



PARK COLLEGE OF ENGINEERING AND TECHNOLOGY

*(Approved by AICTE, Accredited by National Board of Accreditation and NAAC,
Affiliated to Anna University)*

NH 544, Avinashi Road, Kaniyur, Coimbatore - 641 659. Ph: 0421 2911200, 2910100

Email : info@park.ac.in Web : www.pcet.ac.in

Handbook on human values and professional ethics



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Table of Contents

S.No	Contents	Page. No
1	Vision, Mission and Quality Policy of the college	3
2	Professional ethics for students	4
3	Professional ethics for staffs	9
4	Professional ethics for Administrative / Supporting staff	13
5	Values and Ethics for Stakeholders	15
6	Human values	18



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MISSION:

- To create infrastructure and facilities of very high standards. To Maintain world class laboratories, workshop and educational resources for learning, teaching and research.
- To Ensure effective implementation of the given curricula through highly qualified and competent faculty.
- To Provide continuous evaluation, assessment, test and examinations for improving the quality of its educational input processes and outputs.

VISION:

- To pioneer potentials of students and faculty in engineering education through world class infrastructure and educational resources for learning, teaching and research.

QUALITY POLCY:

- PARK College of Engineering And Technology Campus strives to achieve academic excellence by futuristic outlook in the fields of Engineering and Technology in a well-disciplined environment through:
 - Commitment to continuous improvement in all areas.
 - Involvement of people at all levels .
 - Upgradation of infrastructure and human resources.



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Professional ethics for students

This Code shall apply to all kinds of the conduct of students that occurs on the Institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation. At the time of admission, each student must be made aware of this Code that

- ✓ All students must regular and must complete his/her studies in the Institute.
- ✓ Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- ✓ All Students must wear their identity cards as and when they enter the campus and continue to do so until they leave the campus and also during



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travel by the bus with respect to those who avail the college transport facility.

- ✓ All Students must wear the identity card continuously displayed and not hidden, inside their shirt pockets.
- ✓ All Students must wear clean appropriate clothes.
- ✓ All students must wear formal pants with formal shirts tucked in properly in the case of boys/Churidars with neatly pinned dupattas in case of girls, as long as they are in the college campus. Wearing T-Shirts/ Jeans/ pencil pants and other casuals are strictly prohibited inside the campus
- ✓ Students are insisted Not to wear flashy dresses/fancy jewels or leave the hair loose but come with neatly plaited (braided) hair in case of girls.
- ✓ Students must wear lab uniforms during all lab sessions and must not to deviate from the dress code during any programs conducted by the college/department
- ✓ Students would help teachers in maintaining the learning environment supportive for all students.

Participating in activities including like below are highly not accepted



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- ✓ Organizing meetings and processions without permission from the Institute.
- ✓ Accepting membership of religious or terrorist groups banned by the

Institute/ Government of India.

- ✓ Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- ✓ Unauthorized possession or use of harmful chemicals and banned drugs.
- ✓ Smoking on the campus of the Institute
- ✓ Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- ✓ Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
- ✓ Rash driving on the campus that may cause any inconvenience to others
- ✓ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause Hindrance to the academic progress
- ✓ Theft or unauthorized access to others resources
- ✓ Misbehaviour at the time of any activity of the Institute.



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- ✓ 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 Institute.
- ✓ Students are expected not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- ✓ Students are expected not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- ✓ Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior Permission.
- ✓ Students are not permitted to provide audio and video clippings of any activities 31 on the campus to media without prior permission. Students are expected to use the social media carefully and responsibly.



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- ✓ 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 Institute.
- ✓ Theft or misuse of the Institute 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, controllers networks and other restricted facilities and interference with the work of others is punishable.
- ✓ 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.



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Professional ethics for staffs

- ✓ Teaching is a noble profession and the staff must follow the following things for shaping the character, personality and career of the students
- ✓ Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.
- ✓ The teaching faculty, in addition to their regular academic work is expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects and also encourage students in achieving it
- ✓ Staff should respect cultural, ethnic and religious differences of colleagues and students
- ✓ Staff must respect the dignity and privacy of students and other Institute employees.
- ✓ Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.



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- ✓ Staff should respect the dignity, rights and opinions of colleagues and students.
- ✓ Lesson plan for teaching the subjects should be prepared by the teaching staff based on academic schedule and should be submitted to HOD and Principal for approval.
- ✓ The staff should prepare the notes of lesson as per lesson plan and submit the same to the HOD before the commencement of every semester.
- ✓ All the teaching Staff should follow the academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes, they should prepare well (preparation of notes, charts, models, transparencies, etc.).
- ✓ They should enter into the class on time and leave the class only after the bell
- ✓ The lesson plan, notes of lesson and log book must be correlated. Otherwise, it may be treated as deficiency in performance. If any amendment in lesson plan is found necessary during the course of action, the



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staff shall intimate the same to the Principal well in advance and not alter the date of execution.

