



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY  
MANAGEMENT & GRAMOTHAN, JAIPUR**

**HUMAN VALUES & PROFESSIONAL ETHICS**

***COMPREHENSIVE REPORT***

**2019 - 2020**



***SUBMITTED BY***  
***Prof. Archana Saxena (Convenor)***

## **FOREWORD**

The present education system has become largely skill-based. The prime emphasis is on science and technology. However, science and technology can only help to provide the means to achieve what is considered valuable in terms of facilities. It is not Value Education is a crucial missing link in the present education system. Because of this deficiency, most of our efforts may prove to be counterproductive and serious crises at the individual, societal and environmental level are manifesting.

**Values and skill complement each other.** Values means importance or participation and skills means qualities, training, and capabilities. To fulfil our aspirations both values and skills are necessary. When we identify and set the right goals and produced in right direction. This is known as value domain, the domain of wisdom. Basically we must know what really is useful to achieve human happiness, the happiness to all and for all the time.

And when we learn and practices to actualize this goal to develop the techniques to make this happen in real life, in various dimensions of human Endeavour, this is known as domain of skills. Hence, there is an essential bonding between values and skills for the success of any human endeavour.

**For a happy and successful life it is important to know, explore, verify and practice universal human values, professional ethics.**

**At SKIT Jaipur we not only educate our students and staff community but also practice values and ethics so that students can realize and actualize all goodness with human values and professional ethics.**


## **TABLE OF CONTENT**

<b>S. NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
1.	Human Values In New Education Policy	1
2.	Human Values and AICTE	2
3.	About Skit	3
4.	Our Inspiration	4-5
5.	Mentors And Team	6
6.	Objective/ Purpose Of UHV & Professional Ethics Cell, Activities, Outcomes Of Related Activities	7-10
7.	<b>7.1.9 Sensitization Of Students And Employee Of The Institution To The Constitutional Obligations: Values, Rights, Duties And Responsibilities Of Citizens</b>	<b>11-20</b>
8.	Sensitization About Rights, Duties And Responsibilities of Citizens	11-12
9.	List of Various Activities That Includes Value: Necessary To Render Students In To Responsible Citizens	13
10.	Glimpses of Activities	14-20
11.	<b>7.1.10 SKIT's Code Of Conduct : Periodic Programmes</b>	<b>21-34</b>
12.	Sensitization of Faculty And Staff Members About Code Of Conduct of Skit	21
13.	Sensitization of Students About Code of Conduct Of Skit	21
14.	List Of Professional Ethics Programmes For Students And Teachers	22
15.	Annual Awareness Programme on Code of Conduct For Faculty And Staff Members (Notice And Attendees)	23-24
16.	Annual Awareness Programme on Code of Conduct For Students	25-26
17.	About & Glimpses of Listed Activities	27-34
18.	<b>7.1.11 Celebration Of Commemorative Events, Days, Festivals At The Institute</b>	<b>35-54</b>
19.	List of Events of Celebration of Commemorative Events	35
20.	About & Glimpses of Listed Activities	36-54
21.	Rights, Duties And Responsibilities of Citizens	55-66
22.	Code of Conduct of SKIT	67-77
23.	Morally Desirable and Responsible Conduct	78-81

## HUMAN VALUES IN NEW EDUCATION POLICY

NEP - 2019

# National Education Policy 2019

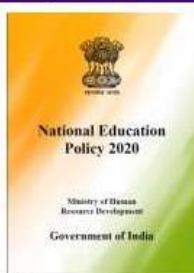


### A vision for the education system in India

The vision of India's new education system has accordingly been crafted to ensure that it touches the life of each and every citizen, consistent with their ability to contribute to many growing developmental imperatives of this country on the one hand, and towards creating a just and equitable society

India has had a long and illustrious history of holistic education. The aim of education in ancient India was not just the acquisition of knowledge, as preparation for life in this world or for life beyond schooling, but for complete realisation and liberation of the self. According to Swami Vivekananda, *"Education is not the amount of information that we put into your brain and runs riot there, undigested, all your life."*

### Aspirations in National Education Policy 2020



Education is fundamental for achieving

**full human potential,**  
**developing an equitable and just society,**  
**and promoting national development**

(See page 3)

We have to understand the meaning of

- Full human potential
- Equitable and just society
- National development

Source: [https://www.mhrd.gov.in/sites/upload\\_files/mhrd/files/NEP\\_Final\\_English.pdf](https://www.mhrd.gov.in/sites/upload_files/mhrd/files/NEP_Final_English.pdf)



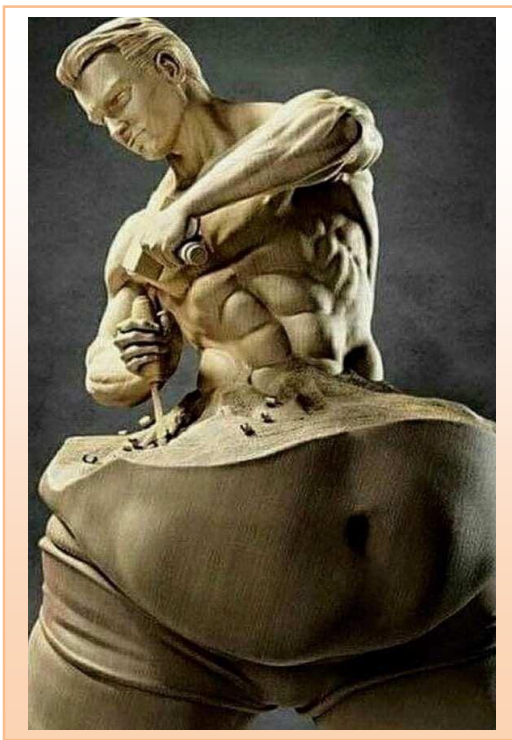
## AICTE adopted the UHV Approach for Value Inculcation in 2017

In March 2017, AICTE decided to update its Model Curriculum from the 2018-19 academic year for all technical education (engineering, architecture etc.) across India:

- UHV is included as a core part of the mandatory Student Induction Program (UHV-I)
- UHV is to be offered as an essential 3-credit course (UHV-II or H-102) in 3<sup>rd</sup>/4<sup>th</sup> semester or earlier



Today, more than 10,000 colleges under the AICTE umbrella are preparing their teachers for this huge task of National importance



**SELF  
EVOLUTION  
THROUGH  
UHV**

## **ABOUT SKIT**

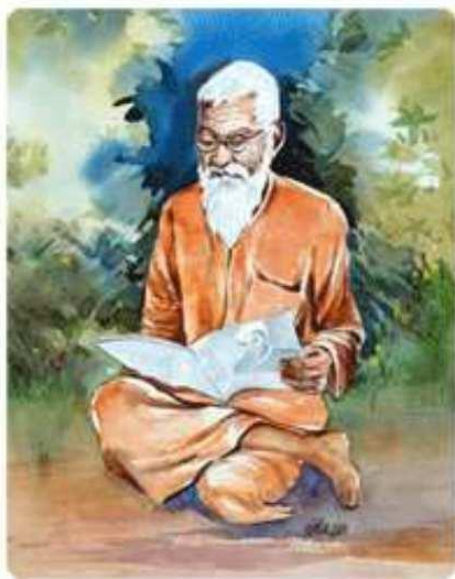
Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

Located in the Pink City Jaipur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry –Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields.

The green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment serene, pleasant and dynamic. Students joining the institute share the box full of opportunities for professional and personal development through an environment of practical orientation, industrial interaction and student led activities which help the students to develop good communication skills, integrated personality and greater competitive spirit.



## OUR INSPIRATION



***Our Guiding Spirit - Swami Keshvanand Ji***  
**(1883 - 1972)**  
**Social Reformer & Education Saint**



**Our Trailblazer Chairman Shri Surjaram Meel**

### *Vision, Mission, Quality Policy of SKIT*

#### *Vision*

To promote higher learning in advanced technology and industrial research to make our country a global player

#### *Mission*

To promote quality education, training and research in the field of Engineering by establishing effective interface with industry and to encourage faculty to undertake industry sponsored projects for students

#### *Quality Policy*

We are committed to 'achievement of quality' as an integral part of our institutional policy by continuous self-evaluation and striving to improve ourselves.

Institute would pursue quality in

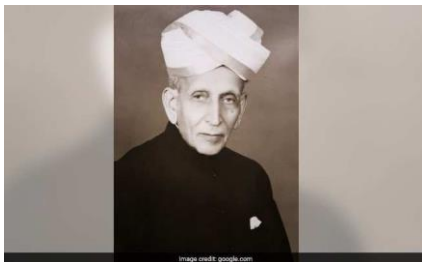
- All its endeavors like admissions, teaching- learning processes, examinations, extra and co-curricular activities, industry institution interaction, research & development, continuing education, and consultancy.
- Functional areas like teaching departments, Training & Placement Cell, library, administrative office, accounts office, hostels, canteen, security services, transport, maintenance section and all other services."



### ***Swami Keshvanand***

***"Mass illiteracy is the root cause behind backwardness of India. If we want speedy progress of nation we need to root it out as early as possible."***

Swami Keshvanand, an orphan, illiterate, nomadic man who never received formal education, was the founder of more than 300 schools, 50 hostels and innumerable libraries, social service centers and museums. Swami Keshvanand had a deep understanding of the rural society of the desert region. He had explained the peculiarities of the desert region, identified the problems and suggested appropriate and logical solutions. It was Swami Keshvanand's lifelong endeavour to eradicate social evils like untouchability, illiteracy, child marriage, indebtedness, poverty, backwardness, alcohol abuse, moral dissipation etc.



### ***Bharat Ratna Shri. M. Visvesvaraya***

Mokshagundam Visvesvaraya, popularly called 'Sir MV' was one of India's finest engineers. The birth anniversary of M Visvesvaraya, on September 15, is celebrated as Engineer's Day in India every year. He was born in 1861 to a Telugu family at Chikkaballapur, a little over 55 km from Bengaluru. Both his parents were well-known Sanskrit scholars. M Visvesvaraya lost his father early in life. He did his primary education in his hometown but later moved to Bengaluru for higher education. After completing his undergraduate degree in Arts, M Visvesvaraya changed track and went for a degree in civil engineering from the College of Engineering in Pune. ***In 1955, M Visvesvaraya was awarded India's highest civilian honour, the Bharat Ratna for his immense contribution to the development of the country***

## MENTORS



**Mr. Jaipal Meel**  
(Director, SKIT)



**Prof. S.L. Surana**  
Director(Academics)



**Ms. Rachna Meel**  
(Registrar, SKIT)



**Prof. Ramesh Kumar Pachar**  
(Principal, SKIT)

## TEAM



**Dr. Nidhi Sharma**  
(Member UHV – PE Committee)



**Prof. Archana Saxena**  
(Convenor UHV – PE Committee)



**Prof. Amber Srivastava**  
(Member UHV – PE Committee)



## **OBJECTIVE/ PURPOSE OF UHV & PROFESSIONAL ETHICS CELL**

*Nurturing students to live with mutual happiness with human beings and mutual prosperity with rest of Nature along with the development of technical and managerial competence.*

सभी सुखी हों, सभी रोगमुक्त रहें, सभी का जीवन मंगलमय बने और कोई भी दुःख का भागी न बने।

## **UNIVERSAL HUMAN VALUES**

A humane society is composed of families living together in a relationship of mutual fulfillment. Such a society would make effort for a common, humane goal, which can be articulated as...

- Happiness in every individual (through right understanding and right thought)
- Prosperity in every family (through production of more than required physical facility by way of labour, using cyclic and mutually enriching natural processes)
- Fearlessness in society (through clarity and practice of justice in human- human relationship)
- Co-existence in nature/existence (through ensuring all processes are in harmony with the natural/existential laws)
- The key is the development of right understanding and right thought in every individual by way of humane education; and, of course, the practice of living accordingly. As a whole, this can be called humane education. This is both, the expectation from as well as the responsibility of the parents/elders, teachers and responsible people/systems of the society.
- A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student.
- It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature
- Through this process of self-exploration, students are able to discover the values intrinsic in them.

### **KEY OBJECTIVES OF “UNIVERSAL HUMAN VALUES EDUCATION” ARE AS FOLLOWS...**

- To help the student to see the need for developing a holistic perspective of life
- To sensitize the student about the scope of life – individual, family, society and nature/existence
- Strengthening self-reflection
- To develop more confidence and commitment to understand, learn and act accordingly

### **PROFESSIONAL ETHICS**

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

Ethical principles underpin all professional codes of conduct. Ethical principles may differ depending on the profession; for example, professional ethics that relate to medical practitioners will differ from those that relate to lawyers or real estate agents.

