



SHARDA
UNIVERSITY
Beyond Boundaries

A circular collage of images. The outer ring shows a diverse group of business professionals (men and women of various ethnicities) holding hands in a circle on a wooden floor. The inner circle is a close-up, black and white image of several hands stacked on top of each other, symbolizing teamwork and support.

HUMAN VALUES AND PROFESSIONAL ETHICS

VISION OF THE UNIVERSITY



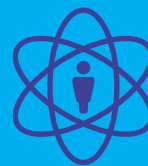
To serve the society by being a global University of higher learning in pursuit of academic excellence, innovation and nurturing entrepreneurship.

MISSION OF THE UNIVERSITY



1. Transformative educational experience
2. Enrichment by educational initiatives that encourage global outlook
3. Develop research, support disruptive innovations and accelerate entrepreneurship
4. Seeking beyond boundaries

CORE VALUES



- Integrity
- Leadership
- Diversity
- Community





To establish a balanced civil society Human Values and Professional ethics are inevitable. The present policy framework reiterates the need and process to create high-quality practices and environment backed with human values and professional ethics at Sharda University, Greater Noida to guide the stakeholders to achieve excellence and reputation. Abiding by the guidelines of values and professional ethics the university will achieve the highest personal, professional and ethical standards.

HUMAN VALUES

“A value is defined as a principle that promotes well-being or prevents harm”.

Human values are closely related to human life and it is unrealistic to think the human life without values. Human values are those universal concepts, drivers of action which are found in all cultures, all societies, all times and in all places where human being seek out their lives. Human value refers to the virtuous merits such as honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard-work; etc. It is concerned with principles and best practices of values of a human. Values or moral are the ideals or principles that individual follows to discriminate the correct from the incorrect. These principles or qualities are considered as well-intentioned in building up the personality of an individual.

SIGNIFICANCE OF HUMAN VALUES

- Make available the understanding of the attitudes, motivation and behaviours.
- Impact the consciousness of the world around.
- Signifies clarification of “factual and erroneous”.
- Offers a technique to realize humans and organisation.

TYPES OF VALUES

We at Sharda University always give great emphasis to our one of the core values i.e. Integrity by maintain the highest personal, professional and ethical standards. We always believe in acting with honesty, courage and trust through transparency and fairness by collective and individual act. In terms of Leadership we believe in cultivating a culture of genuine sincerity, trust and collaboration at all levels through fostering value-based leadership among faculty members, students and staff in all their actions. University also serves the society while respecting rights of everybody via Community connect approach.

PROFESSIONAL ETHICS

Conventional a set of standards adopted by professionals is known as professional ethics. It is nothing but a code of conduct pertinent to diverse occupations and is established by the proficient associates of such profession or professional organizations. Every profession has its professional ethics: engineering, basic sciences, management, pharmacy, medical and allied health sciences, law, etc. Ethics is the set of ethical standards that applies to the all of profession mentioned above.

