Handbook

on

HUMAN VALUES AND
PROFESSIONAL ETHICS

Sant Longowal Institute of Engineering & Technology (SLIET)
Longowal,
District Sangrur – 148106 (Punjab)
(Deemed-to be-University under MoE, Govt. of India)

NBA Accredited and Outstanding Institutions Award (Engineering College Category) in the Northern Region for the year 2020-21

संत लौंगोवाल अभियाँत्रिकी एवं प्रौद्योगिकी संस्थान
लौंगोवाल,
जिला संगरूर – १४८१०६ (पंजाब)
(समकक्ष विश्वविद्यालय : शिक्षा मंत्रालय, भारत सरकार के अधीन)

I N D E X

Chapter I

THE INSTITUTE

ABOUT THE INSTITUTE:

Consequent upon the decision, taken by Govt. of India in 1985, to tender a valuable, yet humble tribute to the everlasting memory of the revered saint, Sant Longowal Institute of Engineering and Technology took its shape. The institute was established by Ministry of Human Resource and Development (MHRD), Govt. of India in the year 1989 and was formally inaugurated on 20th December 1991.

Accepting the new challenge of new education policy, Sant Longowal Institute of Engineering & Technology (SLIET) was established, with a vision to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education and to cater to the technical manpower requirements with emphasis on practical training in industry.

The institute is an autonomous body, fully funded by Govt. of India and controlled by SLIET society, registered under Societies Registration Act, 1860. The institute awards its own Certificates, Diplomas, Undergraduate and Postgraduate degree approved and recognized by AICTE, New Delhi. Ph.D. programmes have also been started after it attaining status of Deemed-to-be-University.

It was formulated that the institute, besides catering to the needs of formal education would undertake an arduous task to prepare the skilled and qualified manpower for self employment. Further, the institute would take up a strategic research and development activities which along with entrepreneurship will help in extending the efforts of the institute in imparting education to the unemployed and working population by updating and upgrading their technical skills. The institute was thought to cater to then existing 3-tier system to modern industry, which incorporates workers, technicians and engineers.

The institute has a sprawling area of 451 acres of land provided by Punjab Government. Surrounded by lush green land, the campus of the institute extends a beautiful and well developed area with many topographically featured picturesque landscape, numerous buildings of various nature and stature and metal road network. The campus presents a spectacle of harmony and natural beauty. It is embedded with all the amenities required for a complete township.

Vision

SLIET shall strive to act as an international podium for the development and transfer of technical competence in academics through formal and non formal education, entrepreneurship and research to meet the changing need of society.

Mission

1. Non formal, flexible, modular, multipoint entry programmes in engineering and technology and in the areas like rural development, educational planning, information and management sciences.
2. Education and training in modern technology areas.
3. Promotion of self development among the students.
4. Extension services to industry working population, passed-out students, social organizations and institutions of research and higher learning.

5. Close interface with the industry to conduct research on the basis of manpower requirements leading integrated educational planning curriculum development and instructional material preparation in technology and inter-disciplinary areas.

6. Promotion of institute-institute linkages for sustainable development of academic and research.

Chapter II

INTRODUCTION
&
HUMAN VALUES

INTRODUCTION

The purpose of education is to prepare the student to live a fulfilling life. In the new education policy, NEP 2020, the purpose is articulated as "education for the development of full human potential and a just and equitable society". It may also be put as "education for the well-being of all". The values and virtues practiced in higher education institutions (HEIs)/Universities heavily influence the future leaders. Many institutions of higher education simultaneously show excellence in academic subjects, are green campuses with manifold ethics curricula, are active members in community engagement, and also are adept in providing value orientation to all stakeholders.

The purpose of education is to make its participants aware of the human potential and the importance of professional ethics. It is universally felt that the academic community of HEI/ Universities needs to develop ethical and physical-psychological knowledge among the faculty, staff, and students to grow for holistic development of the society. Accordingly, it is considered necessary that there should be a handbook of 'Human Values and Professional Ethics' describing the principles and guidelines to be followed by all the stakeholders of the Institute.

HUMAN VALUES

Basic human values and ethics are referred to those values and conduct which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

It provides the essential guidelines for a human conduct and human society. It helps develop the ability to discriminate between superficial & valuable in all aspects of living; and develops the commitment for it. It follows a process of self-exploration, self-verification based on one's own natural acceptance. It provides a universal basis for human values that supplements and provides direction to the current educational system.

It follows a process of self-verification, based on one's own Natural Acceptance, leading to self-empowerment. It does not teach values. It encourages students to discover what they consider valuable. Accordingly, they should be able to discriminate between valuable and the superficial in real situations in their life.

<u>Importance of Human Values</u>

- Provides understanding of the attitudes, motivation, and behaviours
- Influences our perception of the world around us
- Represents interpretation of "right and wrong"
- Provides a way to understand humans and organisation.

