

RKDF UNIVERSITY, BHOPAL



Handbook For Human Value and Professional Ethics

INDEX

Sl. No	Description	Page No.
1.	About the University	3
2.	Vision and Mission	5
3.	Core Values of University	6
4.	Objectives	7
5.	Code of Conduct for University Students	8
6.	Code of Professional Ethics For University Teachers	19
7.	Human Values	25
8.	Professional Ethics	29

ABOUT THE UNIVERSITY

EDUCATION GLORIFIES THE NATION

RKDF University Gandhi Nagar, Bhopal was established by Ayushmati Education and Social Society, by an act of Govt. of M.P and published in State Gazette on 19th July 2011. The University is spread over 107 acres of land near the Bhopal Airport having build-up area of 13.184 Lakh Sq.ft. and well maintained 6.31 Lakh Sq.ft. Garden in campus. The University has been approved by UGC under section 2(f) 1956 after the visit of expert committee members constituted by University Grant Commission, New Delhi.

After the approval of Statutes & ordinances of the University by the Department of Higher Education Govt. of M.P. on 4th May 2012, the Academic Session started from the year 2012-13. All the courses run by the University have approval of concern Regulatory bodies & State Govt. also. From Academic year 2013-14, the University has introduced compulsory courses of 4 Credit on “Value Spirituality and Consciousness Development” in collaboration with Brahma Kumaris Education wing, Mount Abu, Rajasthan for all the students of undergraduate programmes which they have to pass to get a degree. The University aims to produce Youth having ethical values for the Nation.

The Strategies for imparting education to students of University is Skill based on Technology driven Education, Skill Building approach, Industry link curriculum, National outlook and more emphasis on (hands on training) practical & research orientation which have resulted in to many international awards through global competitions. The University has established, first Carbon Capture plant (CCP) in Asia and developed modified Bukhari for army for which we have been recognized at international forums.

After valuation of student’s achievements at International level and achievement in the Academic and Research of the University. Hon’ble Chancellor of the University Dr. Sadhna Kapoor was awarded Honorary Professor of Oxford Academic Union, U.K. in 2017 at Switzerland and “Grand Star of Success Award” in December 2022 at Oxford University U. K. again by Oxford Academic Union U. K.

Extra curriculum activities for the students, include motivational lectures of renowned personalities of India in the University regularly. In Annual Sport, eminent players of Indian team i.e. Hockey, Cricket & Badminton etc are invited as Chief Guest. Recently, for women

empowerment seminar, Ms. Madhuri Dixit was present as chief guest. In cultural functions famous signers of India are also invited regularly.

The University has introduced National Education Policy (NEP-2020) for undergraduate curriculum framework from the Academic session 2022-23, with the objective to capture the imagination of the youth of our National and contemporary realities of demographic advantage globally. The University has also included 48 value added courses for our students to help them in their employment. The vision of the University is to “Produce Job Creators & Not Job Seekers.

VISION and MISSION

Vision

To establish an University of excellence and relevance to impart Higher Education through knowledge, pioneering Scholarship, Research and teaching and to improve the lives of many students through growth, prosperity and sustainable physical environment through education in the country.

Mission

Harmonize higher education with excellence in science and technology, output and contributing to livelihood security and sustainable societal development and to be recognized as a premium National University providing dedicated services for the social and economic growth development of the nation.

The University offer a congenial Academic & Research environment to enable its students, Research scholars, faculty & staff to achieve professional Excellence and personality development to promise an Exceptional future for all its stakeholder

CORE VALUES OF UNIVERSITY

The University is guided by core values in delivering its mission & pursuing its vision

- Creativity Commitment to explore new methodology to search for latest Academic Knowledge and new funding for students.
- Innovation & Research Initiating and innovative & cost effective participation of students in Research Encouraging faculty member for submission of Research project to University
- Ethical conduct Integration of a value system among students oriented towards imbibing fine judgement respect, tolerance, honesty, trustworthiness, strong character, transparency, accountability, integrity of thought and responsibility towards themselves and society
- Social Responsibility Dedication towards serving individuals, society and the nation through outreach and community engagement activities in an attempt to contribute to national development coupled with commitment to create environmental awareness and action
- Collaborative & experimental learning Commitment to collaborative and interdisciplinary study along with pursuing opportunities for sharing knowledge.
- Academic Excellence Fostering values of excellence and high quality in all activities and belief in setting the highest academic and profession standards.
- Environment consciousness Promoting research and care for environment and associated issues

OBJECTIVES

- To build human resource competence in teaching, research and technology / knowledge sharing.
- To institutionalize appropriate changes in course curricular and delivery systems to accommodate concerns and aspirations of all stakeholders.
- To strengthen partnership with national and foreign institutions especially south-south cooperation for sustainable higher education and research.
- To promote gender equity and provide quality and relevant education through institutional network.

