**Alard Charitable Trust's**

# Alard College of Engineering & Management

**NAAC Accredited**

(Approved by AICTE & Affiliated to University of Pune)

**Campus** : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.

Tel:02066523707/02**Email** : info@alardinstitutes.com **Website** :www.alardinstitutes.com

==================================================================

AISHE Code : C-42123 ‖SPPU-PUN Code : CEGP015030 ‖DTE Code: 6325
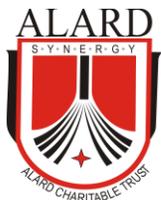
Ref.no- Admin/ACEM /2020-21                                           Date: 15/06/2020

## Code of Conduct for Student

1. The students must follow the rules and regulations set by the Institute.

2. The students should behave, dress and project their image like dignified, respectable citizens of the Country.

3. The students must be regular and punctual in their studies.

4. The students must observe discipline. They must observe self- imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.

5. They should read the notices regularly put on the notice boards of college, department &amp; office regularly so as not to miss any important information.

6. Their action must reflect respect for the Faculty members and mutual respect among themselves.

7. They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the Office and the Library so as to avoid unnecessary disturbance/over-crowding.

8. Without written permission of the HOD/Class Teacher, if a student remains absent for lectures or practical for more than a week, he/she will have to abide by the punishment of academic nature as
decided by the authorities.

9. It is a responsibility of Student to help in maintaining building and the campus clean and tidy.

10. The student should not participate in any political or antisocial activities.

11. The student should note that he/she is responsible for his/her conduct in the premises.

12. According to clause 9.1 of the regulations, as per the High Court decision for the university Act. 1956-regulation 26(1)G-2009, if students found guilty of Ragging, he/she will liable for punishment.

13. Students shall be liable for disciplinary action for misconduct and for violation of code of conduct.
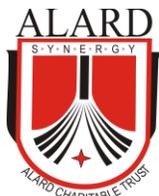
Ref.no- Admin/ACEM /2020-21                                      Date: 15/06/2020

## The following acts shall constitute misconduct

1. Physical assault or threat, against any member of the campus.

2. Violation of status, dignity, and honor of a student belonging to schedule castes, schedule tribes and/or any religion.

3. Any practice whether verbal of otherwise, derogatory to women.

4. Ragging is a crime. Student should not indulge in any form of ragging.

5. No student shall be discriminated on the basis of religion, caste & sex etc.

6. Damaging or wrongfully dealing with any property under control of the college, any property on college premises.

7. Disobeying without reasonable cause, to observe any provision or any rule made by AICTE/DTE/University/Institute.

8. Indulging in cyber-crime.

9. Drug is a health hazard. Students should not take drugs or consume intoxicants.

10. Disobeying the professional ethics.

**Alard Charitable Trust's**
# Alard College of Engineering & Management
**NAAC Accredited**
(Approved by AICTE & Affiliated to University of Pune)
**Campus** : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.
Tel:02066523707/02**Email** : info@alardinstitutes.com **Website** :www.alardinstitutes.com
==================================================================
AISHE Code : C-42123 ‖SPPU-PUN Code : CEGP015030 ‖DTE Code: 6325

Ref.no- Admin/ACEM /2020-21                                  Date: 15/06/2020

## HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules, responsibilities and practices for every individual and committees for the smooth conduct in the organizations. All the staff members should follow the rules and regulations explained in this document, failing which the action shall be taken as per the regulations of Savitribai Phule Pune University, Pune, Government of Maharashtra and Competent Authorities. The rules and regulations included in this handbook are applicable for students, Principal, Teaching staff, Official staff, Supporting staff and Governing Committees.