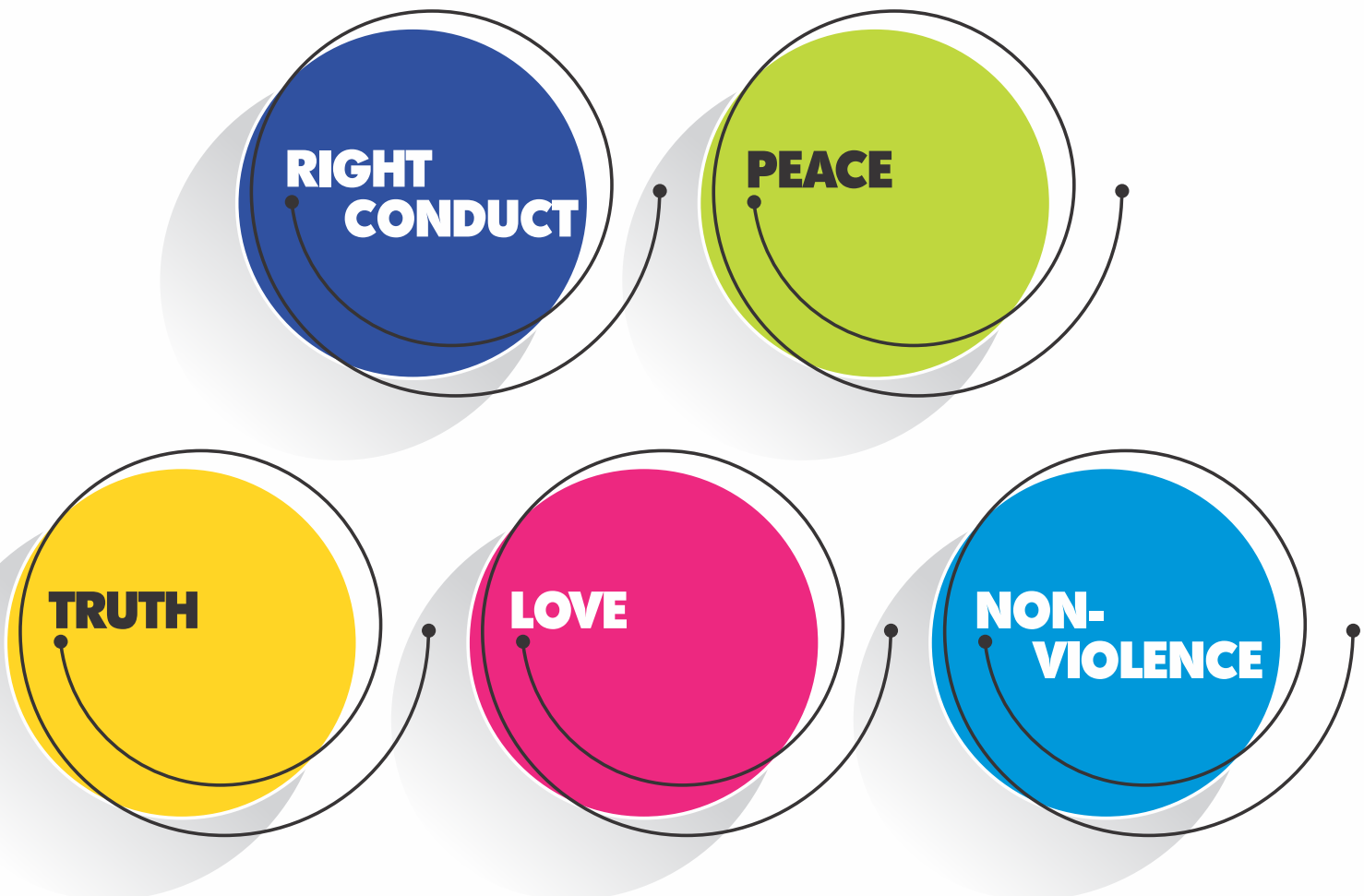
To help to mentor the students, faculty member and staff in performing their job functions perfectly according to comprehensive and reliable ethical principles, codes of professional ethics in Sharda University has been implemented. Some of the important components of professional ethics like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. are already in the core values of Sharda University.

