



RAJEEV GANDHI MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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MANUAL ON HUMAN VALUES AND PROFESSIONAL ETHICS

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Offering B.Tech., M.Tech., M.B.A., M.C.A and Ph.D Programs

Approved by AICTE, New Delhi; Affiliated to JNTUA, Ananthapuramu

Accredited by NBA (Tier-I) of AICTE (B. Tech in Civil, CSE, EEE, ECE & Mech Engg), Accredited by 'NAAC' of UGC with "A+" Grade
UGC Conferred CPE status (College with Potential for Excellence)., APSSDC - SIEMENS-TSDI (Technical Skill Development Institute)

Recognized UGC DDU Kaushal Kendra



Manual on human values and professional ethics

Vision

- To develop this rural based engineering college into an institute of technical education with global standards
- To become an institute of excellence which contributes to the needs of society
- To inculcate value based education with noble goal of “ Education for peace and progress”

Mission

- To build a world class undergraduate program with all required infrastructure that provides strong theoretical knowledge supplemented by the state of art skills
- To establish postgraduate programs in basic and cutting edge technologies
- To create conducive ambiance to induce and nurture research
- To turn young graduates to success oriented entrepreneurs
- To develop linkage with industries to have strong industry institute interaction
- To offer demand driven courses to meet the needs of the industry and society
- To inculcate human values and ethos into the education system for an all-round development of students

Our Quality Policy

- To improve the teaching and learning.
- To evaluate the performance of students at regular intervals and take necessary steps for betterment
- To establish and develop centers of excellence for research and consultancy
- To prepare students to face the competition in the market globally and realize the responsibilities as true citizen to serve the nation and uplift the country's pride.

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Core values:

- Integrity
- Leadership
- Diversity
- Community

To become a productive human being and to establish a balanced civil society, Human Values and Professional ethics are inevitable. This policy framework states the need and process to create high-quality practices and environment backed with human values and professional ethics at Rajeev Gandhi Memorial College Of Engineering and Technology, to guide the stakeholders to achieve excellence and reputation. Abiding by the guidelines of values and professional ethics the Institute will achieve the highest personal, professional and ethical standards.

Human Values:


Human values are necessity in today's society and business world. Human values are the features that guide people to take into account the human element when one interacts with other human. They have many positive characters that create bonds of humanity between people and thus have value for all human beings. They are strong positive feelings for the human essence of the other. These human values have the effect of bonding, comforting, reassuring and procuring serenity. Human values are the basis for any practical life within society. They build space for a drive, a movement towards one another, which leads to peace. In simple term, human values are described as universal and are shared by all human beings, whatever their religion, their nationality, their culture, and their personal history. By nature, they persuade consideration for others.

Common human values:

1. Brotherhood, friendship, empathy, compassion, and love.
2. Openness, listening, welcoming, acceptance, recognition, and appreciation.
3. Honesty, fairness, loyalty, sharing, and solidarity.
4. Civility, respect, and consideration.

Need of human values:

Value education is always essential to shape one's life and to give one an opportunity of performing on


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the global stage. The need for value education among the parents, children, teachers etc., is constantly increasing with the violent activities, behavioural disorders and lack of unity in the society. Value education enables to understand the needs and visualize ones goals correctly and also indicate the direction for their fulfilment. It also helps to remove confusions and contradictions and enables us to rightlyutilize the technological innovations.

Role of educational institutions in inculcating values:

Value education is important to help everyone in improving the value system that he/she holds and puts it to use. Once, one has understood his/ her values in life he/she can examine and control the various choices he/she makes in his/ her life. Many reports signify that the aim of educational institutions should not only be to teach education alone but should also be to inculcate values and improving skills of students.

The Institute always gives great emphasis to these core values:

Personal Values – It is personal to an individual both in terms of their possession andtheir use.

These values make a person good for himself. Examples being ambition, cleanliness, discipline etc.

Family Values – The members of the Institute form a family. This relationship is based on certain universally defined value system which are nurtured and cultivated within a family system. Mainly, these values come from the lead of the institute mostly teachers who transfer these values to students, who further impart these values to future generation.

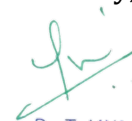
Social Values – It refers to certain behaviour and beliefs that are shared within specific cultures and social groups. These values are good for the society and form the basis of therelationship of an individual with other people in society. Examples being courtesy, charity, civic duty etc.

