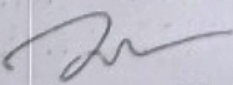


U.P. Rajarshi Tandon Open University,
Prayagraj

Human Values and Ethics

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आचार्य अशोक कुमार
As (Dr. A.K. Varma)
Prayagraj

U.P. Rajarshi Tandon Open University, Prayagraj

Policy on Human Values and Ethics

Vision Statement

"Uttar Pradesh Rajarshi Tandon Open University will provide learner centric and value based education of high quality to all classes of Indian societies and Uttar Pradesh for all round inclusive development and for enhancing their knowledge and skill using methods of distance education".

Working on the lines of above the university has set following as its goals:

Goals:

1. To instil learner a desire for lifelong learning.
2. To make higher education accessible and affordable to everyone.
3. To develop learner centric distance education process which also helps them to engage with the community.
4. To meet the emerging educational and training needs of the knowledge society.
5. To collaborate with other Institutes/Universities of higher learning in effective implementation of distance education programmes.
6. To make adequate use of the appropriate technology for creating a dynamic /interactive teaching environment.
7. To network and forge partnership with industry and social organizations for developing professional course in order to fulfil their need of skilled manpower.

While making efforts to achieve these goals the following core values are taken care of:

core values

- Harmony
- Respect
- Inclusiveness
- Creativity
- Openness
- Pride
- Social commitment
- Culture
- Collaboration
- Dialogue
- Flexibility

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2
407

1. Preface

The Constitution of India has placed 'education' as the fundamental right of every citizen of the country. Higher education, the pillar of career and leadership building, plays a vital role in the social and economic development of a society and the nation. Great role and responsibility is entrusted to the Higher Education Institutions (HEIS) in building strong leadership and well-knit society through excellence in academics, ethical curricula and community engagement. The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers, and learners, conscious of human values and professional ethics. Therefore, HEIs are required to create high quality practices and an environment that is supported with human values and professional ethics to ensure their dignity and integrity. Physical-psychological knowledge and financial infrastructure of HEI needs to grow with values and ethical practices. The 'Code of Ethics' describes the principles and guidelines to be followed by all the stakeholders of the HEI.

2. HUMAN VALUES

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows:

2.1 Love & Compassion: Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.

2.2 Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.

2.3 Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

2.4 Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.

3
408
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2.5 Righteousness: Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behaviour and moral values.

2.6 Renunciation: Renunciation connotes caring attitude towards all living beings without any selfish motives. It is seen in austerity, self-control, and selflessness of a person.

2.7 Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.

2.8 Peaceful co-existence: Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

2.9 Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in University need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition. UPRTOU has attained the status of a premier University of India by following the above mentioned human values. The core values followed by UPRTOU are mentioned below:

- ❖ •Harmony
- ❖ •Respect
- ❖ •Inclusiveness
- ❖ •Creativity
- ❖ •Openness
- ❖ •Pride
- ❖ • Social commitment
- ❖ • Culture
- ❖ • Collaboration
- ❖ • Dialogue
- ❖ • Flexibility
- ❖

3. ETHICS

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide

409
22
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the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

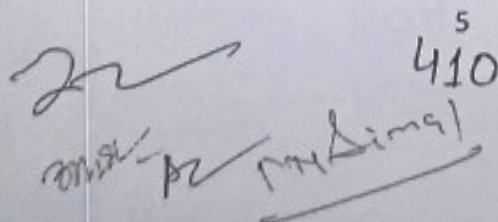
- 3.1 Integrity:** Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
- 3.2 Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- 3.3 Harmony:** Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
- 3.4 Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
- 3.5 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.
- 3.6 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.
- 3.7 Respectfulness:** Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
- 3.8 Belongingness:** Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- 3.9 Sustainability:** Ensuring optimal resource utilization economic, environmental and social to achieve long lasting and safe future.

4. CODES OF PROFESSIONAL ETHICS

4.1 Administrative Authority

It would include Vice-chancellor, Registrar, Officer/ Directors/ Academic Statutory Bodies, etc.

The authority would:

 5
410

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the University are strictly adhered to in all its businesses.
2. comply with laws, rules, and regulations of the government applicable to the University.
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 decision making in the best its interest of the University
5. strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the University in order to bring the social change and hence national development.
6. follow objectives and policies of the University 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.

4.2 Administrative Staff.

Administrative staff would:

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

4.3 Teachers.

Teaching is a noble and devout profession which tends to instill in students knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency. The code of conduct for teachers are mentioned in Appendix B of UPRTOU statutes 6.25 & 6.26.

