

# Core Values

Leadership and cultural heritage

Honesty and Integrity

Freedom of thought and Expression

Excellence

Accountability and Transparency

Encouragement

Social Responsibility

## **Leadership and cultural heritage of Education:**

About the college.....

In our Institute we follow the noble practices established by our great leader and as we know Leader decide the destiny we are blessed to have a leadership and a rich cultural heritage which is totally focused on the noble cause of Quality Education.

## **Honesty & Integrity:**

The foreword of our society is “**Education for all**” Keeping this in mind as an excellence institute we are primarily focused on promoting the highest standards of trustworthiness and honesty to guarantee that all members of the community recognize the intrinsic advantages of living these beliefs and to ensure that academic execution is assessed dependably and compensated reasonably. In this Institute we totally believe in conduction of all activities in an ethical manner. We are committed to practices that are fair, honest and objective in dealing with students, faculty members, staffs and stake holders at all levels of Institution.

## **Freedom of Thought and Expression:**

The guarantee of fundamental freedom is very important aspects of our democracy and carefully guarded by citizens and court. We in our Institute Totally believe that an access to free expression is vital both to support the development process and as a development goal in its own right. We believe that freedom of thought and expression is necessary, as without this overall development of Individual cannot be completed. Everybody is valued and judged in view of their commitments and execution instead of gender, race, religion, physical capacities, sexual character or financial condition. Commitment extends to all level of our campus to foster a climate of ethical conduct, respect, responsibility and Trust.

**Excellence:**

At our Institute we endeavor to create and seek after higher benchmarks by exhibiting quality in staffing, facilities, programs, and services by promoting continuous improvement, encourage interdepartmental collaboration, encourage creativity, innovation, and risk-taking among students as well as faculty. If we are to be both remains relevant and attract the highest caliber of students, faculty, and staff, we must ensure that our community is inclusive and open to all viewpoints. A culture of excellence must pervade the Institution in both academic and non-academic areas.

**Accountability and Transparency:**

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels of hierarchy to promote a healthier working atmosphere to all.

**Encouragement:**

Encouragement is provided for critical and quantitative thinking, effective communication, ethical decision making and social obligation in our students. Motivating your employees is vital to any educational institute and we believe in the value of positive motivation and encouragement. A motivated workforce means a highly productive staff, all of which will help you achieve your organizational goals and vision, and for that we as an excellence institute work in the direction of a motivated environment for staff and students.

**Social and Environmental Responsibility:**

We are focused on promoting the sense of social and environmental responsibilities in students by involving them in various social and environmental activities. This helps in creating awareness about latest and important social and environmental issues in individual and gives them a broader perspective of understanding the causes and possible solutions related to various social and environmental issues.

# ETHICS IN HIGHER EDUCATION IN INDIA

## Introduction

Indian higher education system is the third largest in the world, next to the United States and China. The higher education system in India has grown in a remarkable way, particularly in the post-independence period. Is it that merely expansion of educational infrastructure will produce good human being without inculcating in them the basic ethics, values and virtues as advocated by the saints, the Sufis, the gurus of an ancient society? Can we produce effective managers, technocrats, politicians and Entrepreneurs without the ethics, values and virtues?

Indians largely are proud of their roles and professional ethics. In spite of all adverse conditions they perform their duties with full dedication. For parenting Indian parents, for software industry Indian engineers, for patients Indian Doctors, for learner Indian Teachers are model for the global. We have harmonious culture and healthy constellation amongst all entities. However a very large number of aberrations and deviations in all walks of life especially in higher education sector are spoiling the professional excellence, peace and harmony amongst the youth of India today. However the system of higher education has many issues of concern of present like financing and management programmes by laying emphasis on health consciousness, values and ethics and quality of higher together with the assessment of institutions and their accreditation.

Colleges and Universities are the custodians of knowledge. These Institutions create and disseminate knowledge within a particular society and they are also the gateway to power, significantly affecting the quality of economic and social life throughout the world. Therefore, these Institutions have moral responsibilities to maintain the wellbeing of that society. Majority of the crimes are committed by students coming out of schools and colleges and by well educated people. In majority of the education institutions, there is a significant lapse on the concept of human development and nation building process. This lapse has resulted in the decline of values among students. It is therefore, required to identify the major causes of this decline in ethical values i.e. corruption, bribery, murder, rape, scams etc. The best way to address this issue is to impart value based ethical education incorporated in the academic curriculum, just the way it was being practiced in the ancient times where the education system was value-based and education would help in the improvement of human character and recognition of their inner purity.

Ethics is a system of moral principles. They affect how people make decisions and lead their lives. Ethics is concerned with what is good for individuals and society and is also described as moral philosophy. Ethics covers the following dilemmas:

- How to live a good life
- Our rights and responsibilities
- The language of right and wrong
- Moral decisions - what is good and bad?