The prime objective of the Professional Ethics is to develop ability to deal effectively with moral complexity in University students of as follows.

CODE OF CONDUCT FOR UNIVERSITY STUDENTS

1. PREAMBLE

This above rules indicates the standard procedures and practices of the RKDF University, Bhopal (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which **is available on the** official website of the University

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct for campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs or its use alcohol,

tobacco, and smoking, etc.

- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.
- f) Inviting unlawful peoples friends in the campus/hostel/cafeteria etc.
- g) Damaging furniture, equipment, CCTV camera, theft of books from the library etc.

3. ETHICS AND CONDUCT OF STUDENTS

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises.

- a) He/she shall be regular and must complete studies in the University.
- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans/Principals.
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3. University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety to others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University interests and reputation substantially.

3.5 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.

3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members.

3.7 Any disruptive activity in a class room or in an event sponsored by the Institute.

3.8 Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- 3.9.1 Organizing meetings and processions without permission from the competent authority of the university.
- 3.9.2 Accepting membership of religious or terrorist groups banned by the State/Government of India.
- 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs.
- 3.9.5 Smoking in the campus of the University.
- 3.9.6 Possessing, Consuming, distributing, selling of alcohol/tobacco/cigarette in the University and/or throwing empty bottles on the campus of the university.
- 3.9.7 Any act through social media covered under IT act.
- 3.9.8 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
- 3.9.9 Rash driving on the campus that may cause any inconvenience to others.
- 3.9.10 Theft or unauthorized access to others resources.
- 3.9.11 Harassing girls sending by unwanted messages, pictures and any other content through social media.
- 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- 3.10 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- 3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 3.13 Students are expected to use the social media carefully and responsibly.

They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the university or inviting complaints under IT act.

- 3.14 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
 - 3.15 Damage to, or destruction of, any property of the Institute, or any property of others on the University premises.
 - 3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
 - 3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,
- 4** If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- 4.1 **Warning-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in several disciplinary actions.
 - 4.2 **Restrictions** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
 - 4.3 **Community Service** - For a specified period of time to be extended if need

be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 **Expulsion** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc. of such decision/recommendations will be made any of the committee constituted with the approval of competent authority

4.5 **Monetary Penalty**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 **Suspension**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various university facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties including fine.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out.

5 APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration.

In any case the Vice Chancellor decision is final and binding in all the cases where there is a possible misconduct by a student.

6 ACADEMIC INTEGRITY

As a premier University for advanced scientific and solar technological research, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

6.2 Violations of this policy include, but are not limited to

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- (d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a

course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

6.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for experiments and computational work. Accurately

describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

7. ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

7.1 Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do

and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the competent authority/ Vice-Chancellor of the university.

7.3 Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, should be constituted consisting of various members of the community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.

- c) Debarring from appearing in the examination or other evaluation process.
- d) Withholding results till the recommendations of enquiry committee
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposium/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels.
- g) Cancellation of admission if found guilty.
- h) Expulsion from the university and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7.4 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice Chancellor as well as other competent authority. .

8 SEXUAL HARASSMENT

The University Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the university which is available on <http://www.iisc.ernet.in/misc/harashment.htm>. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9 STUDENT GRIEVANCE PROCEDURE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as

appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

CODE OF PROFESSIONAL ETHICS FOR UNIVERSITY TEACHERS

Preamble

1. Goal of Higher Education in Our Country

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilizations, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace and the principals enunciated in the preamble to our constitution.

Higher Education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher Education should strive for academic Excellence and progress of arts and science, Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on socials needs.

