



**D Y PATIL SCHOOL OF MANAGEMENT**  
Dr. D Y Patil Knowledge City, Charholi (Bk.), Via Lohegaon, Pune - 412105

# HANDBOOK

## HUMAN VALUES AND PROFESSIONAL ETHICS

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# **1. INTRODUCTION**

Higher Education is the backbone of development of the nation. It helps in career development, leadership building, social and economic development of the country. Higher Education Institutions plays a key role as excellence in academics, ethical curricula and community engagement which ensures the strong nation building. The purpose of higher education enables the stakeholders to be conscious of human values and professional ethics. Hence, institutions must create an ethical culture, follow the quality practices and to respect at all levels to safeguard the dignity and integrity of education. Handbook of Human Values and Professional Ethics describes the guidelines to be followed by the stakeholders of the Dr D Y Patil School of Management, Pune.

The Purpose of code of conduct and code of ethics is to provide a clear framework within which Students, Teachers, Administrative Staff, Alumni and Parents at the Dr D Y Patil School of Management are expected to conduct themselves. The guidelines cover the conduct in institute and behavioral aspects. These guidelines are standards to be followed by the stakeholders and subject to amendment from time to time.

## 2. HUMAN VALUES

Human Values are more significant in any individual as that enhances the fundamental goodness of human being and society at large. The values such as honesty, discipline, love, compassion, peace, truth and loyalty play very crucial role in any individuals behavior. These help in understanding the human beings, their attitude, behavior etc. Values are to be learned through practices to create a foundation for good culture. Hence, it is required to bear in mind that teachers, students and administrative staff in institutions from their conduct and behavior.

The core values that DYPSON follows;

1. Quality Education and Research
2. Responsive Contribution for Nation Development
3. Strong Professional Ethics
4. Student Centric Academic Environment
5. Social Wellbeing and Development
6. Respect for All



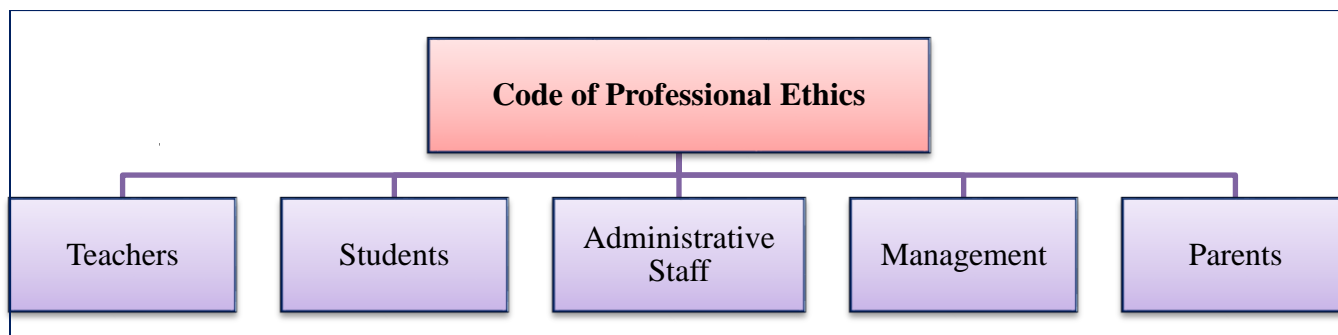
### 3. PROFESSIONAL ETHICS

Guiding principles that are followed by people in profession are called as professional ethics. Human values and professional ethics are complementary to each other. Principles in any institution, organization or group can be referred as ethics. Professional ethics is guidance for people working in a profession that tells them what they supposed to do and what they are not supposed to do while working there. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The success of an institution's mission and vision is driven by value-based ethical behavior of its committed faculty members, management, administrative staff and students. Following are some of the vital components of professional ethics that DYPSON included in their code of conduct:

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

## 4. CODE OF PROFESSIONAL ETHICS



### A) The Teachers

Teaching is a noble profession which tends to inculcate in students' knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency. It serves as a pillar of the society.

Teachers should:

1. Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the institute with diligence, dedication and punctuality.
2. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. Co-operate, Coordinate and Assist in the admission, examination, supervision, invigilation and evaluation process of the institute.
4. Co-operate in the formulation of policies of the institute by accepting various offices and discharge responsibilities which such offices may demand.
5. Abide by act, statutes, ordinances, rules, policies, procedures of the institute and respect its ideals, vision, mission, cultural practices and traditions.
6. Adhere to responsible conduct and behavior expected of them by the society.

7. Create a conducive teaching–learning environment through innovative practices and knowledge sharing.
8. Act as role models for students by displaying good conduct and character.
9. Act as mentors, philosophers and friends of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
10. Encourage students to actively participate in activities of national priorities.
11. Respect the rights and dignity of the students in expressing his/her opinion.
12. Refrain from harassment of students in any form.
13. Deal justifiably and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
14. Avoid from taking any other employment and commitment which are likely to interfere with their professional responsibilities.
15. Behave with dignity and courtesy with staff and fellow colleagues.

## **B) The Students**

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

The students should:

1. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the institute and respect its ideals, vision, mission, cultural practices and the traditions.
2. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff and fellow students.

5. Act as role models for junior students by attaining the highest level of values and morality.
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. Contribute towards cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior during educational tour, industrial visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintain the highest standards of academic integrity while presenting one's own academic work.
12. Help teachers in maintaining the learning atmosphere encouraging for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**C) Administrative Staff:**

Administrative staff should:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Maintain confidentiality of the records and other sensitive matters.
3. Encourage the staff to maximize their efficiency.
4. Create conditions that inspire teamwork.
5. Act timely to readdress the genuine grievances.



6. Co-operate and form strong liaison with colleagues.
7. Show care for the institution's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

#### **D) Management:**

This includes Director, Registrar, HOD, Dean, Academic Statutory Bodies etc of the institution.

The officials should:

1. Be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the institute are strictly adhered to in all its businesses.
2. Comply with laws, rules, and regulations of the government applicable to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Follow the highest degree of ethics in its decision making in the best interest of the Institute.
5. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the Institute in order to bring the social change and hence national development.
6. Follow objectives and policies of the Institute and contribute constructively to achieve its mission and vision.
7. Maintain confidentiality of the records and other sensitive matters.

8. Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.

9. Refrain from any misappropriation of financial and other resources.

### **E) Parents**

Parents should:

1. Follow the rules and regulations of the institution.
2. Behave with good morale, values and ethics with teachers and administrative staff.
3. Be responsible to maintain the decorum and atmosphere of the institution.

All the stakeholders of the institute including competent authorities are expected to follow the human values, professional ethics and code of ethics with honesty, integrity. It is the duty of every individual to ensure that no situations that defy the code arise and that any infraction should be reported.



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