Our concepts of ethics have been derived from religions, philosophies and cultures. They infuse debates on topics like abortion, human rights and professional conduct. Value based Education (VBE) imports social, moral, integrity character, spirituality and many more. It builds the quality of humility, strength and honesty in a person. Values based education is the only means which can give to our young the right direction. There is need for value based education system in India.

### **“Codes of Ethics for Actors in Higher Education Institutions”**

□ **Integrity-** Behaviour of the education actors is consistent with a set of positive moral and ethical principles and standards, based on core values.

□ **Honesty-** All actors in HEIs should avoid systematically any form of cheating, lying, fraud, theft, extortion or other dishonest behaviours.

□ **Truth-** All actors in HEIs must tell the ‘Truth’, and not lie, in all their communications within the HE system.

□ **Transparency-** The principle places a requirement for the open disclosure of information on all actors within HEIs as individuals, not just on HEIs as organisations: the extent of this obligation will vary depending on the category of actor involved.

□ **Respect for Others-** All actors in HEIs must show respect for the dignity and for the physical and psychic integrity of beneficiaries and stakeholders involved in HE, recognise the general rights of actors in HEIs to preserve their privacy, and to be protected from physical and verbal violence.

□ **Trust-** All actors in HEIs can have a firm belief in the reliability of each other to be honest, truthful and act with integrity.

- **Accountability-** All actors in HEIs are held responsible for executing their powers properly.
- **Fairness-** All actors in HEIs must treat others with impartiality, free from discrimination or dishonesty.
- **Equity, Justice and Social Justice-** All actors in HEIs must adhere to the educational and social values of sustainability, equality and justice and recognise the rights and responsibilities of future as well as current generations, put into practice fair, transparent, inclusive and sustainable policies and practices in relation to age, disability, gender and gender identity, race, ethnicity, religion and belief and sexual orientation, provide access to HE for as many academically qualified individuals as possible.
- **Democratic and Ethical Governance and Management of the Education System and Educational Institutions-** All actors in HEIs recognizing that the governance and management of HEIs should be based on democratic involvement of all relevant actors, and management by leaders who exercise their leadership in an ethical way.
- **Quality Education-** All actors in HEIs recognizing their un-conditional commitment to achieving educational provision which is of the highest quality possible.
- **Personal and Systems Improvement-** All actors in HEIs recognizing the importance of making the maximum contribution possible to the continuous improvement of the HE system.
- **Institutional Autonomy/Institutional Independence-** This involves recognising the need to give and maintain appropriate autonomy and independence to individual institutions within a national education system, so that an excessive centralised political control of education is avoided.
- **International Co-operation-** All actors in HEIs recognising the importance of positive international collaboration in education Activities.

To these can be added the following from other international sources relevant to higher education: Selflessness • Objectivity • Openness • Leadership • Academic freedom.

The following chart represent sample format in that direction, Specific Values Enhancing Human Qualities, Educational Activities, Aesthetic values, Love, Beauty.

1. Moral Values/Ethics- Honesty, Integrity, Self Control, Discipline, Self Reliance
2. Developing fine Arts, like painting, music, recitation, Spiritual Value Spirit

3. Developing games and sports
4. Practicing yoga and meditation.
5. Introducing Gymnasium.
6. Program of NCC to be effectively activated.
7. Curriculum to be Role of Ethics and Values in Indian Higher Education modified to add “value” education and internalize the “value”. Social Values Responsibility and contribution towards society
8. Programme of NSS to be given enough importance.
9. National days, Birthdays of Dignified Personalities, Foundation day to be celebration.
10. Environment club (Eco-club) to be opened to make the learners ore conscious towards surroundings.

These all are some indirect means of inculcating values and ethics among the students of higher education. Some direct means of importing value based education can be taken by the authorized though introducing compulsory paper on ‘values’ at degree and Masters Level.

### **Value and Ethics for Stakeholders**

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. Thus, an institute should thrive for imbibing core value and ethical behaviour into the daily interactions of stakeholder groups. These stakeholders of an institution, the faculty, students, administrators or others, should be guided by the following core values:

- (1) **Integrity** –adhering to a conduct of duties in righteous manner and in accordance with the 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**- Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action.

(5) **Inclusiveness** – adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group, for 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, skill and attitudes to achieve excellence in due time and regulatory boundaries.

(7) **Respectfulness** – Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.

(8) **Belongingness**- fostering a shared vision of institute 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.

# **CODE OF CONDUCT**

## **Institutional Code of Conduct for Students**

### **DISCIPLINE**

The student must observe and strictly follow the disciplinary rules and regulations of the Institute. The student should follow the academic calendar as per the instructions of Head of the Department. Any act of indiscipline or misbehavior by any student will attract severe punishment. Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.

Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.