2. Teachers and their rights

Teachers should enjoy civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

The Code of Professional Ethics

1. TEACHERS AND THEIR RESPONSIBILITIES:

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

students.

Teacher should:

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

university/department from time to time.

2. OBLIGATION OF TEACHERS TOWARDS STUDENTS

- (i) Treats all students with love and affection.
- (ii) Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- (iii) Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.
- (iv) Adapts his/her teaching to the individual needs of students.
- (v) Respect the rights and dignity of the student in expressing her/his opinion;
- (vi) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (vii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (viii) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (ix) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (x) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (xi) Pay attention to only the attainment of the student in the assessment of merit;
- (xii) Make themselves available to the students/research scholar even beyond their class hours and help and guide students without any remuneration or reward;
- (xiii) Aid students to develop an understanding of our national heritage and national goals; and
- (xiv) Refrain from inciting students against other students, colleagues or administration.

3. OBLIGATION OF THE TEACHER TOWARDS COLLEAGUES

Teachers Should

- (i) Strives for his/her continuous professional development.
- (ii) Creates a culture that encourages purposeful collaboration and dialogue among colleagues.
- (iii) Takes pride in the teaching profession and treats other members of the profession with respect and dignity.
- (iv) Avoids making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- (v) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (vi) Speak respectfully to other teachers and render assistance for professional betterment;
- (vii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (viii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4. OBLIGATION OF THE TEACHER TOWARDS AUTHORITIES

Teachers Should

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with the dignity of the profession;
- (v) Adhere to the terms of contract;
- (vi) Give and expect due notice before a change of position takes place; and
- (vii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

5. OBLIGATION OF THE TEACHER TOWARDS NON-TEACHING STAFF

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

6. OBLIGATION OF THE TEACHER TOWARDS GUARDIANS

Teachers should

- (1) Establishes a relationship of trust with parents/guardians in the dignity of the students of all round development of students
- (2) Desists from doing anything which is derogatory to the respect of the child or his/her parents/guardians
- (3) Strives to develop respect for the composite culture of India among students
- (4) Try to see through teachers' bodies and organizations, that institutions maintain

contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. OBLIGATION OF TEACHER TOWARDS THE SOCIETY

Teachers Should

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

HUMAN VALUES

RKDF University, Gandhi Nagar, Bhopal, strive to sensitize students and employees of the University regarding the constitutional obligations, i.e., values, rights, duties, and responsibilities of an Indian citizen.

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

1. Right Conduct
2. Peace
3. Truth
4. Peaceful Co-existence
5. Discipline

VALUES

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behaviour. Student will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Personal values are defined as: Emotional beliefs in principles regarded as particularly favorable or important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

TYPES OF VALUES

1. Values related to Right Conduct are

(a) **Self-help Skills:** Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.

(b) **Social Skills:** Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment.

(c) **Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

2. Values related to PEACE are

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Values related to Truth are

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Values related to Love are

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

5. Values related to Non-violence are

(a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.

(b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

CARING

It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

VALUING TIME

Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators have stressed the importance of time and valuing time.

COOPERATION

It is a team-spirit present with every individual engaged in university. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy),

while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals. The impediments to successful cooperation are:

- Clash of ego of individuals
- Lack of leadership and motivation

EMPATHY

Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others 'point of view. It is also defined as the ability to put one's self into the psychological frame or reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

SELF-CONFIDENCE

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. The people with self-confidence have the following characteristics:

- A self-assured standing
- Willing to listen
- To learn from others and adopt (flexibility),
- Frank to speak the truth
- Respect others 'efforts and give due credit.

CHARACTER

It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally-desirable features). Character includes attributes that determine a person's moral and ethical actions and responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthless, aggressiveness, and ambition, constricting selfishness, stinginess, or

cheerfulness, generosity and goodwill. Following types of characters should be followed by the University student.

- Active (great and the mediocre)
- The apathetic (purely apathetic or dull)
- The intelligent.

Education and Character the aim of education is not only the cultivation of the intellect but also the formation of moral character. Increased intelligence or physical skill may as easily be employed to the detriment or benefit of the community, if not accompanied by improved will. It is the function of ethics to determine the ideals of human character.

SPIRITUALITY

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character 'to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

PROFESSIONAL ETHICS

Professional organizations necessarily include components like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. in their code of conduct.