However, there are some universal ethical principles that apply across all professions, including:

- honesty
- trustworthiness
- loyalty
- respect for others
- adherence to the law
- doing good and avoiding harm to others
- Accountability.

### **Key Objectives of “Professional Ethics” Education are as follows...**

- Moral awareness (proficiency in recognizing moral problems in engineering like Plagiarism and patenting)
- Convincing moral reasoning (comprehending, assessing different views)
- Moral coherence (forming consistent viewpoints based on facts)
- Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
- Moral communication, to express and support one's views to others

### **ACTIVITIES**

- Implementation of UHV courses and Students' Induction Programme proposed by AICTE.
- Facilitation of faculty members through FDPs, refresher FDPs and Higher Level FDPs to understand concepts of Universal Human Values.
- To organize International and National conferences to make people aware about UHV concepts & Yog in BHARAT & around the globe.
- Support Regional Nodal Centers and Nodal Centers of Value Education as well as college level UHV Cell in all ways.
- Generating congenial ambience for value based education at Institute through various means like BOS, Dean UHV, and Nodal Centers etc.
- Preparing Mentors for conducting Student Induction program.
- Sensitization of students & employees of the institution to the constitutional obligations, values, rights and duties
- Sensitization of students & employees of the institution to the About code of conduct of the institute
- Celebration of commemorative events, days, festivals at the institute
- Practicing Human Values & Yog through Activities

## **OUTCOMES OF RELATED ACTIVITIES**

**Students will be able**

- to understand the moral values that ought to guide the engineering profession.
- to create an awareness on Engineering Ethics and Human Values.
- to inspire self and others about Moral, Social Values and Loyalty.
- to appreciate the rights of others.
- to resolve the moral issues in the profession.
- to justify the moral judgment concerning the profession.
- to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.
- to be emotionally and mentally strong.
- to differentiate between right & wrong.
- to identify goods and bads.
- to understand, explore & experience and then believe different concepts about happiness, aspiration, needs, relationship, company, gratitude, love, harmony, respect, responsibility etc.

## **METHODOLOGY**

- A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student
- It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature
- Through this process of self-exploration, students are able to discover the values intrinsic in them

## **7.1.9 SENSITIZATION OF STUDENTS AND EMPLOYEE OF THE INSTITUTION TO THE CONSTITUTIONAL OBLIGATIONS: VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES OF CITIZENS**

### **SENSITIZATION ABOUT RIGHTS, DUTIES AND RESPONSIBILITIES OF CITIZENS**

The institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations. Some important activities are as follows.

- **Students Induction Programme** : Modules of Universal Human Values are taught to the students AS PER AICTE Guidelines.
- **Constitution Day Celebration** : SKIT celebrates Constitution Day also known as samvidhan divas on 26 november to commemorate the adoption of constitution of india.
- **Republic Day**– Republic Day is celebrated on January 26 every year to remember the day when the Constitution of India came into effect after India gained independence after a very long freedom struggle. January 26 is celebrated with festivities and patriotic fervor. Speeches of Chairman/ Director/Director Acad/ Principal/ Senior Prefessors talk about Values, rights, duties and responsibilities of citizens. This is the day when we talk and make the students and faculty and staff members about fundamental duties, rights and responsibilities of citizens. With national anthem national flag og our country is hoisted. Distribution of sweets completes the programme.



- **Independence Day** : The **Independence Day of India**, which is celebrated religiously throughout the Country on the 15<sup>th</sup> of August every year, holds tremendous ground in the list of national days, since it reminds every Indian about the dawn of a new beginning, the beginning of an era of deliverance from the clutches of British colonialism of more than 200 years. The intent is to make students and staff members patriotic and evolve a sense of belongingness to the nation.
- **Blood Donation Camp**: Blood donation camp is organized every year. This is the gesture of kindness, responsibility and humanity. Nearly 1000 units of blood is collected every year.
- **Swacch Bharat Mission** : Every Year Institute organizes Swacch Bharat Pakhwara for 15 days on the campus to promote heigine at its best. Also such activities support and inculcate sense of responsibility among the students.
- **Cloth Distribution Drive** : skit runs this drive of donating out of use cloths to needy people. This gesture of humanity and kindness also gives the lesson of social responsibility. Whatever we can do, should do.
- **sweets distribution to all the 4<sup>th</sup> class employees including guards, malis, drivers, house keeping, peons etc on diwali**  
Chemistry Department is organizing this activity every year.

**LIST OF VARIOUS ACTIVITIES THAT INCLUDES VALUE: NECESSARY TO  
RENDER STUDENTS INTO RESPONSIBLE CITIZENS**

<b>Sr. No.</b>	<b>Date:</b>	<b>Name of the Event</b>
<b>1.</b>	<b>14.9.2019</b>	<b>Felicitation for Blood Donation</b>
<b>2.</b>	<b>14.9.2019</b>	<b>Blood Donation Camp</b>
<b>3.</b>	<b>23.8.2019</b>	<b>Tree Plantation Drive</b>
<b>4.</b>	<b>25.10.2019</b>	<b>Talk on Life Management</b>
<b>5.</b>	<b>25.11.2019</b>	<b>Session on De-Addiction</b>
<b>6.</b>	<b>9.10.2019</b>	<b>Health Talk on Sports Injuries</b>
<b>7.</b>	<b>28.4.2020</b>	<b>Corona Awareness Program</b>
<b>8.</b>	<b>26.2.2020</b>	<b>Social event BHAGIRATH</b>
<b>9.</b>	<b>25.2.2020-2.3.2020</b>	<b>NSS SPECIAL CAMP in Dantli Village</b>
<b>10.</b>	<b>17.3.2020</b>	<b>Social Event at adopted village</b>
<b>11.</b>	<b>30.1.2020</b>	<b>Nukkad Natak on Environment</b>
<b>12.</b>	<b>1.9.2019-15.9.2019</b>	<b>Induction Program on Sensitization of students</b>

## **GLIMPSES OF ACTIVITIES**

**We at SKIT not only teach and discuss values and ethics but also practice the same to set an example in front of students**

### **REGULAR/ FREQUENT BLOOD DONERS OF SKIT FACULTY AND STAFF MEMBERS**

Mr. Jaipal Meel	Dr. Brajraj Sharma	Mr. Tarun Naruka
Mr. Pradeep Sihag	Mr. Rajeev	Mr. Maneesh Navalkha
Mr. Babulal Sharma	Mr. Pawan Jain	Mr. J.P. Vijay
Mr. Yadhunath Sharma	Dr. Ashish Nayyar	Mr. Harshal Nigam
Mr. Yogesh Singhal	Mr. Keshav Jakhotia	Mr. Vikas Pathak
Mr. vijay	Mr. Pramod Jain	Mr. Pallav Rawal
Mr. Sunil Sharma	Mr. Madhulkar	Mr. Ankit Agrawal
Mr. Maniram Chaudhary	Mr. Manoj Kumar Saini	Mr. Neeraj Jain
Mr. Satveer	Mr. Suresh Chaudhary	Mr. Pankaj Soni
Mr. Rajneesh Jha	Mr. Pankaj Dhadhich	Mr. Ravi Jangid
Dr. Anurag Sharma	Mr. Sunil Dhankar	Mr. Mahesh Rathodia
Prof. Rohit Mukherjee	Mr. Kailash Soni	Mr. Dikshit Gehlot
Dr. Amber Srivastav	Mr. Avdhesh Sharma	Dr. Savita Choudhary,
Dr. Nawal Kishor Jangid	Ms. Pooja Jain	Dr. Atul Gupta,



**Mr. Jaipal Meel (Director SKIT)  
donating blood**

## BLOOD DONATION CAMP ORGANIZED



SKIT has been organizing blood donation camps every year since 2000 from its inception. Red Cross Club of SKIT conducted a Voluntary Blood Donation camp on the occasion of 150th birthday Ceremony of Mahatma Gandhi in the campus under National Service Scheme (NSS) in association with HDFC Bank and the Lion's Club Rajdhani Jaipur on 14.09.2019 from 8:00 AM to 3:00 PM. The volunteers participated enthusiastically and donated a total of 772 units of blood in the camp.

The Camp was inaugurated by Dr. Suresh Kumar Gupta, Chairman Neurosciences RBH, Jaipur and Dr. Sunita Bundas, Head, Blood Bank SMS, Jaipur, Shri Raja Ram Meel Chief Patron SKIT, Chairman Shri Surja Ram Meel, Director Shri Jaipal Meel, Director (Academics) Dr. S.L. Surana, Principal Dr. Ramesh Pachar and Advisor Mrs Abbha Meel.

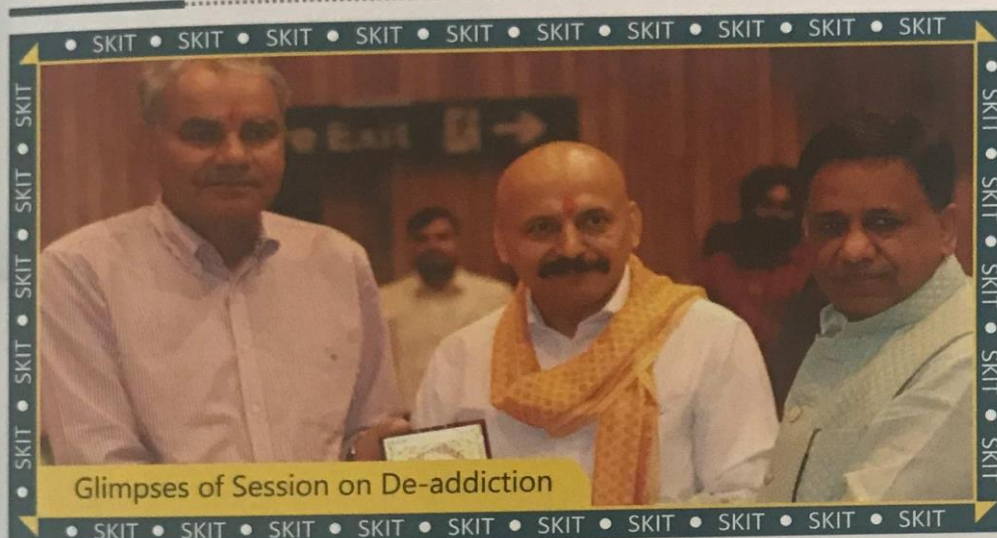
## TREE PLANTATION DRIVE AT SKIT

With an aim to raise a helping hand to save the environment, a tree plantation drive was held at SKIT by NSS club and Eco



Friends club on August 23, 2019. The event made a record of planting 100 saplings in just 15 seconds. The event was marked with the graceful presence of Shri Jaipal Meel, Director SKIT, Prof. S L Surana (Director Academics) Mrs. Rachna Meel, Registrar SKIT, Prof. M L Bhargava, Mrs. Abba Meel, Advisor SKIT and Prof. Archana Saxena. Faculty members also planted trees and

## SESSION ON DE-ADDICTION BY DR. RAMESH GANDHI



Glimpses of Session on De-addiction

On the occasion of the Gandhi Jayanti, a motivational session on De-Addiction was organized by SKIT. The session aimed at introducing the demerits of drugs, promoting ways to avoid drugs, tobacco and smoking. The session started with lamp lighting by Shri. Surja Ram Meel, Chairman, SKIT, Dr. Ramesh Gandhi, President of Gandhi Foundation, Dr. Neha Purohit, Dr. Rohit Mukharjee and Mr. Kailash Soni. In the session, Mr. Gandhi informed that 3600 people die due to smoke and cigarette every day in the world. A series of descriptive, brief and realistic films on NASHA MUKTI were screened by the Gandhi foundation members. He spread a new idea JEET (Joint Efforts to Eliminate Tobacco) among the students of the college students. The session left the students motivated and determined and they pledged not to use tobacco, smoking and drugs in their life.





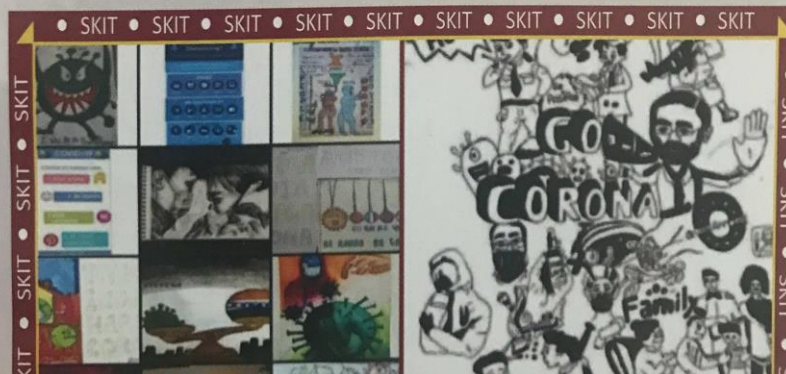
emphasized the aim of education to be life-building, man-making, and character-building. An education which develops character, mental powers and intelligence gives self-confidence and self-reliance among the individuals. The students got some insights during question & answer session with Mr Bissa. The event concluded with a vote of thanks and the National Anthem.