All Educational tours or visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the College authority. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

### **I-CARD**

Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year. I-Card will be available a week after he / she produces his / her Identity Card size photographs along with

Admission Receipt. The student should collect his / her I- Card within 10 days from the date of admission. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the College. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility. If student has lost library card or I-card, it should be reported immediately to the Principal / HOD and the Librarian with an application.

## **HUMAN VALUES**

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities. Believe in loving, sharing and caring.

## **DRESS CODE**

We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code. Students are expected to wear formal dress while on college campus.

## **MOBILE PHONE**

The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

## **ATTENDANCE**

Student should be regular in attendance for all sessions during the day. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance. If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class. The student must report about the sickness to the Institute. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the College or Continuous Comprehensive Evaluation or Internal Assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for

travel in between vacations whatever be the reason. The student should complete all the Practical and Term – work such as Assignments and Projects.

## **EXAMINATION**

Candidates must appear at the examination hall half an hour before the commencement of Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile, in examination is seized by flying squad of College authority, it will not be returned in any circumstance. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non programmable calculators. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination. All students should follow the rules of university ordinance No. ....dated on ....., year ..... published by university examination department.

## **GENERAL**

Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.

## **INSTITUTIONAL CODE OF CONDUCT FOR STAFF**

### **DISCIPLINE**

All staffs of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property. All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time. All staff shall devote their time and their best efforts for the progress of the Institute. Staff should contribute to the vision, mission and goals of Institute through engagement of working hours. Staff must be punctual, sincere and regular in their approach. Staff must attend all functions of the college as per the instructions of Principal and Head of the respective departments.

Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status o pregnancy or likelihood of pregnancy, physical features, disability or impairment (physical disability or medical status).

Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals. Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties. The Faculty Member should show no partiality to any segment / individual student. Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of the state government.

## **TEACHING-STAFF**

### **DISCIPLINE**

The Faculty Member should report to the college at least 10 minutes before the commencement of college timing. The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

### **LEAVES**

Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

## **CONTINUOUS ASSESSMENT**

Once the subject is allotted the staff should prepare lecture wise lesson plan. The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format. The Staff should not involve himself/herself in any unethical practice while doing continuous assessment. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. The staff should get the feedback from students and act / adjust the teaching appropriately. The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc. Every Faculty Member should maintain academic record book.

## **CLASSROOM TEACHING**

The staff should engage the full 60 minutes lecture and should not leave the class early. The staff should use "Information Communication Technology (ICT)" for effective The staff should encourage students asking doubts / questions delivery of lectures. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes. The staff should motivate the students and bring out the creativity / originality in the students and should make himself / herself available for doubt clearance.

Every teaching staff demonstrate a high standard in teaching and learning by: engaging students in their learning o working to achieve high level outcomes for all students o maintaining records to manage, monitor, assess and improve student learning o using research and student achievement data to inform professional practice o engaging in reflective practice and developing their professional knowledge and teaching skills o supporting the personal and professional development of others o providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development o assisting in developing and mentoring less experienced staff members o accepting responsibility for their own professional learning and development.

## **LABORATORY**

The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory. The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

## **TEST/ASSIGNMENTS/MID-TERM/MOCK**

In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems to be provided to the students a week prior to the actual class. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

## **APPRAISAL REPORT**

All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Faculty Members should attempt to publish research papers and articles in reputed Department and Principal. International / Indian Journals, Magazines and

Periodicals. Further they should also author and coauthor textbooks as per changing curriculum. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra curricular activities. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

## **SUPPORTING STAFF**

### **ADMINISTRATIVE STAFF**

Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department. Staff should take additional responsibilities if required as assigned by Principal.

### **ACCOUNTANT**

Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements. Accountant should establish tables of accounts, and assign entries to proper accounts. Accountant should report to the Principal regarding the financial status of the college at regular intervals. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards. Accountant should provide all the necessary account statements and documents for various committees of the institute. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

### **STUDENT SECTION**

Student section should Ensure the eligibility of the students and prepare related documents to submit them to **Savitribai Phule Pune University** within prescribed time limit. o Ensure the student document verification by **Savitribai Phule Pune University** within time limit o Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University o Ensure timely submission of examination forms to **Savitribai Phule Pune University** o Ensure caste certificate/caste validity from concern divisional officeo Provide all necessary student data to prepare various committee reports

## **LAB ASSISTANT**

Lab assistant should help the lab in-charge to carry out the lab related work. Lab assistant should maintain attendance register. Lab assistant should keep the setup ready before conduct of the practical. Lab assistant should ensure the cleanliness of laboratories.

## **LAB ATTENDANT**

Lab attendant should help the lab assistant to carry out the lab related responsibilities.

## **CLERK**

Clerk should maintain service book of all staff of the Institute. Clerk should maintain college level/department level all document files.

## **PEON**

Peon should report the college half an hour before the college time. Peon should maintain cleanliness of laboratories, class and staff rooms. Peon should do all the work assign by the Head of the department and other staff members. Peon should not leave the office until and unless the higher authority permits.