University has an ethical and social responsibility to itself, its clients and society. Practically (although there is much debate about this), University ethics is about balancing cost, schedule, and risk. University ethics is a means to increase the ability of concerned engineers, managers, citizens and others to responsibly confront moral issues raised by technological activities. The awareness of moral issues and decisions confronting individuals and organizations are involved in University & Technology.

UNIVERSITY ETHICS: WHY STUDY UNIVERSITY ETHICS ?

➤ **Training In Preventive Ethics**

- Stimulating the moral imagination
- Recognizing ethical issues
- Developing analytical skills
- Eliciting a sense of responsibility
- Tolerating disagreement and ambiguity

➤ **Obstruction to Responsibility**

- Self-interest
- Fear
- Self-deception
- Ignorance
- Egocentric tendencies
- Groupthink

➤ **Clearly Wrong University Practices**

- Lying
- Deliberate deception
- Withholding information
- Failing to adequately promote the dissemination of information
- Failure to seek out the truth
- Revealing confidential or proprietary information

➤ **Formal code** unlike common morality and personal morality, professional ethics is usually stated in a formal code. Many such codes are promulgated by various components of the profession.

- **Focus** The professional codes of ethics of a given profession focus on the issues that are important in that profession. Professional codes in the legal profession concern themselves with questions such as perjury of clients and the unauthorized practice of law.
- **Precedence** In a professional relationship, professional ethics takes precedence over personal morality. This characteristic has an advantage, but it can also produce complications. The advantage is that a client can justifiably have some expectations of a professional, even if the client has no knowledge of the personal morality of the professional.
- **Restriction** The professional ethics sometimes differs from personal morality in its degree of restriction of personal conduct. Sometimes professional ethics is more restrictive than personal morality, and sometimes it is less restrictive.
- **Two dimensional** Professional ethics, like any ethics, has a negative as well as a positive dimension. Being ethical has two aspects:
 - (a) Preventing and avoiding evil
 - (b) Doing or promoting good
- **Role morality** This means the moral obligations based on special roles and relationships. For example, Parents having a set of obligations to their children, such as not to harm their children, nourish them and promote their flourishing. A political leader has a role morality, the obligation to promote the well-being of citizens. Professional ethics is one of the examples of role morality.

ACTIVITIES

University organizes various activities to inculcate values for being a responsible citizen as reflected in the Constitution of India. These events help students to understand the moral values that ought to guide the respective profession and resolve the moral issues in the profession. Details of activities that inculcate values necessary to render students into responsible citizens. Law department endeavors to develop a sense of responsibility among the students while simultaneously enlightening intellectual freedom, qualities of leadership, imaginative power, and clarity by organizing regular Legal Aid Camps in the nearby slums and villages Gondhermou, Piplalner, Badawi, Mugaliaha,. Vidhan Sabha, Supreme Court, and Jail visits are organized for students to make them aware of working in the highest body of justice,

the nature of duties of the judicial officers. The visit included an in-depth study of the day-to-day functioning of Courts at different levels and over a vast diversity of cases. University College of Nursing, Homeopathy, and Paramedical, department of R.K.D.F University, Bhopal regularly conducts medical camps in nearby villages for regular health check-ups and the wellbeing of the villagers. These practices are crucial for the students to develop human value, morality, sensitivity, service for society, respect for others, and also civic virtue.

Unnat Bharat Abhiyan is an initiative by the Govt. of India to integrate higher education institutes to work with rural India's people to identify development challenges and evolve appropriate solutions for sustainable development. Under this project, University has been granted rs. 50,000 in the year 2018-19 as seed money. University has adopted five nearby villages; Badbai, Gondarmau, Jatkhedi, Mungalia Hat, and Papalner. These villages have been surveyed for demography, socioeconomic status, literacy, availability of basic amenities like hospital, school, electricity, bank, cooking gas, etc. The villages are facilitated for getting these facilities where ever deficient with the help of a government project.

The Agriculture Department is organizing village-level soil testing camps to help the farmers ascertain their field's soil quality and help them select a suitable crop that would provide them with maximum harvesting. University has established a community development cell to integrate various community engagement efforts under the NSS activity. Clean drives are being organized to inculcate the behaviour of community service and develop social responsibility among students.