## A man in a white short-sleeved shirt is speaking at a podium. The podium features a logo with a red gear-like shape and a white letter 'T'. The background is a plain wall.

A Health Talk on the Sports Injuries and Medicines was organized by the ECA Club on October 9, 2019 in the campus. The Chief Guest of the lecture was Dr. Vikram Sharma, Fortis Escort Hospital, Jaipur. The session aimed at introducing the causes of different types of injuries during sports, their symptoms, promoting care and precautions. A team from Fortis Hospital, Jaipur also joined Dr. Vikram Sharma in spreading awareness regarding sports injuries and medicines.

A series of descriptive, brief and realistic films on knee ligament damage, sports injury management and performance enhancement were screened during the talk. The talk concluded with the knowledge of basic precautions like using ice pack, compression and immobilization during sports injuries. Mr. Ajit, faculty sports coordinator, proposed the vote of thanks.

An online (Instagram) awareness program was conducted on 2 April, 2020 by the ECA cell of the SKIT during the lockdown under the guidance of Mr. Kailash Soni. The objectives of the



#### 4. BHAGIRATH - A SOCIAL EVENT OF SKIT

During Pravah – 2020, a colourful and memorable social event BHAGIRATH was organized on 26 and 27 February 2020 in SKIT



Welcome of children to the event

Jaipur. Bhagirath is a social event of SKIT for the underprivileged children of the society. In this event, two schools of underprivileged children were invited: Sajal Prakhar Madhyamik Vidhyalaya (Free Education) Kacchibasti, Jagatpura and Sakhi B Niketan (Free Education), Kacchi Basti, Jaipur. In the event, a welcome ceremony was organized for around 320 children of these schools. Children performed yoga and showed their dance skills. They enjoyed snacks, games on various food counters and play zones. A cake cutting ceremony was also organized for the pleasure of such children. Some students of Sajal Prakhar Madhyamik Vidhyalaya performed a fancy dress show. A magic show was also organized for their amusement and everyone enjoyed the unique magic tricks by magicians. Then, all children had lunch in college canteen. This event concluded in the evening with gifts and stationary items to the children. The event brought big smiles on the faces of the children and their teachers. The programme was organized by Ms. Kiran Rathi of ECE department.

Dr. Swati (Co-Convenor PRAVAH 2020). The organizing committee members were: Dr. Mukesh Arora (Head, Electronics & communication, Department, SKIT Jaipur), Dr. Praveen K. Jain, Mr. Ankush Tandon, Dr. Monika Mathur, Dr. Rukhsar Zafar, Mr. Ankit Agarwal and Ms. Manju Choudhary.

#### NSS SPECIAL CAMP HELD AT DANTLI VILLAGE

NSS Unit of SKIT organized a 7 day special camp at village Dantli (Tehsil Sanganer, Jaipur) from 25February to 2March, 2020. The village has been adopted by SKIT as a part of fulfilling its social responsibilities. In all 50 students participated in the camp with great zeal. The objective of this camp was to initiate rapport building, developing long term institutional relationship with the community members and contributing to the upliftment of the people. Different social activities were planned



Glimpses of the Camp

and executed at the village during this camp with the cooperation of the villagers.

All the volunteers cleaned and washed the Gram Panchayat Bhawan thoroughly. Then the students interacted with the villagers to familiarize themselves with the milieu. An intensive activity of Yoga, under the guidance of a special Yoga trainer, was carried out every day. It was followed by a meeting with villagers and Panchayat representatives. People showed good response by providing the required materials, water and washroom facilities. Morning assembly with yoga exercises and motivational songs by the students filled the atmosphere with joy and new energy. This was followed by painting Gram Panchayat Bhawan and cleaning various areas of the village. Later, during the rally on Nasha Mukti, from the Bus stand to the entire village, the participants raised slogans and carried placards with messages to aware people about harmful effects of drugs. The participants were later familiarized about the process of the E-Mitra Machine.

Morning assembly with yoga exercises and motivational songs were followed by a visit to SMS Hospital, for interaction with the volunteers regarding health issues. In the Health Awareness Programme, Dr. Anurag Sharma, (NSS Program Officer)

Mr. Anil Sharma, SarpanchDantli, and Shri Rani LalMeena, SarpanchSiroli. Dr. Neeraj briefed the participants about the blood cells. He focused on the function and importance of blood in body and threw light on Corona Virus. The session was interesting and informative.

Next day, a Women Safety Camp, supported by Jaipur Police Commissionerate was held at the village. The experts taught the participants about self-defense. Interestingly, the camp was attended by all the girls. The participants were given key-chains which could be used as a safety tool. Then Ms. Sunita Meena, (Additional DCP and Nodal Officer of Nirbhaya Squad) explained various techniques of self-defense and demonstrated how to use the safety-tool. All the participants were made to practice the techniques with other participants. Girl volunteers created awareness for health and hygiene among village women and educated them about the proper usage and disposal of sanitary pads.



Additional DCP Ms. Sunita Meena being felicitated

A valedictory program was conducted on the last day in which all the villagers were invited. Villagers and Panchayat representatives thanked the NSS Camp participants for their commendable work done during the last 7 days. Chief Guest Prof. (Dr) B. M. Sharma, (Ex. Chairman Rajasthan Public Commission), Guest of Honour Mr. Anil Sharma (Sarpanch, DantliPanchayat), Mr. Babu Lal Sharma (Deputy Sarpanch, DantliPanchayat) and Prof. S. L. Surana Director (Academics) graced the occasion and distributed certificates to the participants. The entire camp activities were covered and lauded by the media.



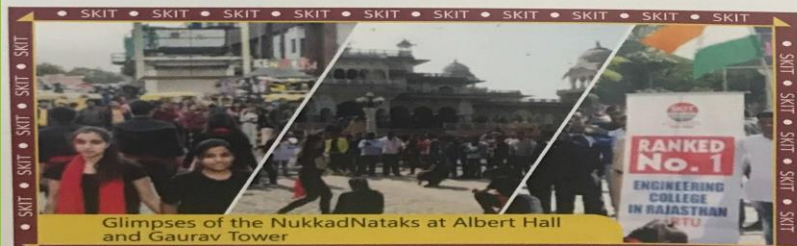
Glimpses of the Valedictory Session

THE SKIT TIMES, नवम्बर मास 45 | 9



## NUKKAD NATAKS ON ENVIRONMENT CONSERVATION HELD AT ALBERT HALL AND GAURAV TOWER

Two Nukkad Nataks were organized at Albert Hall on 26 January, 2020 and Gaurav Tower on 30 January, 2020 to spread the awareness about Swachhata and Environment Conservation under the guidance of Mr. Kailash Soni and Dr. Anurag Sharma. The objectives of the activities were achieved as the participants were successful in making the audience aware of the cleanliness and environment conservation. The young actors were lauded for leaving an indelible mark on the minds of the audience through their performance. The entire event was a huge success and it portrayed the words 'environment conservation and cleanliness of land go in hand towards the building of an ideal nation' beautifully.



Glimpses of the NukkadNataks at Albert Hall  
and Gaurav Tower

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## **7.1.10 SKIT'S CODE OF CONDUCT : PERIODIC PROGRAMMES**

### **SENSITIZATION OF FACULTY AND STAFF MEMBERS ABOUT CODE OF CONDUCT OF SKIT**

Sensitization of faculty and Staff Members is done by making them aware of this CODE OF CONDUCT of SKIT by departmental Induction program, Discussion with HOD and UHV Cell members. They are told about their role, duties and rights. Everyone has to work towards the vision and mission of institute and to meet the objectives.

### **SENSITIZATION OF STUDENTS ABOUT CODE OF CONDUCT OF SKIT**

Every year Induction programme of new entrants is organized in which a session of Incharge/ Senior Faculty member is held to make all the students aware of CODE OF CONDUCT. They are told Importance of discipline, regularity, punctuality etc. Why is it imp to wear uniform, is told to students. Uniform gives belongingness and maintainperity among students. How to behave with juniors, seniors, elders in the campus and outside too, all these points are the part of discussion of chief guest/ honored guests/ institute management and Principal.



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**LIST OF PROFESSIONAL ETHICS PROGRAMMES FOR STUDENTS AND TEACHERS**

S. No.	Date	Event
1.	1st to 15th August, 2019	The Two Week INDUCTION PROGRAMME for B. Tech. I Year Students
2.	17 <sup>th</sup> August 2019	Seminar on Training for Ethics in Practical Training
3.	February 18, 2020	Seminar on “Human Values and Professional Ethics”
4.	20 <sup>th</sup> March,2020	Symposium on Building a Culture of Ethical Behavior in Organization
5.	13 <sup>th</sup> April, 2020	Ethics workshop on why professionals do wrong and how to avoid it held
6.	7 <sup>th</sup> December, 2020	Three days Workshop on “Enhancement of Personal Skills and Personal development for Supporting Staff

**ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT FOR FACULTY AND STAFF MEMBERS**

Every year an induction programme is organized for newly joined faculty and staff members.

Pg 1



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY  
MANAGEMENT & GRAMOTHAN, JAIPUR**

**Human Values & Professional Ethics Committee**

**NOTICE**

SKIT/HV-PE/2019-20/01

17/09/2019

**Induction Programme On Code of conduct of SKIT for  
Newly joined faculty and Staff Members**

***Programme***

**Date: September 18, 2019 (Wednesday)**

**Time: 1:30pm – 3:00pm**

**Introduction: Prof. Dr. Archana Saxena**

**Induction session: Prof. S.L. Surana (Director Academics)**

**Vote of Thanks: Dr. Nidhi Sharma**

*All the newly joined faculty and staff members are requested to join the programme. Other interested persons are also welcome*

Prof. (Dr.) Archana Saxena  
Professor- Chemistry Department  
Convenor - Human Values & Professional Ethics Committee

Prof. S.L. Surana  
Director (Academics)

Copy to: Director, Registrar, Principal, Convener - Human Values & Professional Ethics Committee,

**Following persons are requested to attend the Induction Programme.**

S. NO.	NAME	DESIGNATION	DEPARTMENT
1.	DEEPAK KUMAR HARITWAL	ASST PROFESSOR	CIVIL
2.	LALIT KUMAR GUPTA	ASST PROFESSOR	CIVIL
3.	NIKHIL KUMAR SHARMA	ASST PROFESSOR	CIVIL
4.	NITESH AMBERIA	ASST PROFESSOR	CIVIL
5.	PRADEEP KUMAR GAUTAM	ASST PROFESSOR	CIVIL
6.	SAURABH AGARWAL	ASST PROFESSOR	CIVIL
7.	VISHISHT BHAIYA	ASST PROFESSOR	CIVIL
8.	ASHISH PANT	ASST PROFESSOR	CS
9.	MAYANK KUMAR JAIN	ASST PROFESSOR	CS
10.	PALIKA JAJOO	ASST PROFESSOR	CS
11.	ANSHIKA MALSARIA	ASST PROFESSOR	IT
12.	PRIYANKA PAYAL	ASST PROFESSOR	MBA
13.	RAVISH PANDEY	ASST PROFESSOR	MBA
14.	DEEPAK KUMAR	ASSO PROFESSOR	ME
15.	OM JI SHUKLA	ASSO PROFESSOR	ME
16.	PRAKASH BHARADWAJ	ASST PROFESSOR	ME

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## **ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT FOR STUDENTS**

### **THE TWO WEEK INDUCTION PROGRAMME FOR B. TECH. I YEAR STUDENTS**

**Every year an induction/ Orientation programme is organized for newly joined students.**

The objectives of the Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

The following are the major activities under the induction programme

1. Physical activity: This would involve a daily routine of physical activity with games and sports including yoga which will help them to develop team spirit.
2. Extra Curricular Activities: Every student would choose one skill related to the extracurricular segment whether technical or non –technical activities like music, dance, drama, robotics, entrepreneurship etc.
3. Universal human values: It gets the student to explore on self and allows one to experience the joy of learning stand up to peer pressure, take decisions with courage etc.
4. Literary Activities: Literary activities would encompass reading, writing, debating and enacting a play.
5. Lectures by Eminent People: This period can be utilized for lectures by eminent people it would give the students exposure to people who are socially active or are in public domain.

