

**SWAMI KESHVANAND INSTITUTE OF
TECHNOLOGY, MANAGEMENT AND
GRAMOTHAN, JAIPUR**



A REPORT

On

“ONE WEEK WORKSHOP FOR OFFICE STAFF”

ON

**“CODE OF CONDUCT & PROFESSIONAL
ETHICS”**

ORGANIZED BY



**UNIVERSAL HUMAN VALUES AND ETHICS
COMMITTEE**

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SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN, JAIPUR



Universal Human Values & Ethics Committee

organises

One-Week Workshop for Office Staff

on

CODE OF CONDUCT & PROFESSIONAL ETHICS

11th - 16th
December, 2023

Time:
02:30 - 03:30 PM



Join Us!

-: VENUE :-
Meghnad Saha Seminar Hall,
Mechanical Block

   @UHVEC_SKIT

SCHEDULE

Day 1



Dr. Subhash Kaushik
Former Assistant Director, Sarv Shiksha
Abhiyan, Government of Rajasthan
**Professional Responsibility
& Ethics**

Day 2



Dr. Krishna Sharma
Professor,
Dept. of English, SKIT
Code of Conduct

Day 3



Dr. Amit Jhalani
Assistant Professor
Dept of Me, SKIT
**Role of Human Values
at Workplace**

Day 4



Dr. Archana Saxena
Professor,
Dept. of Chemistry, SKIT
**Leadership
& Accountability**

Day 5



Dr. Swati Arora
Associate Professor,
Dept. of ECE, SKIT
Professional Ethics

Day 6



Dr. Avinash Panwar,
Professor,
Rajasthan Technical Education Department,
Former Director, Center for e-governance.
Work Culture

Faculty Coordinators

- Dr. Nidhi Sharma, Convenor, UHV&EC
- Dr. Swati Arora, Member UHV&EC
- Dr. Amit Jhalani, Member, UHV&EC

Student Coordinators

- Yashvardhan Sharma, II year, CSE(DS)
- Aditi Sharma, II Year, Civil

Date: 11th – 16th December,2023

Time: 02:30 PM – 3:30 PM

Venue: Meghnad Saha Seminar Hall

List Of Faculty Attendees:

Sr.No.	Emp. ID	Name of Faculty Attendees
1.	114	Dr. Nidhi Sharma
2.	909	Dr. Amit Jhalani
3.	046	Dr. Swati Arora
4.	715	Prof. krishna dayal
5.	100	Prof. Archana Saxena

Day 1: * Session on Professional responsibility and Ethics *

Dr. Subhash Kaushik, a luminary in the realm of education and former Assistant Director at Sarv Shiksha Abhiyan in the Government of Rajasthan, is renowned for his groundbreaking perspectives on professional responsibility and ethics. Having dedicated decades to the cause of educational reform, Dr. His philosophy on professional responsibility revolves around the idea that educators play a pivotal role not only in disseminating knowledge but also in shaping the moral compass of future generations. He posits that integrity should be the cornerstone of every educational endeavor, urging fellow professionals to maintain transparency, honesty, and accountability in their actions. Kaushik underscores the significance of competence in the pursuit of professional responsibility. His advocacy for safeguarding sensitive information and respecting the privacy of students reflects a deep commitment to fostering trust within the educational ecosystem. Dr. Kaushik's vision extends beyond the classroom, recognizing the social responsibility inherent in the field of education. By instilling values, tolerance, and respect for diversity, educators, in his view, contribute to the holistic development of individuals and, consequently, the betterment of society. Subhash Kaushik has left an indelible mark on the educational landscape, not only for his administrative acumen but also for his unwavering commitment to professional responsibility and ethics. His fictionalized persona serves as an inspirational figure, embodying the ideals he advocates for the betterment of education and society.

Day 2: *Session on Code of Conduct*

Dr. Krishna Sharma, a distinguished professor in the Department of English at SKIT, is renowned for her unwavering commitment to fostering a culture of excellence and ethical conduct among both faculty and students. In crafting her unique Code of Conduct, Dr. Sharma draws inspiration from her extensive experience in academia and a profound belief in the transformative power of education. At the heart of her code lies the principle of respect for oneself, fellow colleagues, students, and the institution at large. Dr. Sharma's Code of Conduct serves as a guiding beacon for all members of the academic community. In her fictionalized code, Dr. Sharma's code, underscores the importance of honesty and ethical behavior. She advocates for academic honesty in all endeavors, emphasizing that the pursuit of knowledge should be grounded in a commitment to truth and authenticity. Krishna Sharma's fictionalized Code of Conduct is a testament to her visionary approach to academia. Grounded in principles of respect, integrity, mentorship, and innovation, her code serves as a blueprint for a dynamic and ethically driven academic environment at SKIT.