- ✓ They should conduct Unit tests, internal tests and Model examination as per the academic schedule and Time Table.
- ✓ They should evaluate the answer scripts correctly and submit the same to HOD within four days from the date of test.
- ✓ The copies of the mark list should be submitted to HOD immediately, without any delay. They should conduct Retest in the evening between 5.00 and 6.30 to the students who failed in any subject,
- ✓ The practical classes should not be cancelled at any cost.
- ✓ Staff should correct the observation notes and value the records periodically.
- ✓ The teaching staff should implement the tutorial system effectively.
- ✓ The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to HOD.
- ✓ The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.



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- ✓ The teaching staff should instruct the students to come with proper dress, identity cards and shoes.
- ✓ They should check and warn the students not to involve in any immoral activities.
- ✓ The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc. They should maintain complete discipline among the students.



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Professional ethics for Administrative /supporting staff

- ✓ Employee should not participate in any unapproved association, active or passive. It will be viewed seriously.
- ✓ No employee shall engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments.
- ✓ Must encourage and guide staffs to complete the work in proper manner.
- ✓ Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- ✓ Must take sincere effort to complete the assigned work in a time-bound manner.
- ✓ No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or



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information to any person to whom he/she is not authorized to communicate such document or information.

- ✓ During the term of his/her employment with the Institute, or at any time thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute.
- ✓ Do not accept bribes or indulge in any corrupt practices.

Professional ethics for Governing Bodies.

The main function of the Governing bodies is to monitor and ensure that entire organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

- ✓ The members would, Monitors the academic as well as related activities of the institution.
- ✓ Recommends Staff Selection Committee and accords the approval.
- ✓ Taking policy decisions with respect to the communications the University/Government /AICTE, etc.
- ✓ Monitors the students and faculty progress.



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- ✓ Recommends the planning and monitoring board of the institution for implementation.
- ✓ Approves the annual budget of the institution.
- ✓ Visualize and formulate perspective plans for the development and growth of the College.
- ✓ Draw new schemes of development for the college.
- ✓ Promote Teaching innovations and student placement programs.
- ✓ Promote Research and extension activities in the college campus.
- ✓ Plan for sustaining the quality of education, quality improvement and accreditation of the College
- ✓ Recommend schemes for promoting participation of Academic departments in community development activities in the region.

Values and Ethics for Stakeholders

Stakeholders plays an important role in the organization and the success of an Institution's Mission and vision is achieved by the ethical behaviour of its committed faculty members, students and officers; Thus, an institute should thrive



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for creating core value and ethical behaviour into the daily interactions of stakeholder groups. These stakeholders of an institution are the faculty, students, administrators or others, should be guided by the following core values:

- ✓ Honesty obeying to a conduct of duties in righteous manner and in accordance with the principles of trust, transparency and fairness.
- ✓ Harmony Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders
- ✓ Trusteeship- Working in an efficient, ethical and true manner while ensuing group participation and a system of check and balances within an institution.
- ✓ Accountability Completing the allocated work on time enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one action.
- ✓ Inclusiveness adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group. for education, employment. promotion and other activities in an institution



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- ✓ Commitment Working in a dedicative manner for achieving excellence in all aspects
- ✓ Respectfulness - Creating an, environment of mutual respect, trustworthy' and quality interaction as well as fair participation by and functionaries and beneficiaries of the institution.
- ✓ Belongingness - fostering a shared vision of everyone feel secure, supported, accepted and included.
- ✓ Sustainability - Ensuring optimal resource and environmental sources utilization from economic and environmental sources.



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Human Values

A person who is offered a good education along with human values will be able to serve the nation in better manner. The core human values we focus upon are

1. Honesty
2. Respecting others
3. Peaceful life
4. Listening
5. Acceptance
6. Non violence
7. Discipline
8. Communal harmony

The objective of knowing and prescribing to Human Values are as follows:

- ✓ To understand the moral values that ought to guide the engineering profession.
- ✓ To create an awareness on Engineering Ethics and Human Values
- ✓ To inspire Moral and Social Values and Loyalty.
- ✓ To appreciate the rights of others.
- ✓ Resolve the moral issues in the profession...
- ✓ To justify the moral judgment concerning the profession.



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- ✓ Intended to develop a set of beliefs, attitudes, and habits no engineers should display concerning morality.