Where a teacher, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed :

6
411

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Now, therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down by the truly and faithfully observed:

- (1) Every teacher shall perform his academic duties with absolute integrity and devotion.
- (2) No teacher shall show any partiality or bias in the assessment of the student nor shall be practice victimisation against them.
- (3) No teacher shall incite one student against another or against his colleagues or the Alma mater.
- (4) Not teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality, or language. He shall also discourage such tendencies, amongst his colleague's subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.
- (5) No teacher shall refuse to carry out the decision of the appropriate bodies and functionaries of the University.
- (6) No teacher shall divulge any confidential information relating to the affairs of the University to any person not authorised in respect thereof.
- (7) No teacher shall run any other business part-time home teaching (tuition) and coaching classes.
- (8) The teachers shall remain available to the students for necessary assistance and guidance even after the classes without any remuneration.
- (9) With a view to complete the educational programme, a teacher shall take leave only in unavoidable circumstances with the prior permission as far as possible.
- (10) The teachers shall remain engaged in developing his/her academic achievements by a continuous study, research and training.
- (11) Every teacher shall provide assistance in the University in educational responsibilities e.g., in admission, helping and counselling to students, conducting of examination, invigilation, supervision, evaluation of answer books, teaching and other curricular activities of the University.
- (12) As per the ideals of democracy, patriotism and peace, teachers shall create the feeling of respect among students towards scientific temperament and physical labour.

4.4 Students.

The code of conduct for students mentioned in UPRTOU ordinances 2002 chapter 7 is given below

A. Maintenance of discipline amongst students

- (1) The Powers regarding discipline and disciplinary action in regard to students of the University shall vest with the Vice-Chancellor. The Vice-Chancellor may delegate all or any of his powers, as he may deem fit.
- (2) Without prejudice of the generality of his powers relating to the maintenance of discipline and taking such action as he may deem appropriate for the maintenance of discipline, the Vice-Chancellor may, in the exercise of his power, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or course of study in the University or a recognized institution for a stated period; or be punished with a fine for an amount to be specified in the order, or, debar him from taking an examination or examinations conducted

22
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412

by the University or a recognized institution for one or more years or that the examination result of the student or students concerned be cancelled.

B. Discipline among students in relation to University Examinations

(1) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination for the session.

(2) The Superintendent shall immediately report the facts of such a case with full details of evidence to the Registrar who will refer the matter to the Examination Committee. The committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor.

(3) Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material them in the examination hall. Where a late-comer is admitted this which they are not allowed to have in their possession or accessible to warning shall be repeated to him at the time of entrance to the examination hall. They are also to see the each candidate has his identification card with him.

(4) A candidate shall not use unfair means in connection with any examination.

(5) The following shall be deemed to be unfair means:

(a) Talking to another candidate or any person, inside or outside the examination hall, during the examination hours without the permission of a member of the supervisory staff.

(b) Leaving the examination hall without delivering the answer book and or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof.

(c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.

(d) Using abusive or obscene language in the answer books.

(e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

(f) Making an appeal to the Examiner through the answer book.

(g) Possession by a candidate or having access to book, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used to attempted to be used for assistance or help in answering a question or a part thereof.

(1) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person. 6) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get

22
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replaced the answer book or continuation sheet, during or after the examination with or without the help in connivance with any person connected with the examination, or through any other agency, whatsoever.

(k) Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory or other staff or any person, a solution to a question or to a part thereof.

(l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly.

(m) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination center before, during or after the examination. Provided that without prejudice to the generality of the Provision of the clause any such person as is referred to therein who:

(i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so:

(ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so: shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and inspecting staff.

(n) Copying, attempting to copy, taking assistance or help from any book, notes paper or any other material or device or from other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.

(o) Presenting a thesis, dissertation, practical or class work note-book wherever required, not prepared or produced by the candidate himself.

(p) Arranging to impersonate for any person, whosoever he may be, or impersonating for the candidate at the examination.

(q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

(r) The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

(6) If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means, on a mass-scale at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

Note: Where the invigilator incharge is satisfied that 33 % or more students involved in using unfair means or copying in a particular Examination/Hall, it shall be deemed to be a case of mass copying.

(7) (a) The Superintendent of the examination centre shall report to the Registrar without delay and on the day of occurrence, if possible, each case where use of unfair means in examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Registrar for the purpose.

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414⁹

(b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff, on duty, at the time of occurrence of the incident.

(c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Registrar with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

(8) All the cases of alleged use of unfair means shall be referred to Examination Committee.

(9) All decisions taken by the Examination Committee will be placed before the Vice-Chancellor for approval.

(10) The Examination Committee may recommend that:

(i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means be cancelled.

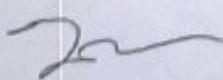
(ii) The Examination for the session or paper or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.

(iii) The entire examination of a candidate in respect of which he is found to have used unfair means be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.

(iv) The entire examination of a candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period of three years.

4.5 Learner Support centers

The Management of Colleges and Study Centers admitted to the privileges of the University will be done in a manner as prescribed by the Board of recognition and approved to the Executive Council.


415
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