accountable to maintain a minimum of 75% attendance in a semester.
- Adhere to the Academic Calendar specified by Academic Authorities to ensure the smooth completion of their program.
- Strictly follow the dress code on all working days.
- Strictly follow the dress code meant for the particular laboratory session.
- Carry all the stationery items like pen, pencil, eraser, sharpener, calculator, mini drafter etc as required for the theory / laboratory sessions.
- Wear the ID cards at all times during their stay in the campus.
- Attract severe punishment if found involved in - any kind of misbehavior with the faculty members or students / in disciplinary acts causing inconvenience to others / damaging or theft of the college property / ragging the fellow students or juniors.
- Follow updates regularly on the notice boards, college website or in the official Whatsapp groups meant for sharing such information so as not to miss any important information
- Not involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
- Be conscientiously honest in all academic activities and with all staff and co-students.
- Switch off their mobile phones while in the classroom, Laboratory, and Library, etc.
- Not carry the mobile phone under any circumstances to the exam hall during the examination.
- Be accountable to complete all academic standards including Practicals' Record submission, participating in workshops etc as per schedule.
- Be present at the examination hall half an hour before the commencement of the examination. Communication in any manner with other students is strictly not permitted during the examination.
- Adhere to the rules and regulations by the examination department as specified in the Hall ticket and follow instructions prescribed in the Answer booklet.
- Not use unparliamentarily language.
- Not have an impolite talk with other students or staff which offends them. If it is proved

serious action would be taken by the authorities.

- Utilize the free time to spend in the library or in project lab.
- Participate in seminars, discussions, presentations under the guidance of faculty and mentors in their respective interested areas of the discipline.
- Follow all the guidelines with respect to seminars and project submissions to their mentors and guides.

3.12 Physical Education and Librarian should

- Maintain a responsible pattern of conduct and demeanor as expected by the community.
- Conduct their private affairs in a manner consistent with the dignity of the profession.
- Discourage and avoid plagiarism and other unethical behaviors in teaching and research.
- Participate in extension, co-curricular, and extracurricular activities, including community service.
- Ensure that considerations of caste, creed, religion, race, gender, or sex do not influence their professional conduct