## 1. ORIENTATION SESSION

Day one of the induction session started with a formal orientation programme. The programme was inaugurated by lamp lighting done by IAS KK Pathak and venerable members of the management committee. The inaugural speech was delivered by Shri Surja Ram Meel, Chairman, SKIT. He told about the importance of programme. The programme also showcased a variety of cultural performances from senior students. After the speech a video was played for showing the journey of college. Prof. Rohit Mukherjee, In charge B.Tech first Year welcomed the students focusing on time management and conveyed that success has no short cuts. Other senior dignitaries of the college were also present during the Orientation Program.



**MOTIVATIONAL SPEECH WAS DELIVERED BY IAS KK PATHAK, COMMISSIONER OF INDUSTRIES, GOVERNMENT OF RAJASTHAN.**

He mentioned the importance of human values and the importance of spirituality, discipline and meditation in our lives. He emphasized on the need of strengthening the time tested values of time management, self-respect & dignity, abstaining from peer pressure and vices and most importantly, the determination to rise in life with the help of dreams and hopes. **He exemplified his own life to establish the values of integrity and discipline.**



**Seminar on Training for Ethics in Practical Training**  
**17<sup>th</sup> August 2019**

A hands on training session on Practical Training for Ethics was held on 17th August, 2019. The event was hosted by Human Values and Professional Ethics Cell in collaboration with Smile NGO. It was discussed that the assessments of ethics risks and training needs should be carried out in order to adapt the training programmes to the needs of the target groups. Specialized ethics related surveys could be a



useful tool for such needs assessment. Close cooperation between the agency that provides the training and the agency that employs the public officials at the stage of developing the training programme is also important in order to adapt the programme to the specific needs of an institution. To make the training less formalistic and more practice oriented, and to use the limited time allocated for ethics training to its best, it is very important to apply modern training methods. This can include a combination of theoretical lectures and practical tailor-made case studies and workshops. It is also recommended to use evaluation methods to assess both the knowledge received by the participants of the training and to identify ways to further improve the training. Finally, countries could consider developing follow-up measures, such as individual ethics action plans for participants in the training programmes, and additional coaching in the workplace to support the implementation of such plans. |



## **Seminar on “Human Values and Professional Ethics” February 18, 2020.**

Human Values and Professional Ethics cell , SKIT has organized a One day workshop of “Human Values and Professional Ethics” for the students of PGDM batch (2018-2020) & (2019-2021) on February 18, 2020, under the kind patronage of Prof. (Dr.) SL Surana, Director Academics, SKIT. The Workshop witnessed the presence of the expert speaker, Mr. Dharmesh Sharma from ISCON, Jaipur who highlighted the corruption prevalent in the Indian society and advised students to avoid stepping on other's feet.

Around 60 students took part in the workshop and the focus was on the awareness of the need for Human Values and Professional Ethics.

Expert Speaker introduced the students to the Holistic Development and Role of Education in Life and its application in solving the problems of life. The primary goal of the session was to give the exposure and understanding of how values give worthiness and respect to life.

In the end, Prof. Archana Saxena, Convenor of the cell and the coordinator of the workshop concluded the session with “Vote of Thanks” to the august gathering.



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## **Ethics workshop on why professionals do wrong and how to avoid it**

**13<sup>th</sup> April, 2020**

No organization can afford to leave ethical decision making to chance. One hasty or ill-conceived action by an employee can harm the reputation of the entire organisation and destroy a career. In a new initiative by the Human Values and Professional Ethics Cell had organized a workshop on ethics for the students of management on “Why professionals do wrong and how to avoid it” held on 13<sup>th</sup> April, 2020. Its prime objective was to develop effective ethics training focused on setting expectations of behavior for quality professionals in a variety of contexts. For example, how do you react when a client requests a change to your data in a report? How do you establish boundaries with a client that can’t be crossed? Given client confidentiality, when and how can you report lawbreaking or misbehavior?

This one-day workshop, run in collaboration with the Institute of Business Ethics, explains the concept of ethics both in theory and in practice, providing examples of when things have gone wrong for other organizations. Targeted solely at air quality professionals, we will use dilemma and scenario-based training of complex ethical problems to help you develop frameworks to deal with dilemmas. The workshop aimed at helping to fully understand the purpose and clause of the IAQM and IES Codes of Conduct so that the future aspirants can avoid professional complaints and use the Codes as a framework to weave into one’s professional practice.





## **Symposium on Building a Culture of Ethical Behavior in Organization 20<sup>th</sup> March, 2020**

One day symposium was held on “Building a Culture of Ethical Behaviour in Organisation held on 20<sup>th</sup> March, 2020. A Practical Ethics Tools and Strategies Suitable for All Staff was disseminated to Improve Conduct in the Workplace [with Real-Life Examples]

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The chief speaker of the session shared that one way of helping protect the integrity of your organization is to keep ethics in the forefront with your employees. Ethics At Work Workshop is about helping your staff identify and resolve ethical issues and establishing a foundation for a strong and successful workplace and life.

As we've all seen in the news, it seems that ethical choices are more complex when people are under pressure. In the public sector, we need to understand that while something might be legal, it doesn't mean it's ethical. In these challenging times, everyone could use a refresher to help build skills and learn practical strategies for making ethical choices. Ethics At Work Workshop is based on the values of public service, and will provide a framework for addressing everyday ethical issues and serve as a platform for participant discussion about many common ethical concerns, such as:

- balancing what's legal versus what's ethical
- addressing perceived and/or real conflicts of interest
- accepting gifts / favors
- ethics and the Internet: Facebook, Twitter, and texting in the workplace
- how your actions affect the ethics climate in your organization

You will tackle real-world case studies to give you and your staff an eye-opening perspective on a topic that sometimes gets taken for granted. You'll be surprised at how difficult a seemingly simple ethical choice can be—especially in local government, where your choices need to build trust and confidence with the public you serve.





### **Three days Workshop on “Enhancement of Personal Skills and Personal development for Supporting Staff Held on 7<sup>th</sup> December, 2020**

The programme commenced with the lighting of the Ceremonial lamp with examples for goal setting and achieving them. Second session of work ethics and etiquettes was delivered by eminent speakers of the session covered the conversational model of learning, which emphasised the participation of people in a dialogue that generates knowledge. The speakers also explained the importance of professional discipline in every aspect of life in order to be successful. It also allows one to have power and control in life. A disciplined person is free of the chaos that people without the skill experience. A disciplined person adheres to and abides by certain rules and norms which are meant to reduce corruption among the government servants and to increase transparency and public accountability. After this a lecture

on stress management & causes of stress delivered by, which comprised of general awareness and self-help on stress issues. Presented managerial skills to understand how to create a communication strategy and elaborated about characteristics of managerial communication explained further about managerial skills and self-development, He advised that we should break our long term goals into smaller ones and complete them in parts.

Session on development of attitude towards social responsibility. Valedictory Function initiated by the explanation personality development which was followed by a discussion about The “Self”, one’s desires, dreams, passions and motivations. Participants were explained about importance of their dreams and desires for developing the personality. It was stressed that they need to have a passion in life. Participants were also given tips on how to increase their self-esteem. They were also encouraged to be optimistic and to have a positive approach about everything in life. Most importantly, it was emphasized that they should love themselves and never lose confidence. At the end of the Workshop, the Valedictory session was held at 3.30 pm. Dr. Ramesh Pachar, Principal congratulated all the participants and organizers for successful completion.



## 7.1.11 CELEBRATION OF COMMEMORATIVE EVENTS, DAYS, FESTIVALS AT THE INSTITUTE

### LIST OF EVENTS

Sr. No	Date:	Name of the Event
1.	13.1.2019	National Youth Day
2.	16.1.2020 - 31.1.2020	Swacchata Pakhwada
3.	26.1.2019	Republic Day
4.	10.2.2019	Basant Panchami
5.	20.2.2019	Kumbh Par Charcha
6.	24.2.2019	Swami Keshavanand Jayanti
7.	8.3.2020	Chhatra Sansad
8.	5.6.2019	Environment Day
9.	15.8.19	Independence Day
10.	5.9.2019	Teacher's Day
11.	17.9.2019	Engineer's Day

# WE PREPARE OUR YOUTH FOR A BETTER FUTURE

## HAPPY INTERNATIONAL YOUTH DAY



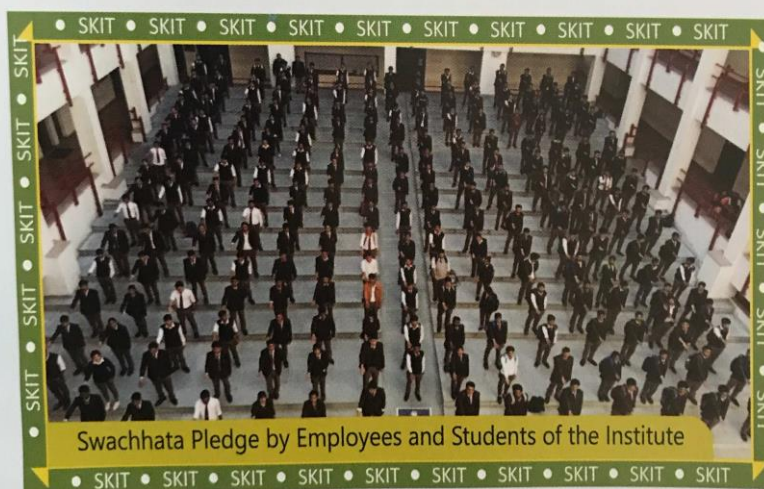
### MOTIVATIONAL TALK ON NATIONAL YOUTH DAY

A motivational talk on the National Youth Day was organized by the ECA Club on 08 January, 2020 in the campus. The chief guest Mr. S.S. Bissa (Ex. IAS), presently Faculty at Rajasthan State Institute of Public Administration Officers Training School, Jaipur, focused his address on the youth icon Swami Vivekanand. He said that Swami Vivekananda was more than just a spiritual mind; he was a prolific thinker, a great orator and a passionate patriot. He carried the philosophy of his guru, Ramakrishna Paramhansa, forward to a new paradigm. He



## (SWACHHATA PAKHWADA) ELEBRATED AT SKIT

The ECA Cell celebrated the SwachhataPakhwada from 16 to 31 January, 2020 in SKIT campus. The Pakhwadaprogramme was



Swachhata Pledge by Employees and Students of the Institute

## REPUBLIC DAY CELEBRATION

The institute celebrated the 66th Republic Day with great fervour in an atmosphere of patriotism and veneration for the freedom fighters. The celebration began with the tricolor hoisting ceremony. Mr. Surja Ram Meel, Chairman, SKIT, expressed his concern over the deterioration of moral values in the young generation. He also enumerated principles to be successful in life. He urged the students to take up more challenges in life. Prof. Dr. S. L. Surana, Director Academics, SKIT extended his good wishes on the day. He exhorted the students to overcome their weaknesses and work hard to realize their dreams. Shri. Anil Bafna, Vice Chairman, SKIT urged the students to value their time and utilize it



## BASANT PANCHMI CELEBRATIONS



Homage was paid to goddess Saraswati on 10 February, 2019, at the Saraswati Temple in the SKIT campus. Director Academics, Prof. S. L. Surana along with the members of SKIT family performed the traditional 'pooja'. The temple was decorated with flowers & lights. 'Prasadam' was distributed after the prayer chanting.

## 'KUMBH PAR CHARCHA'

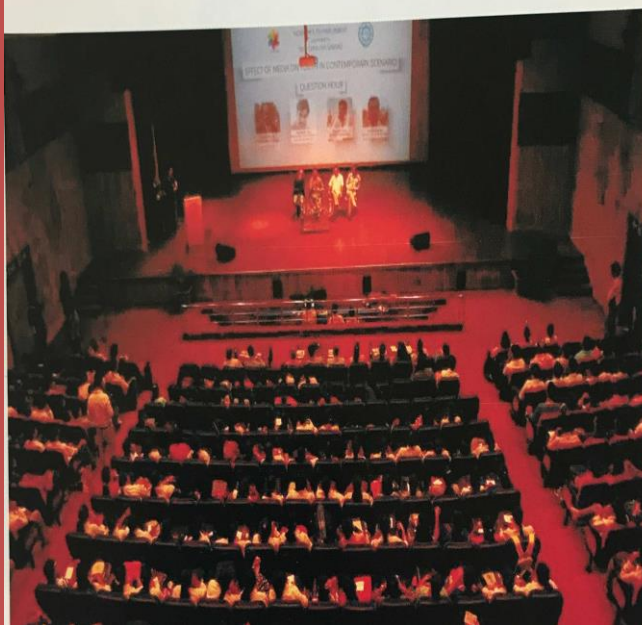
To aware and enlighten the youth about Indian culture and mythology, a panel discussion on 'Kumbh Par Charcha' was jointly organised by SKIT and Dainik Bhaskar on 20 February 2019 in J. C. Bose seminar hall. Devarshi Kalanath Shastri, renowned Sanskrit scholar, Prof. Vinod Shastri, ex Vice chancellor Sanskrit University, Prof. M.L. Bhargava, Advisor and Prof. Archana Saxena, HOD Chemistry, discussed and deliberated on-cultural, mythological, scientific and astrological dimensions and significant aspects of 'Kumbh'. Mr. Dharmendra Jha, News Editor Dainik Bhaskar, was present as moderator. Prof. Rohit Mukherjee and Prof. Amber Srivastava welcomed the guests.