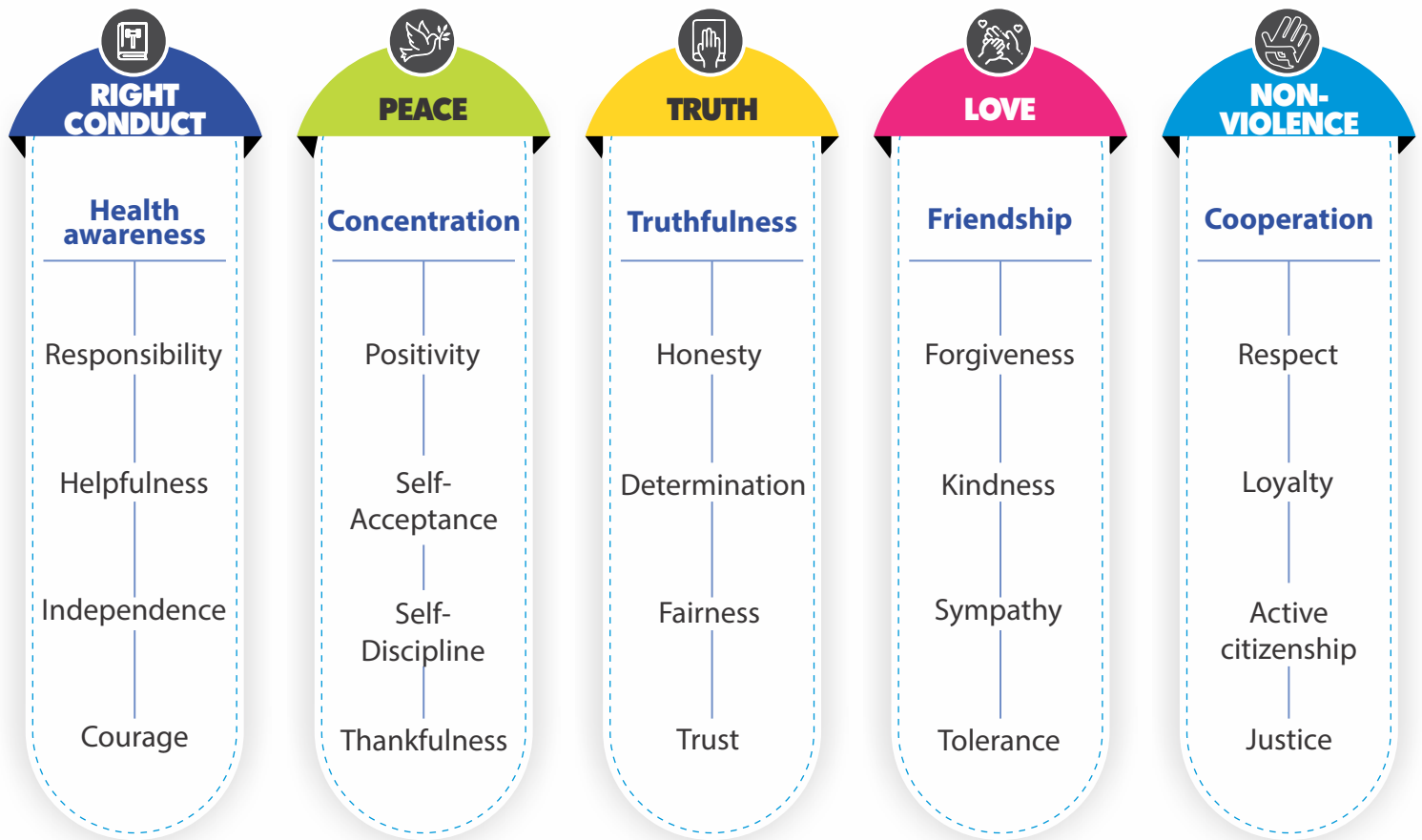
OBJECTIVES

The objectives of this policy framework to inculcate human values and professional ethics in Sharda University are the following:

- (1) To reinstate the rich cultural legacy and human values of which we are the custodians.
- (2) To focus on professional ethics which are broader indicators of desirable actions vis-à-vis undesirable actions.
- (3) To lay down broader guidelines of values and ethics for internal and external stakeholders.
- (4) To suggest operational guidelines for value-based and ethical practices in the university leading to implementation and monitoring.
- (5) To indicate the outcomes of creating a value-based and ethical culture
- (6) To suggest indicative reinforcement programmes for nurturing human values and ethics at Sharda University.

To achieve the above objective, Sharda University expect to all of the stake holders of the University to ensure about the **five prime human values** and its associated features.





