

Handbook, Manual & Brochures

on

HUMAN VALUES

&

PROFESSIONAL ETHICS



RANCHI UNIVERSITY
RANCHI

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1. Introduction

Human Values and Professional Ethics are the key chain for the progress and development of a civil society. For this, Higher Educational Institutions (HEIs) have a responsibility to build a strong society and play as a role model in the system where Human Values and Professionals Ethics are inculcated and proliferate within the society at large.

This handbook provides the guidelines for human values and professional ethics expected from all stakeholders of the University as well as affiliated colleges.

2. Human Values

Universities are entrusted to the great role and responsibility and are considered as temples of learning and character-building where students are enabled to visualize and realize their goals in harmony with fellow beings and nature. Our ancient scriptures speak a lot about human values such as having collective goals and collective efforts for the benefit of mankind. Patanjali in Yoga Sutra gives four basic principles to achieve purity of mind thereby leading to a peaceful society. These principles are warm heartedness (maitri), compassion(karuna), happiness (mudita) and equanimity (upeksha). Lord Krishna also gives a detailed description of divine properties (daivisampada) in Gita. These are the virtues or attitudes that are necessary for a blessed society, because they guide us to take into account the human element when we interact with human beings. Generally speaking, some basic human values in present context are respect for all, acceptance, consideration, appreciation, listening, openness, affection, empathy, patience and affection towards other human beings. These values are tools to manage human relations and to maintain peace.

HEIs act as a fountain where drops of learned Values when channelized in the society in harmony with the nature the strong human culture continue to grow and sustain from generation to generation. Therefore, the administrators and teachers in Universities always need to understand that their peers and learners follows values from their conduct and behaviour. In this way, Universities having better human values flourish and get recognition. Ranchi University, Ranchi (R.U) has attained the status of a premier HEI of North India by following the above mentioned human values. The following core human values should be specifically adopted in University system to achieve its mission:

- i. Right Conduct - Right conduct includes good manners, helpfulness, responsibility, independence, perseverance, general awareness, courage and respect for all.
- ii. Truth- Truth involves truthfulness, honesty, fairness, creativity, determination, trust and faith.
- iii. Universalism - Universalism stands for equality, social justice, positivity, self-discipline, global stewardship, thankfulness and contentment.
- iv. Benevolence - Benevolence includes kindness, friendship, forgiveness, generosity, compassion, tolerance a tolerance and service.
- v. Non-violence - This means not to hurt anyone through actions or statement; patience, cooperation, loyalty, justice and respect.

3. Professional Ethics

Professional ethics deals with the concept and framework of moral right or wrong, extend policies and behaviours that need to be applied in HEIs. The University for practical purpose include the ethics in its institutional framework for its an overall development. In Bhagavad Gita, it is mentioned that *for whatever a worthy person does, that very thing other persons also do; whatever standard he or she sets up, in general, other persons follow the same*. Further, knowledge of values and ethics is only dead burden if it is not implemented in practice. Therefore, stakeholders of the universities are guided through codes of professional ethics about the acts that are desirable and undesirable in their profession.

Values and Ethics for the Stakeholders of the University

I. University Level Academic Administration

It includes Vice-chancellor, Pro Vice-chancellor, Deans of Various Faculty, Heads of Departments, Director of Institute, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority should:

- i. Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- iii. Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- iv. Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- v. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- vi. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

II. College Principal should;

- i. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- ii. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- iii. Act as steward of the College's assets in managing the resources, responsibility, optimally,

effectively and efficiently for providing a conducive working and learning environment;

- iv. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thing and ideas;
- v. Endeavour to promote a work culture and ethics that beings about quality, professionalism, satisfaction and service to the nation and society.
- vi. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- vii. Manage their private affairs in a manner consistent with the dignity of the profession;
- viii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ix. Participate in extension, co-curricular and extra-curricular activities, including the community service.
- x. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

III. Director, Physical Education and Sports (University/College)/Librarian (University/College) should;

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research; and
- iv. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- v. Be humble and helpful to students and staff to encourage their academic and professional growth.