The five human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:

1. **Right Conduct** – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills (good behaviour, good manners, environment awareness etc.), ethical skills (courage, efficiency, initiative, punctuality etc.) and Ownership.

2. **Peace** – Contains values like equality, focus, humility, optimism, patience, self-confidence, self-control, self-esteem etc.
3. **Truth** – Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.
4. **Peaceful co-existence** – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)
5. **Discipline** – Contains values like regulation, direction, order etc. Human values are integral part of one's personality and affects employability quotient. Many employers are inclined to hire those who have better human values.

Human values are definite:

- Human values can be taught – youth, regardless of their background, can explore, discover the humanness in them and develop.
- Students find it interesting, when it is shared as a proposal for self-exploration (rather than a set of instructions or dos and don'ts).
- Self-exploration is an effective means of self-evolution. There is significant perceptional transformation in those exploring it seriously.
- Problems are an indication of the lack of clarity and effort in line with our existential purpose, our true human aspiration.

Human values facilitate discussion on:

- Their life goals, reflection on what they are and what they want to be
- Their relationships in family
- Their relationships with society
- Their relationships with nature/existence

Core values of SLIET:

Keeping up this spirit, SLIET has defined the below eight as core values, which has been detailed in handbook. These are:

a) Simplicity
b) Honesty & Integrity
c) Quality Education and Research
d) Student Centric Academic Environment
e) Striving for Excellence
f) Accountability
g) Diversity
h) Respect for All

Chapter III

PROFESSIONAL ETHICS

PROFESSIONAL ETHICS

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. 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. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

1. **Integrity:** Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
2. **Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
3. **Harmony:** Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
4. **Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
5. **Inclusiveness:** Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.
6. **Commitment:** Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
7. **Respectfulness:** Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
8. **Belongingness:** Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
9. **Sustainability:** Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

CODES OF PROFESSIONAL ETHICS:

Professional ethics enshrines personal and institutional rules that govern behaviour within the context of a particular profession. Codes of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

Administrative Authority

It would include Director, Dean (Academics), Dean (Planning & Development), Dean (Faculty & Staff Welfare), Dean (Student Welfare), Dean (Research & Consultancy), Registrar, Heads/Section Incharges/Nodal Officers etc.

The authority would:

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses.
2. comply with laws, rules, and regulations of the government applicable to the Institute.
3. provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. follow the highest degree of ethics in its decision making in the best interest of the Institute.
5. strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the Institute in order to bring the social change and hence national development.
6. follow objectives and policies of the Institute and contribute constructively to achieve its mission and vision.
7. maintain confidentiality of the records and other sensitive matters.
8. endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
9. refrain from any misappropriation of financial and other resources.
10. 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.

Administrative/Technical Staff

Administrative/Technical staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. encourage the staff to maximize their efficiency.
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain confidentiality of the records and other sensitive matters.
6. co-operate and form strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teaching is a noble and devout profession which tends to instill in students — knowledge and values. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his 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 his/her precepts and practices should reflect idealism, perfection and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the Institute with diligence, dedication and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the Institute.
4. co-operate in the formulation of policies of the Institute by accepting various offices and discharge responsibilities which such offices may demand.
5. abide by Act, Statutes, Ordinances, rules, policies, procedures of the Institute and respect its ideals, vision, mission, cultural practices and traditions.
6. adhere to responsible conduct and behaviour expected of them by the society.
7. create a conducive teaching–learning environment through innovative practices and knowledge sharing.
8. act as role models for students by displaying good conduct and character.
9. act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
10. encourage students to actively participate in activities of national priorities.
11. respect the rights and dignity of the students in expressing his/her opinion.
12. refrain from harassment of students in any form.
13. deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
14. refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
15. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students tend to be more responsible towards academics. This has also had a positive impact on employability, self-employment, and commitment toward teaching. It has become clearer that material needs are limited; They can see that availability of physical facility is more than this limited need, so there is a sense of prosperity. Students of the Institute are expected to devote their energy in learning and developing a wholesome personality.

The students would:

1. abide by Acts/Statutes/Ordinances, rules, policies, procedures of the Institute and respect its ideals, vision, mission, cultural practices and the traditions.
2. remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. observe modesty in their overall appearance and behaviour.
4. behave with dignity and courtesy with teachers, staff and fellow students.

5. act as role models for junior students by attaining the highest level of values and morality.
6. maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. contribute towards cleanliness of the campus and its surroundings.
8. show respect and care for the institutional properties.
9. observe proper behaviour while on educational tour/visit or excursion.
10. be honest in providing truthful information about all documents.
11. maintain the highest standards of academic integrity while presenting one's own academic work.
12. help teachers in maintaining learning environment conducive for all students.
13. strive to keep campus ragging free.
14. be sensitive to gender issues.
15. be sensitive to societal needs and development.
16. maintain good health and refrain from any kind of intoxicants.

Reference: Handbook on Inculcation of Human Values and Professional Ethics in Higher Educational Institutions - Mulya Pravah published by University Grants Commission (UGC), Edition: November 2019.