## SWAMI KESHVANAND JAYANTI CELEBRATION

The Department of Mechanical Engineering in collaboration with Robotics club SKIT and Tech Innova Club organised a memorial programme on account of Swami Keshvanand Jayanti on 24 February 2016. The event was organised to mark and celebrate the birth of Swami Keshvanand ji. Students were present in large numbers and showed great zeal in the participation. It was conducted by the coordinators of the respective clubs. The event was graced by the presence of Dr. Vinita Sharma (Extra curriculum in charge) and Praveen Saraswat (Sr. Lectt., ME Deptt.). The event was a cluster of technical events like Robo Race, Line Follower and Quiz. Robo Race and Line Follower were the robotics event in which the student participants came with their projects and competed with other participants. The quiz was conducted online. It was based on general knowledge and religious moral values. The event witnessed a huge number of participation. A biographical film on swami ji was also shown to students to motivate them and enlighten them by showing the path which swami ji followed. Chief patron Shri. Raja Ram Meel, Shri Surja Ram Meel, Director Jaipal Meel and Director(D&W), Dr.S.K. Calla , graced the event with their esteemed presence. Prize and certificates were distributed to the students.

## CHATRA SANSAD

Coordinators: Dr. Anurag Sharma, Dr. Brajraj Sharma



## SRISHTI: A GREEN CAMPUS INITIATIVE



SKIT recently celebrated the spirit of Green Campus initiative through SRISHTI, an event organized to mark the beginning of turning the campus into an energy efficient abode. Dr. A.K. Jain, MD, RIEL, graced the occasion as the Chief Guest with Captain Deepak Gupta, Dy. Director, PCRA, as the special guest for the occasion. Sh. Raja Ram Meel welcomed the gathering and expressed a profound sense of gratification on the progress of the institute and such initiatives as making a green campus. Mr. Jaipal Meel, Director, SKIT, expressed that the renewable energy usage is the need of the hour

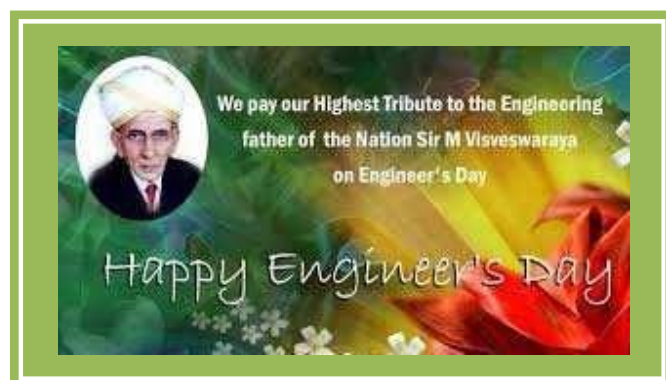
and an important step for our coming generations. He promised to make the campus an energy efficient premise. Dr S.L. Surana, Director Academics, SKIT, threw light on the importance of rain water harvesting system, waste water management system and the solar power plant with a special reference to SKIT.

Dr S. N. Vijayvargiya, Dean, (R&D), SKIT, threw light on the levels of SRISHTI and the upcoming plans to be undertaken by the college. Capt. Deepak Gupta congratulated the institute for the installation

## INDEPENDENCE DAY CELEBRATION

As per the tradition of our institute to host the celebrations of the Independence Day, the members of management including Director, Shri Jaipal Meel, Registrar Ms. Rachana Meel, faculty members and students celebrated the Independence Day on 15 August 2019 in the central lawn. The tricolor was hoisted by both the Director and the Registrar and followed by the national anthem. The celebration witnessed various cultural activities including patriotic songs and poems, dance, and speeches by the dignitaries. The function concluded with the distribution of sweets.





### **BASANT PANCHMI CELEBRATIONS**

“Basant Panchmi” is an occasion which marks the advent of the spring season and is also celebrated to worship Saraswati, the Goddess of knowledge and wisdom. This day was celebrated in our college with great fervour and enthusiasm. Yellow colour – representative of spiritual knowledge, is given importance on basant panchmi.

Faculty members assembled together to pray and attain blessings from Goddess Saraswati to reach the epitome of knowledge. The pooja started with a beautiful Saraswati vandana and after that Prasad was distributed among all who were enlightened by the blessings of Maa Saraswati.

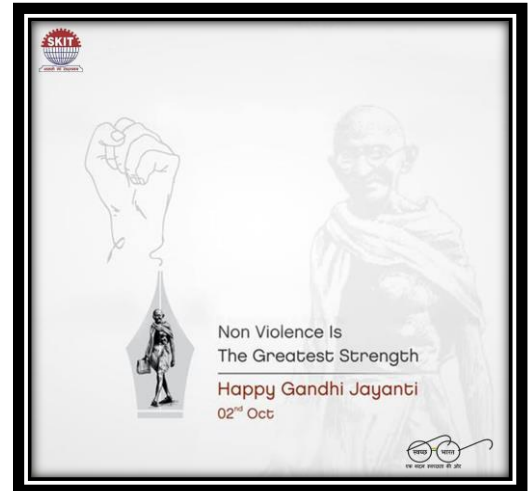




### SWACHHATA PAKHWADA

"Swachhata Pakhwada" as a part of "Swachhta Abhiyan" was initiated, with the objective of bringing a fortnight of intense focus on the issues and practices of Swachhata-meaning Cleanliness. To support this great initiative of GoI and to create an awareness about the need of cleanliness, **SKIT** had organized many events during the **Observation of Swachhata Pakhwada** from 15th Jan 2020 to 31st Jan 2020.



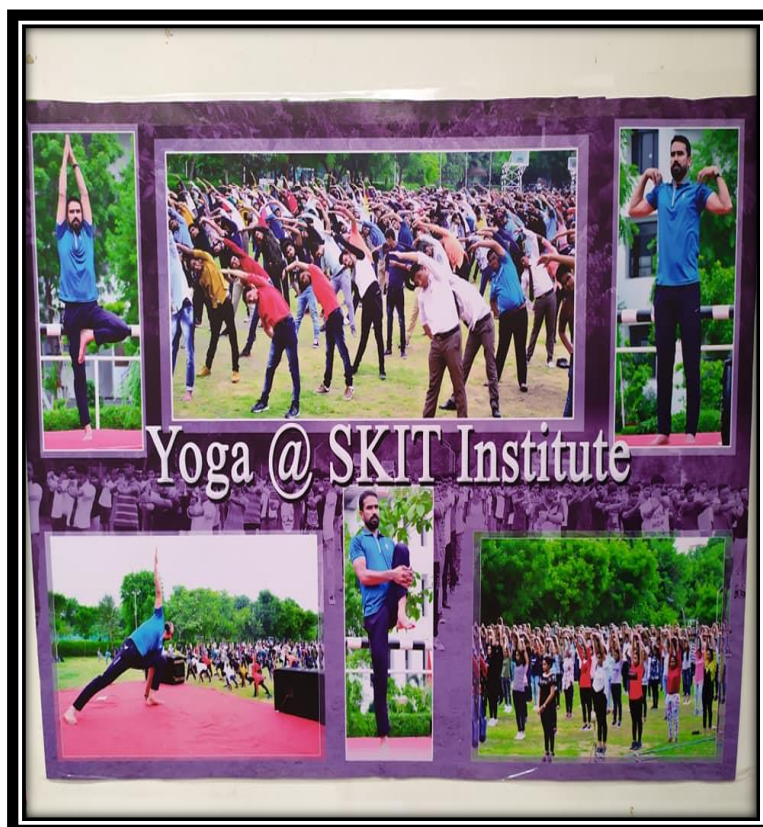


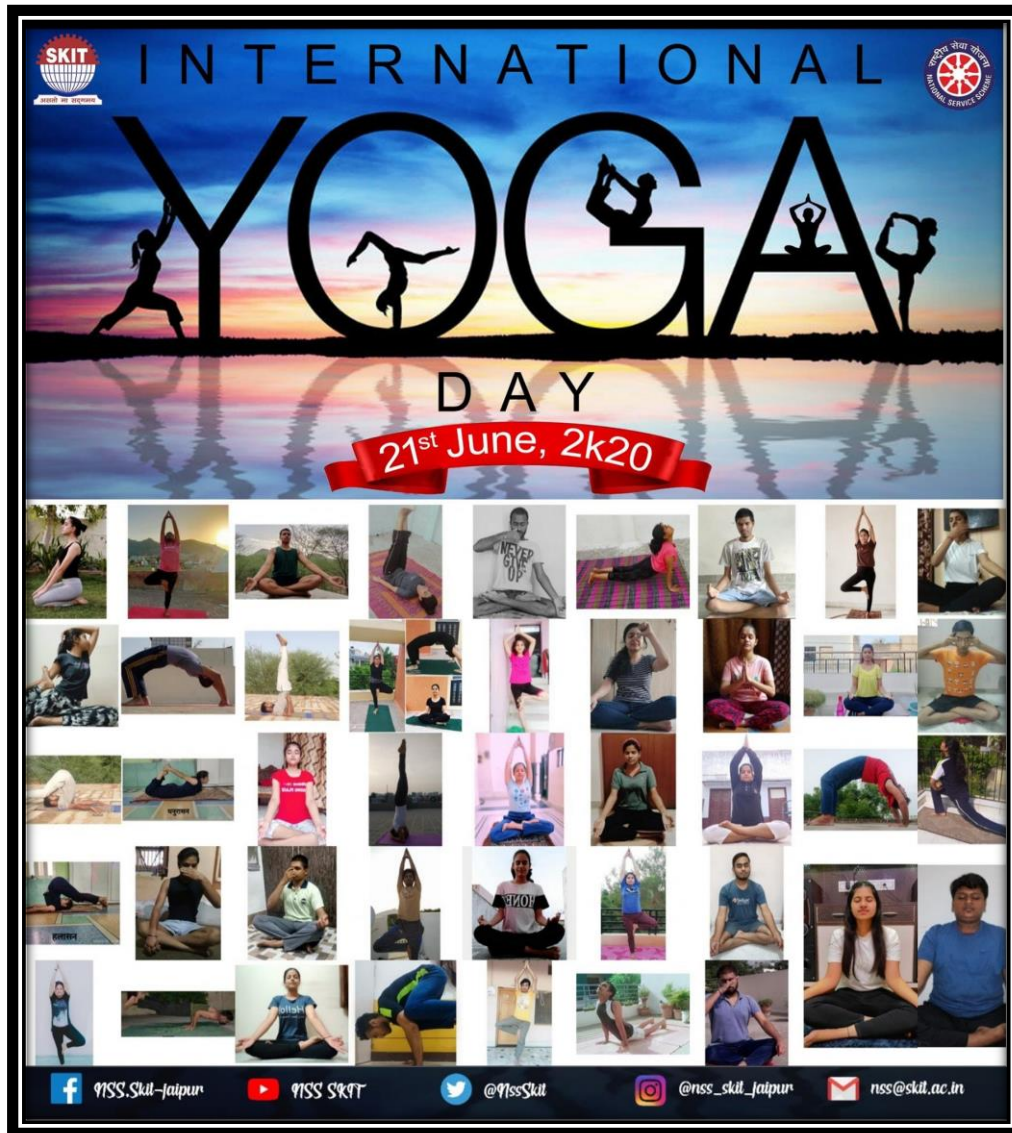


## INTERNATIONAL YOGA DAY

Since its inception in the year 2015, June 21<sup>st</sup> is celebrated as The International Day of Yoga all over the world. This idea was proposed by our Prime Minister, Mr. Narendra Modi. He said, “Yoga is an invaluable gift of India’s ancient tradition. It embodies unity of mind and body; thought and action; restraint and fulfillment; harmony between man and nature; a holistic approach to health and well-being. It is not about exercise but to discover the sense of oneness with you, the world and the nature. By changing our lifestyle and creating consciousness, it can help in well being.”