IV. Teachers

A. Responsibilities of the Teachers

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should maintain integrity and see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- v. Maintain active membership of professional organisations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii. Abide by the Act, Statue and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as; assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- x. Participate in extension, co-curricular and extra-curricular activities including community service.

B. Teachers and the Students

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Facilitate the overall growth of students through highlighting their ability and giving them opportunities by organizing cultural and academic programmes;
- vi. Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vii. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- viii. Pay attention to only the attainment of the student in the assessment of merit;
- ix. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

- x. Aid students to develop an understanding of our national heritage and national goals; and
- xi. Refrain from inciting students against other students, colleagues or administration.

C. Teachers and the Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour;
- v. Be encouraging and affectionate towards junior colleagues and be respectful towards senior colleagues;
- vi. Be able to display the ideal model of team work where all members work for vision and mission of the institution collectively;
- vii. Maintain a friendly or workable relation with all colleagues;
- viii. Be open-minded to accept criticism.

D. Teachers and the Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of service agreement;
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

E. Teachers and the Non-Teaching Staff should;

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

F. Teachers and the Guardians

Teachers should:

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

G. Teachers and the Society

Teachers should:


- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as will be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

V. Students

Students of the University are expected to devote their energy in learning and developing a wholesome personality.

The students should:

- i. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and the traditions.
- ii. Maintain the highest standards of academic integrity while presenting one's own academic work.
- iii. Be honest in providing truthful information about all documents.
 - i. Show respect and care for the institutional properties.


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- iv. Behave with dignity and courtesy with teachers ,staff and fellow students.
- v. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.
- vi. Help teachers in maintaining learning environment conducive for all students.
- vii. Observe modesty in their overall appearance and behaviour.
- viii. Act as role models for junior students by attaining the highest level of values and morality.
- ix. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
- x. Contribute towards cleanliness of the campus and its surroundings.
- xi. Observe proper behaviour while on educational tour/visitor excursion.
- xii. Maintaining good health and refrain from any kind of intoxicants.
- xiii. Strive to keep campus ragging free.
- xiv. Be sensitive to gender issues.
- xv. Be sensitive to societal needs and development.

VI. External Experts/Invitees as member of Various Committees should;

- i. Support decisions with an approach such that they have no axe to grind.
- ii. Help an institution to enable attaining highest quality and standards.
- iii. Help to take the right decision through their expertise and impartial views.

MANUAL : CODE OF CONDUCT FOR STUDENTS

1. Respect the rights, dignity, and property of others within the university community.
2. Adhere to academic integrity standards and avoid plagiarism, cheating, or any form of academic dishonesty.
3. Attend classes regularly, participate actively, and submit assignments on time.
4. Uphold the principles of non-violence, tolerance, and inclusivity in interactions with peers, faculty, and staff.
5. Abide by the university rules and regulations concerning dress code, attendance, and use of facilities.
6. Students are supposed to co-operate with the authorities in keeping the University Campus clean and green.
7. Every student is required to attend classes regularly. If a student attends classes less than the required number i.e. 75%, then he/she can be detained from appearing in the examinations.
8. A student should always wear his/her ID Card around his/her neck on the Campus. The same should be shown when identity proof is required by the University officials.
9. No student will be allowed to enter any office, hostel, library, auditorium, administrative & examination blocks, etc., if he/she fails to show his/her University Identity Card. Students will be allowed to attend cultural programmes, sports events, film shows or other programmes of the University only when they are in possession of their ID cards.
10. All the students must fill in the required information correctly in the Students' Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
11. If a student gets accommodation allotted in his/her name in a hostel and allows some other person(s) to stay in his/her allotted room and/or to take meals, in that case the admission of both the students, i.e. the allottee and the illegal occupant, shall be cancelled from the Department/Institute as well as from the hostel without assigning any reason.
12. Non-residents of university hostels will not be allowed to stay in the hostels without prior permission of the competent authority. Strict disciplinary action would be taken against the student/s who violate/s this rule.
13. Bonafide student desirous of bringing/keeping his/her vehicle in the University Campus would be required to submit self-attested photocopies of the Registration Certificate (RC) of his/her vehicle and the driving licence to the Head of the Department/Institute and to the Warden of the hostel concerned. The student will be issued a Permit in the form of a Sticker for his/her vehicle after submission of copy of Registration Certificate to the Chief Security Officer through Head of the Department/Institute. No vehicle, other than the permitted one, will be allowed entry in the University campus.
14. Students are not allowed to honk horn/s of their vehicles or to play loud music in their vehicles.
15. No vehicle with black film/s will be allowed entry in the University premises.
16. Students must observe maximum speed limit of 30 km per hour while driving their permitted vehicle on the campus.
17. Ranchi University, Ranchi (R.U) is a Ragging Free Campus. All students must follow the University guidelines regarding Anti-Ragging policy. To report incident/s of any kind of ragging, helpline numbers are displayed at major places on the campus and the University website also.
18. All students should behave decently with female students, teachers and employees. No student should involve in any incident of eve-teasing. Anyone found indulging in such activity shall be

