

I.K.Gujral Punjab Technical University
Campus Hoshiarpur
 (A State Govt. Technical University Campus)
 Evidences as per DVV 7.1.10

**CODE OF CONDUCT, PROFESSIONAL ETHICS
 AND HUMAN VALUES**

Proof Submitted

The Code of Conduct and Professional Ethics is displayed on the university website. It is also attached here for reference.

<https://hoshiarpur.ptu.ac.in/download>

CODE OF CONDUCT FOR STUDENTS:

It is mandatory for all the students to abide by this Code of Conduct. The IKGPTU Campus Hoshiarpur endeavors by means of enforcing this Code, to pioneer and administer a student discipline process that is effectual and time bound; and to provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can also be viewed on the official website of the Institute i.e. www.hoshiarpur.ptu.ac.in.

DISCIPLINE:

The students are expected to strictly observe and follow the disciplinary rules and regulations set down by the University from time to time. Any act of indiscipline or mis-behaviour by any student will attract punishment as per the rules. The student should follow the Academic Calendar as per the instructions of

Head of the Department/Director of the Institute. Damage to Institute property due to negligence/lack of care/malicious action 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 prohibited from indulging in anti-institutional, anti-national, antisocial, and other activities within the campus and hostels. Without specific permission of the authorities, students shall not bring outsiders to the campus, hostels or other facilities.

MOBILE PHONE & ELECTRONIC DEVICES

The mobile phones should be switched off or in silent mode while in the classroom, laboratory, library, etc. Mobile phone is strictly not allowed in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall. Loss or theft of mobiles, valuables and other belongings are at students risk.

I-CARD

Every student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute. At the time of issuing a book, the

DEPUTY DIRECTOR
 IKGPTU CAMPUS HOSHIARPUR

Identity Card must be presented along with the Library card.

SOCIAL MEDIA USE

Students are advised to use the social media with due care and responsibility. They should resist themselves to post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber crimes, or any other activity on social media which may defame the reputation of the Institute.

ATTENDANCE

Students should ensure at least 75% attendance for all sessions. If the student is found irregular in attendance, disciplinary action will be taken and he/she may be detained for not producing any satisfactory reason. The student must report to the institute about any type of illness. The student will be entirely responsible for absence without any intimation. The student should complete all the Practicals and Term – work such as Assignments and Projects as per the rules set down by the Institute.

ANTI-RAGGING

Students should refrain themselves from indulging into any Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009" updated up to the 3rd Amendment of 2016, which is displayed on the university website. Ragging is a punishable offence. Ragging is any conduct by "any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or including in rowdy or indisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student." The Anti-Ragging Committee of the Institute may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely; i) Suspension from attending classes and academic privileges. ii) Withholding / withdrawing scholarship / fellowship and other benefits. iii) Debarring from appearing in any test / examination or other evaluation process. iv) Withholding results. v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. vi) Suspension/expulsion from the hostel. vii) Cancellation of admission viii) Rustication from the institution for period ranging from one to four semesters. ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. All students and their parent/guardian must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

HOSTELS

The students must strictly follow the rules concerning admission and conduct in Campus hostels and violation of these rules may result in fines, punitive action, expulsion from hostel depending on the severity of the case.

EXAMINATIONS

The students must strictly follow the Examination rules set by the University from time to time. There is a zero tolerance policy concerning violation of examination rules and regulations.

DEPUTY DIRECTOR
IKGPTU CAMPUS MOSHARPUR

CODE OF CONDUCT FOR OFFICERS, TEACHERS AND EMPLOYEES OF THE INSTITUTE:

IKGPTU Campus Hoshiarpur is a State Govt University Campus. The rules and regulations set forth by the U.G.C and other apex bodies and the Government of Punjab from time to time are binding upon the employees of the Institution in all matters. Faculty, Officers and Employees of the Institute have to follow the code of conduct as prescribed in Punjab Civil Service Rules, the Sixth Pay Commission rules and other regulations prescribed by the Government and University. Any violation of the rules will lead to punitive measures as prescribed in these rules and regulations. The governing bodies and administration are bound to follow the directives from University Grants Commission (UGC) as well as that of the State Government and Ordinances for functioning of the University are binding upon administration including the Vice-Chancellor / Registrar/ Director /Officers, Faculty and administrative staff.

PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY

Professional ethics are a matter of importance to the Institute. It believes in strict compliance to professional ethics on part of the students and teachers.

A. TEACHERS AND PROFESSIONAL ETHICS:

The professional ethics for teachers are defined in UGC regulations No.F.3-1/2009 dated 30 June, 2010, whose key role is to educate and to be in regular touch with parents of the students and meet whenever necessary to discuss their performance and growth. The UGC regulations see teachers as agents of social

change as it used to be in the past. Therefore, these codes set guidelines as to how teachers should behave with colleagues, non teaching staff, University authorities and, most importantly, with students.

I. TEACHERS AND THEIR RESPONSIBILITIES:

A teacher is constantly under the scrutiny of his students and the society at large. 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.

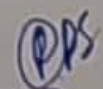
Teachers should:

- (i) Adhere to a responsible pattern of conduct as 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 organizations 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) 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;


 DEPUTY DIRECTOR
 IKGPTU CAMPUS HOSHIARPUR

2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND 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 contract;
- (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.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Help in the function of joint staff-councils covering both teachers and the nonteaching staff.

DEPUTY DIRECTOR
 IKGPTU CAMPUS BHILAI PUL

VI. TEACHERS AND 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.

VII. TEACHERS AND 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 would 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.

B. STUDENTS AND ACADEMIC INTEGRITY:

As an institution aspiring to excellence advanced scientific and technological research and education, the IKGPTU Campus Hoshiarpur values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

The principles of academic integrity require that a student, properly acknowledges and cites use of the ideas, results, material or words of others. properly acknowledges all contributors to a given piece of work. makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions. treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

The IKGPTU Campus Hoshiarpur requires that all students should follow the rules and regulations set down by the University and in case of any violation of the rules, punitive action as prescribed by the University will be taken.


 DEPUTY DIRECTOR
 IKGPTU CAMPUS HOSHIARPUR



HUMAN VALUES

Basic human values refer to those values 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.

Importance of Human Values

1. Provides understanding of the attitudes, motivation and behaviours
2. Influences our perception of the world around us
3. Represents interpretation of "right and wrong"
4. 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:

- Right Conduct – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills

(good behavior, good manners, environment awareness etc.), ethical skills (courage, efficiency, initiative, punctuality etc.) and Ownership.

1. Peace – Contains values like equality, focus, humility, optimism, patience, self-confidence, selfcontrol, self-esteem etc.
2. Truth – Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.

DEPUTY DIRECTOR

UKGPTU CAMPUS KOSHIARPUR

3. Peaceful co-existence – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)
- Discipline – Contains values like regulation, direction, order etc.


DEPUTY DIRECTOR
IKGPTU CAMPUS KOSHIARPUL