International Yoga Day was celebrated by the students and teachers at SKIT with great enthusiasm. All the participants demonstrated various asanas followed by Omkar chanting. Warm up exercises were taken and all the students performed sitting and standing asanas, importance of these were explained simultaneously. The celebration concluded with synchronized recitation of shlokas and speech by our Principal. He encouraged students to practice regular yoga to remain fit and improve concentration. Regular practice of yoga will surely help our students achieve a better life, physically, mentally and spiritually as well.





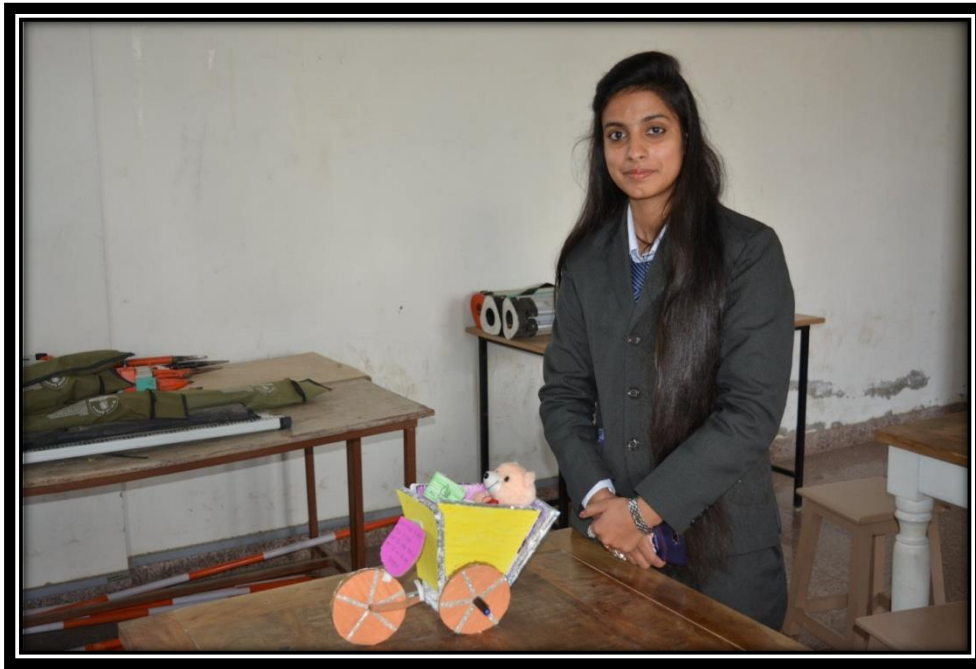


## INTERNATIONAL WOMEN'S DAY (8<sup>TH</sup> MARCH)

International Women's Day is not country, group, nor organization specific. No one government, NGO, charity, corporation, academic institution, women's network, or media hub is solely responsible for International Women's Day. The day belongs to all groups collectively everywhere. Gloria Steinem, world-renowned feminist, journalist and activist **once explained** "The story of women's struggle for equality belongs to no single feminist, nor to any one organization, but to the collective efforts of all who care about human rights." So make International Women's Day your day and do what you can to truly make a positive difference for women.







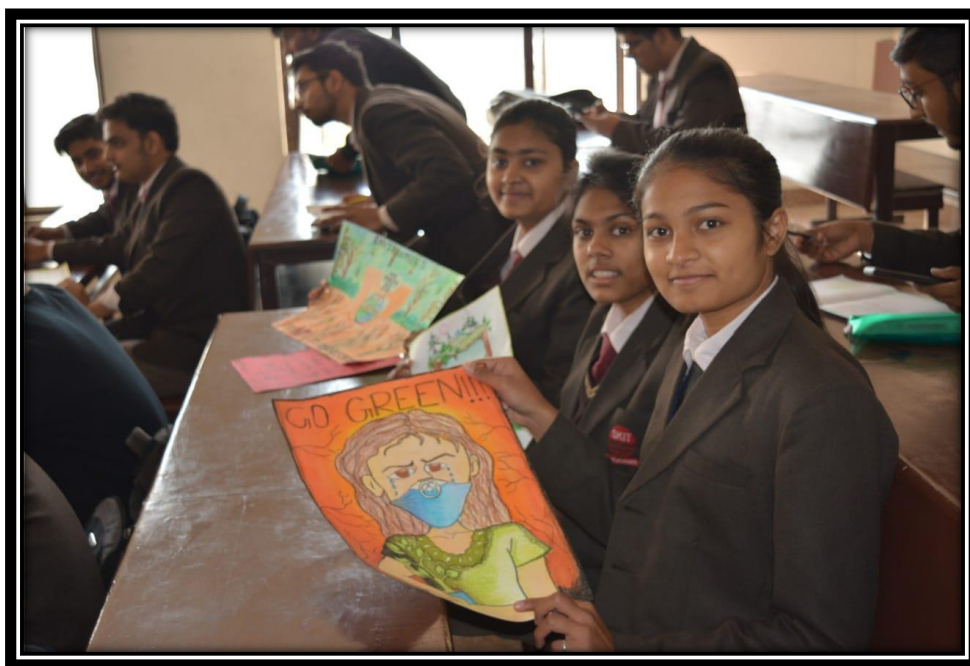
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## ENVIRONMENT DAY/ EARTH DAY

Every year, World Environment Day is observed on June 5. This day is celebrated to encourage awareness and environmental protection. According to United Nations, "The celebration of this day provides us with an opportunity to broaden the basis for an enlightened opinion and responsible conduct by individuals, enterprises, and communities in preserving and enhancing the environment."

### World Environment Day Theme

In 2020, the theme was biodiversity – a concern that is both urgent and existential. Recent events, from bushfires in Brazil, the United States and Australia to locust infestations across East Africa—and now, coronavirus pandemic – demonstrates the interdependence of humans and the webs of life in which they exist.















## TALK ON SELF AWARENESS AND INTEGRITY

Integrity is generally agreed to be a vital quality in a leader. It's usually defined in terms of honesty and adhering strongly to an ethical code. However, when applied to non-human areas such as a body of data, or an ecosystem, something that has 'integrity' is 'intact', 'whole', or 'not tampered with'. This was in fact the original meaning of the word (from the Latin meaning 'untouched'). Integrity therefore came to mean 'ethically sound' by metaphorical extension. As so often with metaphors applied to human subjective experience, we can discover something useful when we take the metaphor literally.





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# CONSTITUTIONAL OBLIGATIONS: VALUES, RIGHTS, DUTIES AND RESPONSIBILITIES OF CITIZENS

## CONSTITUTION DAY AND FUNDAMENTAL DUTIES

Constitution Day also known as 'Samvidhan Divas', is celebrated in our country on 26th November every year to commemorate the adoption of the Constitution of India.

On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect from 26th January 1950.

The Ministry of Social Justice and Empowerment on 19th November 2015 notified the decision of Government of India to celebrate the 26th day of November every year as 'Constitution Day' to promote Constitution values among citizens.



The Constitution of India was framed by a Constituent Assembly set up under the Cabinet Mission Plan of 1946. The Assembly held its first meeting on December 9, 1946, and elected Dr. Sachhidanand Sinha, the oldest member of the Assembly as the Provisional President. On December 11, 1946, the Assembly elected Dr Rajendra Prasad as its permanent Chairman.

The Constituent Assembly set up 13 committees for framing the constitution including a Drafting Committee under the Chairmanship of Dr. B.R. Ambedkar. On the basis of the reports of these committees, a draft of the Constitution was prepared by a seven-member Drafting Committee. It is the longest written Constitution in the world containing 395 Articles, 22 Parts and 12 Schedules.

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The Constitution of India was not typeset or printed but was handwritten and calligraphic in both English and Hindi. It was entirely handcrafted by the artists of Shantiniketan under the guidance of Acharya

Nandalal Bose, with the calligraphy texts done by Prem Behari Narain Raizada in Delhi. The original copies of the Constitution of India are kept in special helium-filled cases in the Library of the Parliament of India.

Each part of the Constitution begins with a depiction of a phase or scene from India's national history. At the beginning of each part of the Constitution, Nandalal Bose has depicted a phase or scene from India's national experience and history. The artwork and illustrations (22 in all), rendered largely in the miniature style, represent vignettes from the different periods of history of the Indian subcontinent, ranging from Mohenjodaro in the Indus Valley, the Vedic period, the Gupta and Maurya empires and the Mughal era to the national freedom movement. By doing so, Nandalal Bose has taken us through a veritable pictorial journey across 6000 years of rich history, tradition and culture of the Indian subcontinent.

People of India are the ultimate custodians of the Constitution. It is in them that sovereignty vests and it is in their name that the Constitution was adopted. The Constitution empowers the citizen, but the citizen too empowers the Constitution by following it, by adhering to it, by protecting it, and by persevering to make it more meaningful with words and deeds.

**The Constitution is nobody's preserve – and it is everybody's preserve.** When the Constitution was adopted in the year 1949, there were no provisions regarding Fundamental Duties to the Citizens though there was a Part III for Fundamental Rights.

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The Fundamental Duties of citizens were added to the Constitution by the 42nd Amendment in 1976, upon the recommendations of the Swaran Singh Committee that was constituted by the Government. The Committee suggested that steps needed to be taken to ensure that the individual did not overlook his duties while in exercise of his Fundamental Rights.

By way of the 42nd Constitution (Amendment) Act, 1976, a new Chapter IV-A which consists of only one Article i.e 51-A was added which dealt with a Code of

### **THE FUNDAMENTAL DUTIES**

Ten Fundamental duties(Article 51-A, PART IVA) are intended to serve as a constant reminder to every citizen that while the constitution specifically conferred on them certain Fundamental Rights, it also requires citizens to observe certain basic norms of democratic conduct and democratic behavior because rights and duties are co-relative. The inclusion of Fundamental Duties brought our Constitution in line with article 29 (1) of the Universal Declaration of Human Rights and with provisions in several modern Constitutions of other countries. The concept of Fundamental duties was taken from the USSR. The Fundamental duties are essentially taken from the Indian tradition, religions and practices. Essentially these were the duties that are the codification of tasks integral to the Indian way of life.

Originally ten fundamental duties were listed. Later on, by virtue of 86th Constitution the Amendment in year 2002, 11th duty was added.

Fundamental duties—It shall be the duty of every citizen of India

1. to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;



- 
2. to cherish and follow the noble ideals which inspired our national struggle for freedom;
  3. to uphold and protect the sovereignty, unity and integrity of India;
  4. to defend the country and render national service when called upon to do so;
  5. to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
  6. to value and preserve the rich heritage of our composite culture;
  7. to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
  8. to develop the scientific temper, humanism and the spirit of inquiry and reform;
  9. to safeguard public property and to abjure violence;
  10. to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
  11. who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

## **THE FUNDAMENTAL RIGHTS**

The Fundamental Rights are defined as the basic human rights of all citizens. These rights, defined in Part III of the Constitution, applied irrespective of race, place of birth, religion, caste, creed, gender, and equality of opportunity in matters of employment. They are enforceable by the courts, subject to specific restrictions.

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Articles 12-35 of Indian Constitution deal with Fundamental Rights. These human rights are conferred upon the citizens of India for the Constitution tells that these rights are inviolable. Right to Life, Right to Dignity, Right to Education etc. all come under one of the six main fundamental rights.

**Indian Constitution provides six fundamental rights to their citizens, which are:**

1. Right to Equality (Article 14 – Article 18)
2. Right to Religion (Articles 25 – Article 28)
3. Right against Exploitation (Articles 23 – Article 24)
4. Right to Culture and Education (Articles 29 – Article 30)
5. Right to Freedom (Articles 19 – Article 22)
6. Right to Constitutional Remedies (Article 32)

These rights are called fundamental rights because of two reasons:

1. They are enshrined in the Constitution which guarantees them
2. They are justifiable (enforceable by courts). In case of a violation, a person can approach a court of India

The right to property is now a legal right and not a fundamental right.

There was one more fundamental right in the Constitution, i.e., the right to property.

However, this right was removed from the list of fundamental rights by the 44th Constitutional Amendment.

This was because this right proved to be a hindrance towards attaining the goal of socialism and redistributing wealth (property) equitably among the people.