liable to stringent disciplinary action. The University strictly follows its policy of zero tolerance towards eve-teasing and act/s of sexual harassment.

19. Students should use decent language with everyone on the campus.
20. The University property should not be harmed in any manner. If a student is found damaging the University property, strict action will be taken against him/her.
21. Use of alcohol, tobacco and drugs in any form is strictly prohibited on the University Campus. Every student must observe these instructions on the Campus failing which strict action will be taken against him/her to the extent of expulsion from the University and the course.
22. Every student must follow University rules and regulations in maintaining discipline on the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehaviour then he/she will be punished as per University rules.
23. No student is allowed to disturb the academic atmosphere of the campus. If anyone is found disrupting classes or instigating students to disrupt classes, then such activity will be considered serious indisciplinary act and the student will be punished accordingly.
24. University has a mechanism to redress the grievances of its students through Students' Grievances Redressal Cell (<https://ranchiuniversity.ac.in/grievance>). A student can submit his/her complaint/grievance through online portal on the University website (<https://ranchiuniversity.ac.in/student-grievance-redressal>).
25. Students are advised not to hold any rally or protest near the University administrative block. They should take up the issue, if any, first with the Head of the University Department/Director/Principal/Warden/ Hostel Superintendent/ Chief Warden and then with the Dean Students' Welfare.
26. Students must obey instructions of the teacher-in-charge(s) while on a tour/ trip/ field training/ Industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
27. All the students must observe silence in the library. They must not use mobile phones in the library.
28. One should not write or paste posters on the walls and window panes of the University buildings. Any poster/hoarding found pasted/fixd/hanged at any place, other than the prescribed place, will attract severe punishment under the Defacement Act of Public Property.
29. Students are expected to keep the campus neat and clean. The use of polythene is strictly banned on the campus.


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**Affidavit to be signed by Students and Parents/ Guardians
at the time of admission**

ANNEXURE-1

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AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission / registration / enrolment / roll number) _____ S/O D/O Mr. / Mrs. / Ms. _____, having been admitted to (name of the institution) _____, have received copy of the UGC Regulation on _____, Curbing the Menace of Ragging in Higher Education Institution, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulation. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of the conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on the account of being found guilty of, abetting or being part of the conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declare this ____ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (_____) on this the (day of) ____ (month) _____, (year) _____.

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day of) ____ (month) _____ (year) _____ after reading the contents of this affidavit.

OATH COMMISSIONER

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AFFIDAVIT BY PARENT / GUARDIAN

I, Mr./Mrs./Ms _____ (full name of the parent / guardian) father / mother / guardian of, _____ (full name of student with admission / registration / enrollment no.), having been admitted to _____ (name of the institution) _____, have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read the fully understood the provisions contained in the Regulations. 2) I have also, in particular perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of the abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

- a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration found to be untrue, the admission of my ward is liable to be cancelled.

Declare this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile:


VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) _____ on this the (day) of ___ (month) _____, (year) _____.

Signature of deponent

Solemnly affirmed and signed in my presence on this (day) of ___ (month) _____, (year) _____ after reading of the contents of this affidavit.

OATH COMMISSIONER


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