Moral Values – These values constitute attitude and behaviour that a society consider essential for co-existence, order and general well-being. It enables an individual in making a distinction between right and wrong and good and bad etc. Example being fairness, justice, human dignity etc.

Ethical Values – Ethical values are a set of moral principles that apply to a specific group of people, professional field or form of human conduct. These values presuppose moral courage and the power to act according to one’s moral convictions even at the risk of financial, emotional or social security.

Cultural Values – Cultural values are the standards of what is acceptable or unacceptable, important or unimportant, right or wrong in a society. It gives importance to preserve cultural practices, ceremonies, traditions etc. which might be threatened by the materialistic culture of modern times.

Democratic Values – These values are characterized by the respect for individuality, equal treatment


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to all, ensuring equal social, political and religious rights to all, impartiality and social justice and respect for the democratic institutions.

Professional Ethics:

Professional ethics are principles that govern the behavior of a person or group in a professional environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.

The faculty member and staff of the institute perform their job according to comprehensive and reliable ethical principles, codes of professional ethics. These are embedded in the operating principles of the institute. Some of the important components of professional ethics like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. are already in the core values of the institute.

Values and Ethics for Board of Governors and other statutory bodies:


The member of the governing body and other statutory bodies are to ensure that the Institute meets its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

1. Work in the best interest of the Institute
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information

Values and Ethics for Institute Administrators:

1. The academic and administrative officers are to be responsible to see that the provisions of rules and regulations of the Institute are duly observed and business of the Institute is carried out in strict adherence thereto.
2. To comply with laws, rules, and regulations of the government and the regulatory authorities applicable to the Institute.
3. To provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for


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environment and sustainability.

4. To conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the Institute.
5. To act for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the Institute to the maximum extent.
6. To maintain the confidentiality of the records and other sensitive matters.
7. To promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
8. To refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

Values and Ethics for Support Staff:

1. To carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. To work in a team.
3. Act timely to readdress the genuine grievances.
4. To maintain the confidentiality of the records and other sensitive matters.
5. To co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
6. To care for the institute's property.
7. To refrain from any form of discrimination.
8. Not to accept bribes or indulge in any corrupt practices.
9. To make every effort to complete the assigned work in a time-bound manner.

Values and Ethics for Teachers:

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character,

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personality and career of the students.

The Teachers would

1. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Act as friend, philosopher and guide of students.
3. Help students in identifying their potential and support through counseling and mentoring.
4. Create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
5. Observe punctuality in teaching and other duties.
6. Exhibit decent behavior with all.
7. Refrain from harassment of student in any form.
8. Actively participate in institutional development.
9. Refrain from any type of discrimination
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Develop an understanding of our heritage.
12. Encourage students to actively participate in scheme/activities of national priorities.
13. Cooperate with the administration of the Institute for betterment of the Institute.
14. Actively work for national integration and communal harmony.
15. Be sensitive to societal needs and development.
16. Abide by rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices and the traditions.

Values and Ethics for students:

Students would make the best use of the golden part of their lives in Institute by devoting their energy for learning and developing a wholesome personality.

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Students would

1. Abide by rules, policies and procedures of the Institute and respect its ideals, vision, mission, cultural practices and the traditions.
2. Stay in an academic institution with the joyful learning experience.
3. Remain punctual, disciplined and regular in attending classes.
4. Observe modesty in their overall appearance and behavior.
5. Behave with dignity and courtesy with teachers, staff and fellow students.
6. Act as a role model for the junior students by attaining the highest level of values and morality.
7. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. Contribute towards cleanliness of the campus and surroundings.
9. Respect and care for the institutional properties.
10. Observe proper behavior while on outside activities (educational tour/visit or excursion).
11. Be honest in providing only truthful information on all documents.
12. Maintain the highest standards of academic integrity while presenting own academic work.
13. Help teachers in maintaining the learning environment conducive for all students.
14. Strive to keep campus ragging free.
15. Be sensitive to gender issues.
16. Be sensitive to societal needs and development.
17. Maintain good health and refrain from any kind of intoxicants.

Values and Ethics for members of the RGM CET Poor Student Welfare Association (PSWA):

The RGM CET-PSWA would

1. Support the administration for right and timely decision.
2. Raise legitimate issues in dignified manner.