#### 1. Right to Equality (Articles 14 – 18)

Right to equality guarantees equal rights for everyone, irrespective of religion, gender, caste, race or place of birth. It ensures equal employment opportunities

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in the government and insures against discrimination by the State in matters of employment on the basis of caste, religion, etc. This right also includes the abolition of titles as well as untouchability.

## 2. Right to Freedom (Articles 19 – 22)

Freedom is one of the most important ideals cherished by any democratic society. The Indian Constitution guarantees freedom to citizens. The freedom right includes many rights such as:

- Freedom of speech
- Freedom of expression
- Freedom of assembly without arms
- Freedom of association
- Freedom to practise any profession
- Freedom to reside in any part of the country

Some of these rights are subject to certain conditions of state security, public morality and decency and friendly relations with foreign countries. This means that the State has the right to impose reasonable restrictions on them.

## 3. Right against Exploitation (Articles 23 – 24)

This right implies the prohibition of traffic in human beings, begar, and other forms of forced labour. It also implies the prohibition of children in factories, etc. The Constitution prohibits the employment of children under 14 years in hazardous conditions.

## 4. Right to Freedom of Religion (Articles 25 – 28)

This indicates the secular nature of Indian polity. There is equal respect given to all religions. There is freedom of conscience, profession, practice and propagation

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of religion. The State has no official religion. Every person has the right to freely practice his or her faith, establish and maintain religious and charitable institutions.

#### 5. Cultural and Educational Rights (Articles 29 – 30)

These rights protect the rights of religious, cultural and linguistic minorities, by facilitating them to preserve their heritage and culture. Educational rights are for ensuring education for everyone without any discrimination.

#### 6. Right to Constitutional Remedies (32 – 35)

The Constitution guarantees remedies if citizens' fundamental rights are violated. The government cannot infringe upon or curb anyone's rights. When these rights are violated, the aggrieved party can approach the courts. Citizens can even go directly to the Supreme Court which can issue writs for enforcing fundamental rights.

### Fundamental Rights Available Only to Citizens OF BHARAT

The following is the list of fundamental rights that are available only to citizens (and not to foreigners):

1. Prohibition of discrimination on grounds of race, religion, caste, gender or place of birth (Article 15).
2. Equality of opportunity in matters of public employment (Article 16).
3. Protection of freedom of:(Article 19)
  - Speech and expression
  - Association
  - Assembly
  - Movement



- Residence
- Profession

Protection of the culture, language and script of minorities (Article 29).

Right of minorities to establish and administer educational institutions (Article 30).

### Importance of Fundamental Rights

Fundamental rights are very important because they are like the backbone of the country. They are essential for safeguarding the people's interests.

According to Article 13, all laws that are violative of fundamental rights shall be void. Here, there is an express provision for judicial review. The SC and the High Courts can declare any law unconstitutional on the grounds that it is violative of the fundamental rights. Article 13 talks about not just laws, but also ordinances, orders, regulations, notifications, etc.

## **OUR RESPONSIBILITIES**



**A citizen of a country is an individual recognized under the custom or law as being a legal member of a sovereign nation or allegiance to a government in exchange for its protection, whether at home or abroad. A citizen is one of the dominant pillars of the country.** They are entitled to enjoy all the legal rights and privileges granted by a state to the people encompassing its constituency and are obligated to obey its laws and to attain his or her duties as called upon. We are all

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a citizen of our country and retain several rights and responsibilities towards our community, state, and country.

Each citizen has a responsibility to make his or her community a decent place to inhabit. When you are a responsible citizen, it implies that you know your duty adequately and will volunteer for numerous things that are required by the community or the society in general.



### **RESPONSIBLE CITIZENS**

A responsible citizen abides by all the law and order of the country. They are entitled to exercise all the fundamental rights and duties, such as casting a vote, paying government taxes and protecting the country from corruption. Being a good and responsible citizen of the country, one must engage in activities or assist in tackling issues such as keeping the environment clean, raising money for charities, conserving electricity, water, and natural resources, or protecting public properties, etc.

Every state or country provides its citizens with some fundamental civil rights such as personal rights, religious rights, social rights, moral rights, economic rights, and political rights, etc. A right is a liberty that is protected by the state, such as the right to free speech and religion.

Rights are given to the citizens for their individual moral, material or personality development and growth in social life. Responsibility is a moral duty that one should perform, such as recycling, preserving culture and heritage, etc. Voting is both a right and a responsibility.

### **RESPONSIBILITY OF CITIZENS OF BHARAT**



India is a democratic country where its denizens live freely. Democracy in the country can function only when its citizens have both rights and responsibilities. Rights and responsibilities are two sides of a coin that goes hand in hand with us in whatever home, society, state, or country we live in.

A democratic system of the country is entirely founded on the freedom of its citizens to celebrate their rights. Fundamental rights bestowed to the Indian citizens are an essential part of the Constitution. The rights are not violable in the common circumstances but they are not absolute either and are subject to reasonable restrictions as necessary for the protection of public interest. Such rights prevent the government from being dictatorial and oppressive. In any case of rights violations of individual, courts can protect and safeguard them.

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To completely enjoy the rights, citizens must perform their responsibilities towards the country in a decent manner because the rights and responsibilities of an individual are inter-related to each other. If we have rights, we must have their corresponding responsibilities too. Rights and duties of each citizen preserved in the Indian Constitution are very valuable and inter-related considering the prosperity of the country.

**In The Constitution of India book published and accepted by the first parliament of India on 26th of January 1950, under Article 51A, it's been duly pointed out that it shall be the duty of every citizen of India –**

**To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;**

**To cherish and follow the noble ideals which inspired our national struggle for freedom;**

- **To uphold and protect the sovereignty, unity, and integrity of India;**
- **To defend the country and render national service when called upon to do so;**
- **To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;**
- **To value and preserve the rich heritage of our composite culture;**
- **To protect and improve the natural environment including forests, lakes, rivers, wildlife and to have compassion for living creatures;**
- **To develop the scientific temper, humanism and the spirit of inquiry and reform;**
- **To safeguard public property and to abjure violence;**
- **To strive towards excellence in all spheres of individual and collective activity, so that the nation constantly rises to higher levels of endeavour and achievement;**
- **Who is a parent or guardian, to provide opportunities for education to his child, or as the case may be, ward between the age of six to fourteen years.**



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The constitution book delineates every responsibility and duty that an Indian citizen is expected to abide by. As a citizen of the country, we are morally and legally required to perform our duties furnished by the government. They can be civic duties or moral duties which cannot be enforced legally upon the citizens even by the courts.

As a good and responsible citizen of the country, first one must be aware of the fundamental rights and duties. Comprehending all the rules and regulations proposed by the government may boost every citizen in achieving their responsibilities towards the country. Responsible citizens build their community a good habitat to live by following the principles and helping others.

**We as a citizen, are all accountable for the good or bad conditions of the nation. We need to shift our attention into action to procure positive impacts on our community and country. An individual action performed by a person can change a life, but collaborative actions have a positive impact on the entire nation. Therefore, the duties of citizens count as a contribution to a flourishing society and nation as a whole.**

**A responsible citizen has fractions of responsibilities and commitments for the development as well as prosperity and peace in the country.**

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## 7.1.10 CODE OF CONDUCT (SKIT, JAIPUR)

### CORE VALUES, ETHICS & CODE OF CONDUCT

#### Core values of the Institute:

1. **Respect for Nation:** Every member of SKIT family should abide by the constitution of India and respect its ideals and institutions, the National Flag, National Anthem, its heritage, and uphold and protect the sovereignty, unity and integrity of the country.
2. **Responsibility:** Every one in the institute must discharge his/her duties with utmost responsibility.
3. **Accountability:** Every individual who has been entrusted certain roles and responsibilities shall be accountable for his/her actions.
4. **Transparency:** All the activities should be conducted in a transparent manner and records should be maintained properly.
5. **Gramothan:** The Institute is committed to developing nearby villages and schools located in the slum areas.
6. **Faculty Development:** Institute believes in the individual academic development of its faculty and shall encourage them to undertake higher studies, provide facilities to carry out innovative research, and promote them to participate in the development of the Institute and nation building.
7. **Quality:** Institute would pursue quality in all its endeavors like teaching learning process, examinations, research and development and all related functional areas.
8. **Environmental stewardship:** Committed in incorporating green technologies for environmental protection and sustainable development of the Nation.
9. **Respect for others:** The dignity and respect of every individual must be observed while interacting with others.
10. **Fairness:** Every one in the Institute must treat others honestly and without any bias based on cast, creed, sex, religion, disability or any other matter of personal performance.

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### **Code of Ethics:**

#### **1. Adherence to the Highest Ethical Standards**

It is expected that every employee, faculty members, officer, staff, members of Governing Board, management to adhere to the highest ethical standards and respect rules, regulations and laws which are applicable to his or her position and duties and to comply with them in letter and spirit.

#### **2. Maintenance of the Highest Standards of Academic Integrity**

Every member of the Institute involved in teaching and research activities is expected to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation and falsification of data are strictly prohibited.

#### **3. Maintenance of Accurate Records**

Every member is expected to create and preserve correct records and documents regarding all the activities performed.

#### **4. Compliance with All Grant Terms & Conditions**

Every member is expected to comply strictly with the terms and conditions of each grant on which he or she is working.

#### **5. Work Towards Achieving Vision and Mission of the Institute**

Every member is expected to faithfully carry out his or her professional duties in furtherance of the Institute's vision and mission.

#### **6. Equal Policy for all stakeholders of the Institute**

The Institute is committed to a policy of equal treatment, opportunity and respect in its relations with its faculty, staff, students and others who come into contact with the institute. Every member is prohibited from discriminating on the basis of caste, religion, colour, gender, age, disability or parental status.

### **Code of Ethics for Prevention of Malpractices and Plagiarism in Academics and Research**

The Institute firmly believes in following ethics and honesty in every aspect of academic activities. Teaching and research are novel professions which necessitate stringent moral obligations. Therefore, certain measures are established for prevention of malpractices and plagiarism failing which would evoke disciplinary actions at various levels.

- 1. Mandatory Similarity Check :** It is mandatory for each student to get a plagiarism check performed for submitting project report/dissertation/ research paper to the Institute or any

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other agency for ensuring the authenticity of the submitted document.

2. **Mandatory Similarity Check of conference paper submission:** The similarity check is also performed on abstract and research papers submitted to the conference organized by the Institute to curb plagiarism.
3. **Award of Incentive and certification:** Faculty members are encouraged to publish their research finding in reputed research journals.
4. **Academic Integrity Panel:** An Institutional integrity panel is formed to address any complaint or allegation of malpractice against student/faculty member.

#### **Code of Conduct**

The Institute has got a code of conduct for all the students and the staff members. All the staff and students must know that it is important for them to follow these Code of Ethics and Conduct and the rights/ responsibilities including the restrictions flowing from it.

It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity.

Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

#### **Code of Conduct for Students:**

The Institute is a temple of learning. All the students who have been admitted must act in a dignified manner so that the prestige of Institute, their parents or their own is not compromised. SKIT students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. They should behave respectfully with others. The students must strictly follow the following code of conduct.

1. **Dress code:** The students are required to follow the dress code while they are in the campus on all six days. This will keep all the students belonging to different economic strata at a common footing.
2. **Discipline:** The students should maintain proper discipline and decorum in the premises of the Institute & hostel. The following will be the acts of indiscipline and may invite disciplinary action.



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- a. Non-compliance of rules, orders and notices of the Institute and hostel.
  - b. Involvement in ragging is strictly prohibited as per the directives of the Govt. of India and the Supreme Court.
  - c. Absence from classes and hostels without permission.
  - d. Misuse or damage of institute and hostel property.
  - e. Use of drugs/alcohol/tobacco etc in the institute/hostel/city.
  - f. Involvement in acts against the law of the land and mass bunk from classes.
  - g. Malpractices/using unfair means during test/examination or knowingly furnishing false information.
  - h. Possession or use of weapons, explosives, fireworks or items of destruction.
3. **Conservation of natural resources:** Wastage of water, electricity and other raw material is strictly prohibited.
  4. **Cleanliness:** Every student is expected to maintain general cleanliness within classrooms, laboratories, corridors, canteen, hostel and the campus in general.
  5. **Social media:** Students are expected to use the social media carefully and responsibly. They cannot indulge in any activity having grave ramifications on the reputation of the Institute.
  6. **Use of mobile phone:** use of cell phone in classrooms, drawing halls, laboratories and corridors is strictly prohibited.
  7. **Participation in Extra-curricular activities:** Every student is expected to participate in one or more co-curricular activity in the institute.
  8. **Safety:** Student should understand that upkeep of all equipment, including computers, OHP, LCD etc and electrical fittings in classrooms laboratories, hostels are for their benefit and they are jointly responsible for their safety, upkeep and maintenance. They are expected to follow all safety precautions required during work in laboratories and workshops.
  9. **Respect for others:** Students must take care that his/her behaviour is impeccable toward
  10. opposite gender. Any unwelcome behaviour towards other students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.
  11. **Hostel Discipline:** Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.
  1. **Social Responsibility:** the life of a student is not about scoring marks or grades and passing through examinations. They have to be socially responsible and serve the society. They have to be involved in social services. All are expected to donate blood voluntarily if they can do so.