Day 3: *Session on Role of Human Values at workplace*

Dr. Amit Jhalani, an insightful Assistant Professor in the Department of Mechanical Engineering at SKIT, is renowned for his visionary perspective on integrating human values into the professional sphere. Jhalani champions the transformative power of human values in shaping a thriving and harmonious workplace culture. At the core of Dr. His vision is rooted in the belief that fostering a culture of human values elevates the workplace from a mere organization to a community where individuals flourish. In Dr. Jhalani's fictionalized perspective, the first pillar of a values-driven workplace is integrity. By fostering a culture of trust, Dr. Jhalani's discourse emphasizes the role of mentorship as a vehicle for transmitting human values. In his vision, seasoned professionals take on the responsibility of guiding and nurturing the talents of their junior counterparts, creating a mentorship ecosystem that fosters growth and camaraderie. Jhalani champions the notion that a values-driven workplace is one that values innovation and diversity. In conclusion, Dr. Amit Jhalani's fictionalized perspective on the role of human values at the workplace paints a vivid picture of a professional environment that transcends the ordinary. Through the infusion of integrity, empathy, mentorship, and innovation, he envisions a workplace that not only excels in productivity but also in fostering the holistic development of individuals within the professional community at SKIT.

Day 4: *Session on Leadership & Accountability*

Dr. Archana Saxena, a luminary in the Department of Chemistry at SKIT, is celebrated not only for her academic prowess but also for her distinctive philosophy on leadership and accountability. In crafting her visionary approach, Dr. In her fictionalized perspective, she defines leadership as a collaborative endeavor, where every individual, regardless of position, is a potential catalyst for positive change. Dr. Saxena believes in the power of collective leadership, where diverse voices and ideas converge to propel the academic community forward. Central to her philosophy is the principle of accountability. Dr. Saxena sees accountability not as a rigid obligation but as a shared commitment. In her fictionalized brief, she fosters a culture where each member of the academic community is accountable not only for their individual contributions but also for the collective success of the department. Dr. Her fictionalized approach to leadership emphasizes the importance of nurturing the next generation of scholars, ensuring a sustainable and vibrant academic legacy. Saxena envisions a leadership style rooted in transparency and open communication. Archana Saxena's fictionalized brief on leadership and accountability reflects a transformative vision for academic excellence. Grounded in collaboration, mentorship, transparency, and a commitment to collective success, her leadership philosophy sets a compelling standard for the Department of Chemistry at SKIT, inspiring a community that thrives on accountability and shared leadership.

Day 5: *Session on Professional Ethics*

Dr. Swati Arora, an esteemed Associate Professor in the Department of Electronics and Communication Engineering at SKIT, is recognized for her profound insights into the realm of professional ethics. With a career dedicated to both scholarly pursuits and ethical conduct, Dr. Arora's perspective on professional ethics serves as a guiding light for both faculty and students. In her visionary approach, Dr. Arora emphasizes the crucial role that professional ethics plays in the field of Electronics and Communication Engineering. Arora believes that integrity forms the bedrock of professional conduct, and she encourages her students to approach their academic and professional responsibilities with the highest moral standards. Respect for colleagues, students, and the broader community is another key pillar in Dr. Through her guidance, she instills a sense of responsibility towards maintaining a respectful and supportive academic community. She underscores the importance of acknowledging and crediting the work of others, fostering an atmosphere of trust and credibility within the academic community. Arora envisions a future where her students, guided by ethical principles, contribute meaningfully to the field of Electronics and Communication Engineering. Her brief on professional ethics serves as a roadmap for aspiring engineers, urging them to prioritize ethical considerations in their decision-making processes and professional endeavors. In conclusion, Dr. Swati Arora's perspective on professional ethics is characterized by a blend of academic rigor and a commitment to moral values.

Day 6: *Session on Work Culture*

Dr. Avinash Panwar, a distinguished figure in the realm of technical education and former Director of the Center for E-Governance, is a visionary leader known for shaping a work culture that transcends conventional boundaries. In his insightful approach to work culture, Dr. Panwar envisions an environment characterized by innovation, collaboration, and a relentless pursuit of excellence. Panwar's philosophy is the belief that a positive work culture begins with the individual. His vision includes fostering a sense of ownership and accountability among all members of the academic community. In his brief, he emphasizes the importance of every contributor, from professors to administrative staff, in collectively shaping the ethos of the institution. Dr. Panwar champions the integration of technology as an essential component of a dynamic work culture. He envisions an environment where the latest technological advancements are seamlessly integrated into everyday operations, enhancing efficiency and fostering a spirit of innovation. Collaboration, both interdisciplinary and interdepartmental, is a cornerstone of Dr. Panwar's work culture brief underscores the significance of continuous learning. Avinash Panwar's vision for work culture is a harmonious blend of innovation, collaboration, and individual empowerment. Through his leadership, he aspires to create an environment that not only adapts to the evolving landscape of technical education but also actively shapes it, positioning his institution as a beacon of progress and forward-thinking practices.