## ABOUT INSTITUTION:
The Alard College of Engineering and Management was established in the year 2009. The Institute is affiliated to Savitribai Phule Pune University, Pune and approved by AICTE, New Delhi, recognized by DTE, Govt. of Maharashtra. The objective of the institution is to impart quality technical education to the inspiring students and emphasizes on 'excellence in technical education'.
The college provides all the necessary state-of-art infrastructure, excellent academic and socio-technical facilities to the students and also conducts several social, cultural, co-curricular and extracurricular activities throughout the year along with the completion of university academic curriculum.
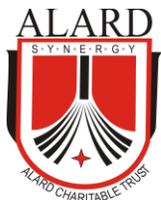
**VISION:** To develop a technical capability through quality technical education providing value aided programs and technical excellence to serve the society.

## MISSION:
- To be reknown as institute of international repute.
- Shaping nations economy by providing technocrats and entrepreneurs.
- Imparting outcome and skill based Technical education.
- Enhancing abilities of common masses by developing research attitude, values and skills required for engineering excellence thus contributing in nation building.

## CORE VALUES:
- Healthy and Pleasant Environment
- Dedicated Faculty
- Value Based Ethics
- Teamwork
- Innovative Learning
- Societal Values

**Alard Charitable Trust's**
# Alard College of Engineering & Management
**NAAC Accredited**
(Approved by AICTE & Affiliated to University of Pune)
**Campus** : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.
Tel:02066523707/02**Email** : info@alardinstitutes.com **Website** :www.alardinstitutes.com
========================================================================
AISHE Code : C-42123 ‖SPPU-PUN Code : CEGP015030 ‖DTE Code: 6325

- Industry-Academic Co-operation

## OBJECTIVES OF HUMAN VALUES AND PROFESSIONAL ETHICS:

- To understand the moral values that ought to guide the profession and 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 increase one's ability to deal effectively with moral complexity in managerial practice
- To improve the cognitive skills (skills of the intellect in thinking clearly)
- To act in morally desirable ways, towards moral commitment and responsible conduct

## HUMAN VALUES:

Values form the basis for all our thoughts, behaviours and actions. Once we know what is valuable to us, these values becomes the basis, the anchor for our actions. We also need to understand the universality of various human values, because only then we can have a definite and common program for value education. Then only we can be assured of a happy and harmonious human society.

A value is defined as a principle that promotes well-being or prevents harm." Another definition is: Values are our guidelines for our success—our paradigm about what is acceptable." At Alard College of Engineering and Management we cultivate and develop these values in our students and staffs through teaching and conducting activities.
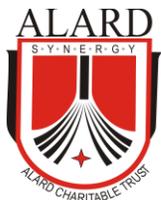
## TYPES OF VALUES:

Five Core Human Values are:

- RIGHT CONDUCT
- PEACE
- TRUTH
- LOVE
- NON-VIOLENCE

**RIGHT CONDUCT**

Right conduct is concerned with how we look after and use our bodies. The body needs to careful maintenance to be strong, healthy and well-co-ordinated to serve us in performing the tasks of life. Students need to understand the importance of exercise, such as gymnastics, yoga and sports combined with good rest. Good thoughts and good company (which includes everything imbibed by the five senses) are essential for healthy and well balanced development.

![Alard logo] Alard Charitable Trust's
# Alard College of Engineering & Management
**NAAC Accredited**
(Approved by AICTE & Affiliated to University of Pune)
**Campus** : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.
Tel:02066523707/02**Email** : info@alardinstitutes.com **Website** :www.alardinstitutes.com
=====================================================================
AISHE Code : C-42123 ‖SPPU-PUN Code : CEGP015030 ‖DTE Code: 6325

## PEACE

Peace is a state of being quiet, calm and free from emotional disturbance. It is very different from the frustrated state of boredom or restlessness. Negative emotions, such as anger and frustration, which we sometimes hold inside ourselves, create conflict in the family but these feelings can be quelled by promoting peace within oneself. Peace cultivates the virtues of patience, gentleness, self-control and thoughtfulness. To be at peace with ourselves means that we accept ourselves as we are and give ourselves the chance to appreciate the positive elements of our lives.
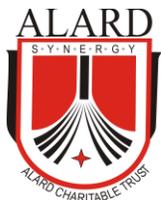
## TRUTH