OUTCOMES

The first and foremost outcome of this endeavour is to inculcate values and ethics. Each of the physical infrastructure, psychological infrastructure, knowledge infrastructure and financial infrastructure needs to be glowing with values and ethical practices. It is crucial to have the big things at place but it is also important to have the smallest things at the place. To create such an environment, following five systems need to be created:

- (1) The learning process for holistic development
- (2) Impeccable governance
- (3) Effective institutional management
- (4) Well laid system of rewards and chastisement
- (5) Institutional climate where 'rights' enjoy and 'wrongs' are discouraged.



VALUES AND ETHICS FOR STAKEHOLDERS

The success of Sharda University's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Thus, the university is committed to imbibe core value and ethical behaviour into the daily interactions of stakeholder groups. These stakeholders of the university is faculty, students, administrators or others, should be guided by the following core values:

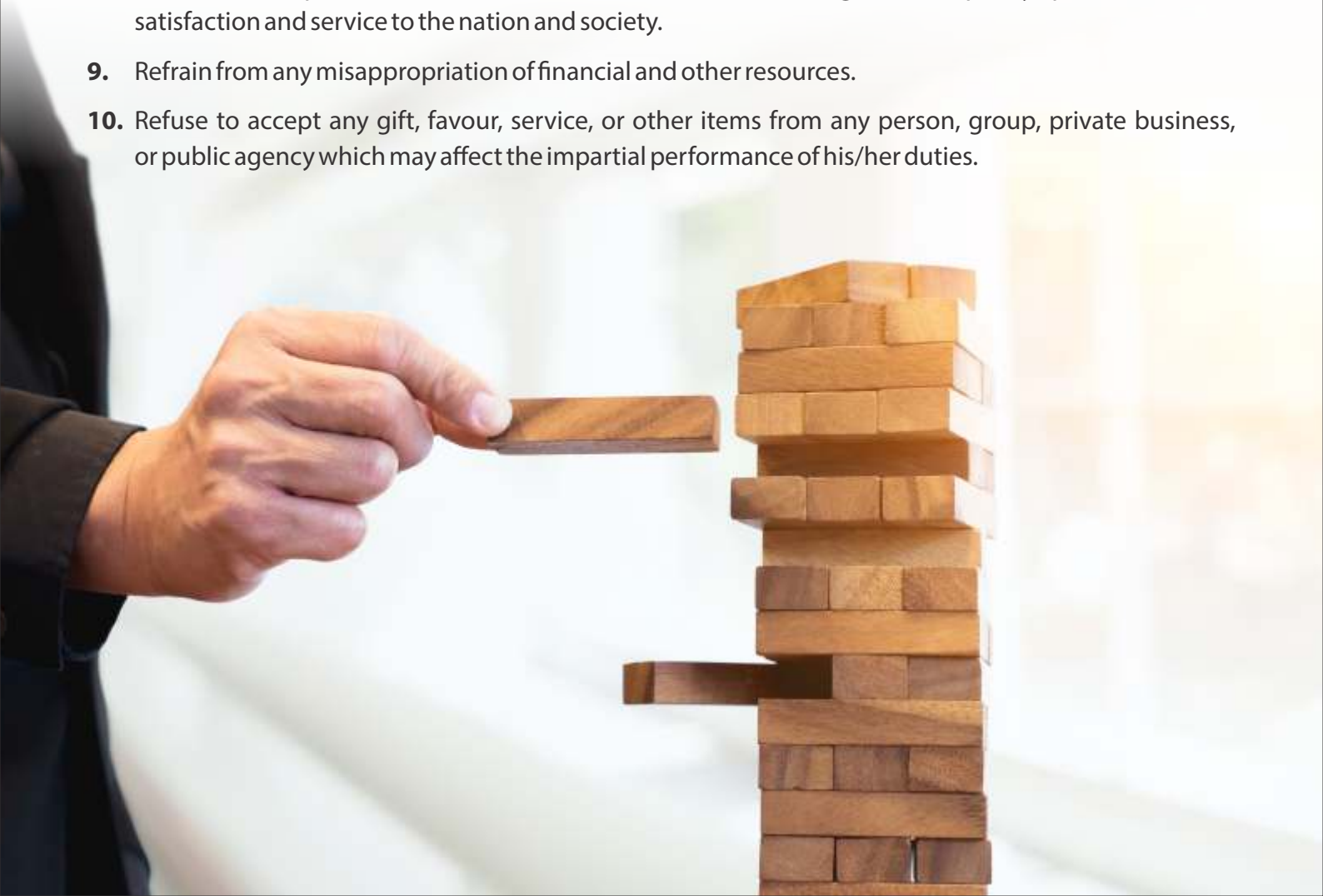
- (1) **Integrity**– adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
- (2) **Trusteeship**– Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances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