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11. **Ethical behavior:** Ethical behavior includes honesty, integrity, respect, Open-mindedness, Discipline, tolerance, Team spirit, Sense of responsibility, fairness and a variety of other positive traits. Students should strive to maintain ethical behavior in his/her personal, social and professional interactions.

**Code of Conduct for Faculty:**

Teachers are the backbone of any institute. They are the role models for their students and should always remember that they are being watched in and out of the classrooms by their students. The code of conduct for faculty involves matters related with teaching learning process, research activities, assessment of students, relationship with management, fellow colleagues, staff, students and their parents, other professional and educational bodies, moral and professional ethics, human values, duties related with developmental activities of the Institute and their own.

**Duties of the teacher:**

1. It is expected that all the teachers will take keen interest in the overall development of personality of the students and their own.
2. Teachers should not forget even for a moment that they are the role models of the students and they are being watched in and out of the class rooms by their students.
3. Seek to make professional growth continuous through study and research.
4. Teachers should perform experiments with their own hands before asking the students to perform.
5. For expanding knowledge a teacher should utilize all resources and avenues available to him.
6. Teachers should prepare the laboratory manuals and show them to their respective Heads.
7. Teachers must maintain complete record of the experiments performed, report submitted and grades earned by the students.
8. Apart from regular teaching it is expected that the teachers will take keen interest in other extra-curricular activities like games, sports, drama, debates, group discussions, fine arts, cultural activities, seminars, conferences, symposium and workshops.
9. Teachers should maintain a record of the ISTE/AICTE courses attended, seminars/conferences/workshops attended, paper presented in any research journal or in a conference, award won etc.
10. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as: assisting in appraising applications for admission, advising and

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counseling students, accompany students on educational tour as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation

11. Manage their private affairs in a manner consistent with the dignity of the profession.
12. Teachers should 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.

**Code of Conduct for Faculty:**

1. Faculty must carry out all the following duties faithfully, honestly, and to the best of their ability.
  - a. Academic activities such as teaching, demonstration, lab development, examination, assessment etc.
  - b. Research activities
  - c. Extension activities
  - d. Administrative activities
  - e. Extra curricular activities
2. The following lapses on the part of the faculty would constitute improper conduct.
  - a. Failure to perform his/her academic activities to the satisfaction of all stake holders.
  - b. Failure to carry out decisions taken by academic bodies, authorities, management etc promptly and within the time frame provided.
  - c. Improper behavior with both male and female students and other employees
  - d. Refusal to carry out administrative responsibility such as departmental head, conduction of examination work, proctorial work, student counseling work, placement work etc.
  - e. Indulgence in anti academic activities directly or indirectly such as undertaking private tuitions, running coaching institute, holding any office of profit etc.
  - f. Treating students unfairly by victimizing them on personal ground.
  - g. Instigating students against other students, colleagues, administration etc.
  - h. Consumption of drugs, alcohol and tobacco etc in the institute/hostel/city.
  - i. Involvement in the Anti-academic activities directly or indirectly such as:
    - i. Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
    - ii. Undertaking of any office of profit, agency.

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2. Faculty would not take leave without informing the departments and making alternate arrangements for the classes.
  3. Faculty must be fair during evaluation of students in internal assessments, laboratory and sessional work and examinations.
  4. The behavior with students and other colleagues should be modest. Faculty should maintain proper discipline and decorum of the Institute.
  5. Faculty must undertake additional or administrative duties assigned in the departments and the Institute.
  6. Various forms of misconduct:
    1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
    2. Intentionally damaging or destroying Institute property or property of other faculty /staff members
    3. Participating in activities including
      - a. Organizing meetings and processions without permission from the Institute.
      - b. Possessing, Consuming, distributing, selling of alcohol in the Institute
      - c. Parking a vehicle in a no parking zone
      - d. Rash driving in the campus that may cause any inconvenience to others
  7. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
  8. Every faculty is expected to maintain general cleanliness within staff room, classrooms, laboratories, corridors, canteen, hostel and the campus in general.
  9. Faculty members and all other staff members are expected to follow all safety precautions required during work in laboratories and workshops. They would follow all rules and regulations related to road safety also.
  10. All are expected to donate blood voluntarily if they can do so.

#### **Code of Conduct for Departmental Heads**

1. The HODs will coordinate all the academic and administrative activities in their respective departments.
2. They will provide effective leadership and set precedence in their respective departments so that their younger colleagues feel proud and follow them.



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3. They must arrive in the Institute at scheduled time and should remain available to their faculty and students during working hours.
  4. The HODs of Technical Departments must teach at least one complete theory subject and one laboratory class in each semester. They should not send their substitutes for engaging these periods when they are present in the Institute. This will set bad precedence for other faculty members. The HODs other than technical departments must share full load of at least 15 hours.
  5. The HODs must inspect the class-room teaching of each and every faculty member randomly and evaluate their performance. This will give each faculty member an opportunity to improve his/her performance.
  6. The HODs at regular intervals inspect the course files, attendance registers of faculty members and ascertain whether the course is covered adequately and to the satisfaction of students. They should record their initials with date on the course file and discuss with the faculty regarding short comings, if any, for improvement.
  7. The HODs for proper functioning of laboratories, will appoint laboratory in-charges who will look after the development activities in the labs. The HODs in consultation with lab in-charges will finalize the list of equipment required and help the Management in the process of procurement. They will also inspect the labs at regular intervals and see to it that the labs are properly maintained and the experiments are performed systematically and methodically.
  8. The HODs will also inspect the sample lab records of the students and ascertain whether these are checked and evaluated regularly and the faculty members are holding pre-experiment and post- experiment Viva.
  9. The HODs will see to it that the projects which the students are required to carry out during VII & VIII semesters are well thought about in advance by the project guides and should be allocated to the students by the end of V semester or at the beginning of VI semester.
  10. The HODs should appoint in-charges for industrial tour at the beginning of the V semester and see to it that they make adequate preparation well in advance so that fruitful visits are undertaken during VI semester.
  11. The HODs will analyze the results of the students of their respective departments within a week from the date of declaration. As per the requirement of NBA the performance should improve continuously. The HODs must assign targets of pass percentage (which should be higher than the previous year) to every subject teacher which should be achieved. If a teacher fails to achieve his/her assigned target, reasons must be analyzed and appropriate action be initiated by the HOD

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concerned.

12. The HODs will assist the Management in the recruitment of teaching faculty and supporting staff in their respective departments.
13. The HODs will review, from time to time, the performance of each and every faculty and staff and forward their performance appraisal reports along with their remarks in the month of May every year. On the basis of the report the faculty and staff will be granted increment.
14. The HODs will obtain feedback from the students about various aspects of class room teaching, laboratory work and other things and take appropriate action for continuous improvement.
15. The HODs will hold regular meetings with their departmental colleagues (may be once in a fortnight) and discuss the departmental problems related to the academic and administrative matters.
16. The HODs will hold a special meeting of the faculty well in advance of the beginning of odd/even semesters and decide about the allocation of teaching load in a fair and democratic manner. The class-wise and faculty-wise teaching load should then be forwarded to the Principal/Director (Academics) and to the time-table in-charge for preparing the time-tables.
17. The HODs will encourage the faculty members to undertake industry sponsored projects, undertake consultancy work through the Institute, carry out research and publish papers in SKIT Research Journal or any other SCI Journal.
18. The HODs may constitute departmental committees to carry out departmental activities smoothly and to maintain proper records from the point of view of accreditation by NBA. As far as possible all the faculty members must be involved in at least one committee.
19. The HODs will forward the leave applications of the faculty and staff well in time (at least two days in advance for planned leave) but discourage recommending of frequent leave without pay. No short leave should be forwarded for faculty/staff if they have teaching load during that period.
20. If any faculty remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangement so that his/her teaching load is engaged.
21. The HODs should regularly monitor the class attendance of students through the batch counselors. They should find out from the chief batch counselor about the actions taken against the students having poor attendance.
22. The HODs will take strict disciplinary action against the students of their respective departments

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if they indulge in the activities of in discipline such as mass cut of classes.

23. The HODs will take strict disciplinary action against the faculty/staff if they do not engage classes in time or leave classes early.
24. The HODs must check the unit/mid term test question papers set by the faculty members and also ensure that the answer books have been evaluated properly by inspecting randomly selected answer books.
25. The HODs must regularly obtain reports from the faculty after every unit/mid term test whether the course outcomes and programme outcomes have been achieved.

#### **Code of Conduct & Responsibilities for Principal/ Director (Academics)**

Principal/Director (Academics) is the executive/academic head of the Institute and shall be responsible for –

1. All round academic growth of the Institute including accreditation of the Institute/Departments by National Accreditation bodies by NAAC/NBA.
2. Planning and implementation of all academic programmes such as refresher/orientation course, seminars, conferences, workshops, faculty development programmes, short term training programmes, expert lectures etc to be organized for the development of faculty and students.
3. Participation in teaching and research programmes of the Institute.
4. Planning for admissions of the students and maintenance of discipline in the institute.
5. Correspondance with outside institutions like UGC/AICTE/Affiliating University/Govt. and other institutes within and outside the country.
6. Supervision of internal and University examinations and all such matters pertaining to the examinations.
7. Evaluation and maintenance of performance appraisal scoring system (PASS) of the faculty and the supporting staff.
8. Administration and supervision of curricular, cocurricular and extra activities conducted in the Institute.
9. Any other responsibility which may be assigned to him/her by the Management.
10. Grant approval of scholarship/freeship to any needy student.

#### **Code of Conduct for Members of Governing Board**

The Institute shall be managed by a regularly constituted Governing Board as per norms and guidelines specified by AICTE/UGC.

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### **Responsibilities:**

1. The Governing Board will hold its meeting atleast two times in an academic year and frame policyguide lines to be implemented in the institute.
2. It will decide and approve budget proposals of the Institute/Departments.
3. It will take decision about launching any new course in the Institute and also decide about increase/decrease in intake in the existing courses.
4. It will make available funds required for creating new infrastructure facilities in the institute.
5. It will grant creation of new academic and other positions.

### **Code of Conduct**

1. The members of Governing Board shall maintain their character, mannerism, and good image andobserve transparency in all their decisions.
2. The decisions and resolutions made by the Governing Board shall be mandatory and to be implemented by the Principal.
3. No member of the Governing Board shall use Institute's property for his personal use.
4. All the members of the Governing Board have the right to express their opininon freely and fanklybut once the decision has been taken by the majority members it shall be binding for all.
5. The Governing Board will receive all communication in writing from the Principal and similarly it will convey all its decisions through the Principal.
6. Every member has a duty to avoid conflict between his or her personal interests and officialresponsibilities.



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## **MORALLY DESIRABLE AND RESPONSIBLE CONDUCT**

1. Moral reasonableness i.e., willing and able to be morally responsible.
2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
3. Respect for persons, which means showing concern for the well-being of others, besides oneself.
4. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives

### **GOLDEN RULES**

#### **1. Always strive for excellence**

This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

#### **2. Be trust worthy**

In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

#### **3. Be accountable**

To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

#### **4. Be courteous and respectful**

Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run

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smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or continued courteous interactions are required to maintain or increase the original respect gained.

### **5. Be honest, open and transparent**

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your personal value to all.

### **6. Be competent and improve continually**

Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behaviour used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

### **7. Always be religious & ethical**

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

### **8. Always be honorable and act with integrity**

Honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct

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and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, believes, and principles with consistency in action and outcome.

#### **9. Be respectful of confidentiality**

Confidentiality is respecting the set of rules or promise that restricts you from further an unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues and it is important to be true to such confidences. You gain trust and respect of those confiding in you and increase your influence within the organization.

#### **10. Be grateful**

Gratefulness is the key to a happy life that we hold in our hands, because if we are not grateful, then no matter how much we have we will not be happy because we will always want to have something else or something more.

#### **11.Set good examples**

Applying the foregoing rules helps you improve your professionalism within your Organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary live within and without the organization.

Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

## Outcome of Human Education-Sanskar