Truth is eternal and unchanging. Being truthful means being completely honest in what we say, feel and do with others and ourselves. Students learn that an honest life is happier, simpler and easier, whereas being untruthful erodes their integrity and leads to conflict. Dishonesty is often caused by a fear of the consequences of openly acknowledging the truth. If students do something wrong, they know that by being truthful, they will have to face a telling off, anger and disapproval, so the immediate temptation is to evade the truth. In this dilemma, we need to help them to be honest, by extending love, patience and understanding to them. We can show them that misdeeds can be forgiven but dishonesty is far more damaging. Only through being honest and open we can foster healthy communication and trust. In turn, these attributes are the foundations of good relationships, which make happy workplace.

## LOVE

Love is not an emotion, affected by the sub-conscious mind, but is a spontaneous, pure reaction from the heart. It is the power of love which causes one person to wish happiness for another and take pleasure in their well-being. A beneficial energy (love) is directed towards the other person. As this energy flows through our own body first, it also enhances our own health. Love is unconditional, positive regard for the good of another. It is giving and unselfish. Love is essential if children are to grow up healthy in mind and body. Love is the unseen undercurrent binding all the four values.

## NON-VIOLENCE

If we are sensitive to life in all its forms, then we will learn to take care of everything around us. The absence of this appreciation leads to many of the most difficult problems faced in schools and society. Violence, whether in the form of bullying, racism or in gangs, is rooted in prejudice, ignorance and fear. It feeds on itself, brutalising and humiliating all those involved. Developing feelings of brotherhood or sisterhood towards all people, breaks down barriers and allows us to see all those around us as human beings, deserving of love, appreciation and respect. If we view people sympathetically, it encourages us to identify how we can be helpful to them, see their good qualities, celebrate diversity and find constructive ways to solve conflicts, which divide us. Through understanding and acceptance of others, we learn the values of fairness, equality, justice and solidarity for all people. Non-violence as a concept extends to all life

**Alard Charitable Trust's**
# Alard College of Engineering & Management
**NAAC Accredited**
(Approved by AICTE & Affiliated to University of Pune)
**Campus** : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.
Tel:02066523707/02**Email** : info@alardinstitutes.com **Website** :www.alardinstitutes.com
========================================================================
AISHE Code : C-42123 ‖SPPU-PUN Code : CEGP015030 ‖DTE Code: 6325

around us, including a commitment to protecting our environment from harm through pollution and using the earth's resources prudently.

# PROFESSIONAL ETHICS:

**Ethics** is a branch of philosophy that deals with the principles of conduct of an individual or group. It works as a guiding principle as to decide what is good or bad. They are the standards which govern the life of a person. Ethics is also known as moral philosophy.

Profession is a commitment to a designated and organized occupation by virtue of being an authority over a body of knowledge with requisite skills acquired through specialized training. An occupation becomes a profession when a group of people sharing the same occupation work together in a morally acceptable way with members setting and following a certain ethics code. A professional is a practitioner belonging to a specific profession. Professional ethics, as opposed to personal values and morality, is a set of ethical standards and values required to follow for professional practices.
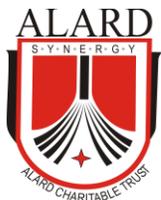
# PROFESSIONAL VALUES:

## 1. INTEGRITY

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's 'peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success.

It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects a consistency of one's attitudes, emotions, and conduct in relation to justified moral values

## 2. ACCOUNTABILITY & RESPONSIBILITY

The obligation of an individual to account for its activities accept responsibilities for the demand to disclose the results in a transparent manner.it also includes the responsibility for money or other entrusted property.

## 3. LOYALTY

Loyalty is faithfulness or devotion to a person, country, group or cause philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

## 4. COMMITMENT

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society and the nation at large.

## 5. ATTITUDE

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes includes attitude measurement, attitude change, consumer behaviour, and attitude-behaviour relationships. Positive attitude peoples are more successful in their life. So one should develop such an attitude which provides synergy and satisfaction in their day to day life.