UNIVERSITY LEVEL ACADEMIC ADMINISTRATION

It would include Vice-chancellor, Pro Vice-chancellor / Rector, Deans of Various Faculty, Heads of Departments, Director of Institute, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc. The authority would

1. Be responsible, as the principal academic and administrative officer of Sharda University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the university are duly observed and business of the university is carried out in strict adherence thereto.
2. Comply with laws, rules, and regulations of the government applicable to the university as HEI
3. Provide inspirational and motivational value-based academic and executive leadership to the HEI through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university.
5. Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the university to the maximum extent.
6. Follow the objectives and policies of HEI and contribute constructively to their ongoing evaluation and reformulation.
7. Maintain the confidentiality of the records and other sensitive matters.
8. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
9. Refrain from any misappropriation of financial and other resources.
10. Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.



GOVERNING BODY

The function of the governing body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. The members would

1. Work in the best interest of the university
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information.

ADMINISTRATIVE/ SUPPORT STAFF

Administrative/ Support 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 the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating 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.

TEACHERS

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students. The Teachers would

1. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Act as friend, philosopher and guide of students.
3. Help students in identifying their potential and support through counseling and mentoring.
4. Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
5. Observe punctuality in teaching and other duties.
6. Exhibit decent behaviour with all.
7. Refrain from harassment of student in any form.
8. Actively participate in institutional development.
9. Refrain from any type of discrimination
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Develop an understanding of our heritage.
12. Encourage students to actively participate in scheme/ activities of national priorities.
13. Cooperate with the university authorities for betterment of the university.
14. Actively work for national integration and communal harmony.
15. Be sensitive to societal needs and development.
16. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.



EXTERNAL EXPERTS/INVITEES AS MEMBER OF VARIOUS COMMITTEES

External experts/Invitees would

1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views
3. Help an institution to enable attaining highest quality and standards.

STUDENTS

Students would make the best use of the golden part of their lives in HEIs by devoting their energy for learning and developing a wholesome personality. Students would

1. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
2. Stay in an academic institution with the joyful learning experience.
3. Remain punctual, disciplined and regular in attending classes.
4. Observe modesty in their overall appearance and behaviour.
5. Behave with dignity and courtesy with teachers, staff and fellow students.
6. Act as a role model for the junior students by attaining the highest level of values and morality.
7. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. Contribute towards cleanliness of the campus and surroundings.
9. Respect and care for the institutional properties.
10. Observe proper behavior while on outside activities (educational tour/visit or excursion).
11. Be honest in providing only truthful information on all documents.
12. Maintain the highest standards of academic integrity while presenting own academic work.
13. Help teachers in maintaining the learning environment conducive for all students.
14. Strive to keep campus ragging free.
15. Be sensitive to gender issues.
16. Be sensitive to societal needs and development.
17. Maintain good health and refrain from any kind of intoxicants.



STUDENT UNION

The student union would

1. Support the administration for right and timely decision.
2. Raise legitimate issues in dignified manner.

PROMOTERS OF EDUCATIONAL INSTITUTIONS IN CASE OF PRIVATE INSTITUTIONS AS STAKEHOLDERS AND ETHICS

A promoter of an educational institution would

1. Establish an educational institution of high quality.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Creating a learning environment for developing socially sensitive students.

SHARDA UNIVERSITY

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