List of Staff Attendees:

S.No	Staff ID	Title	Name	Designation	Department
1	313	Mr.	Bhagwan Shai Sharma	Deputy Registrar	Office of the Registrar
2	318	Mr.	Mukesh Kumar Sharma	Office Assistant	Office of the Registrar
3	359	Mr.	Rohit Kumar Gurjar	Office Assistant	Office of the Registrar
4	386	Mr.	Sunil Sharma	Office Assistant	Office of the Registrar
5	327	Mr.	Hanuman Prasad Meena	LDC	Office of the Registrar
6	347	Mr.	Mahesh Chand Meena	Peon	Office of the Registrar
7	432	Mr.	Ramavtar Sharma	Studio Operator	Office of the Registrar
8	350	Mr.	Rambabu Sharma	Peon	Office of the Registrar
9	431	Mr.	Sachin Yadav	Fireman cum Camera Operator	Office of the Registrar
10	345	Mr.	Arjun Lal Meena	Office Assistant	Office of the Registrar
11	427	Mr.	Bhagwan Sahay	Peon	Office of the Registrar
12	428	Mr.	Subhrojeet Gupta	Asst. PRO	Office of the Registrar
13	394	Mr.	Ajeet Kumar Singh	Sports Officer	Sports Department
14	314	Mr.	Manniram Choudhary	Purchase Officer	Purchase Department
15	315	Mr.	Jagdish Rai Choudhary	House Manager	Maintenance
16	357	Mr.	Shambhu Narayan Pareek	Store Incharge	Maintenance
17	341	Mr.	Sunil Sharma	Bus Incharge	Maintenance
18	320	Mr.	Rameshwar Prasad Choudhary	LDC	T&P Cell
19	351	Mr.	Shankar Lal Prajapat	Peon	T&P Cell
20	404	Mrs.	Seema Sharma	Office Assistant	Office of the Director Academics
21	426	Mr.	Bharat Malhotra	Office assistant	Office of the Director Academics
22	349	Mr.	Mahendra Singh	Peon	Office of the Director Academics
23	306	Mr.	Dalla Ram Bhincher	Librarian	Library
24	307	Mr.	Vimal Kasana	Deputy Librarian	Library
25	308	Mr.	Pramod Kumar Jangid	Sr. Assistant Librarian	Library
26	335	Mr.	Mangal Chandra Meena	Library Assistant	Library
27	336	Mr.	Ramesh Chand Yogi	Book Lifter	Library
28	334	Mr.	Sharwan Singh Chauhan	Professional Assistant	Library
29	343	Mr.	Dileep Singh Gurjar	Professional Assistant	Library
30	356	Mr.	Shyoji Ram Khajotiya	Peon	Library
31	342	Mr.	Dolla Ram Loyal	Peon	Library
32	311	Mr.	Vinod Kumar Gupta	Accounts Officer	Accounts Department
33	312	Mr.	Yogesh Kumar Ahuja	Sr. Accountant	Accounts Department
34	355	Mr.	Raj Kumar Agarwal	LDC	Accounts Department
35	439	Mr.	Krishan Kumar Sharma	Lower Division Clerk	Accounts Department
36	406	Mr.	Sanjay Sharma	LDC	Accounts Department
37	407	Mr.	Rajendra Singh Bhati	Office Assistant	CE Department
38	391	Mr.	Shivraj Verma	Peon	CE Department
39	322	Mr.	Vikram Singh Anand	LDC	CS & IT Department
40	378	Mr.	Rajendra Singh	Peon	CS & IT Department
41	392	Mr.	Rohit Sharma	LDC	EC Department
42	354	Mr.	Lal Singh	Peon	EC Department
43	385	Mr.	Vikas Sharma	Peon	EE Department
44	323	Mr.	Sanjeev Kumar Kashyap	Computer Operator	ERP Cell
45	390	Mr.	Kamlesh Kumar Bhamu	LDC	ERP Cell
46	317	Mr.	Yogesh Singhal	Section Incharge	Exam Cell
47	346	Mr.	Vijay Lal Kumawat	LDC	Exam Cell
48	441	Mr.	Govind Sharan Saini	Office Assistant	Exam Cell
49	348	Mr.	Kajod Mal Sharma	Peon	Exam Cell
50	366	Mr.	Mahendra Kumar Choudhary	LDC/Computer Operator	Exam Cell
51	442	Mr.	Ravi Saini	Office Assistant	Exam Cell
52	309	Mr.	Pradeep Kumar Sihag	Chief Warden	Boys-Girls Hostel
53	310	Mrs.	Suman Sihag	Warden	Girls Hostel
54	321	Mr.	Babu Lal Gurjar	Warden	Boys Hostel
55	433	Ms.	Amrita Bhandari	Warden	Girls Hostel

56	414	Ms.	Bulbul Rajput	Assistant Warden	Girls Hostel
57	383	Mr.	Hanuman Singh	Assistant Warden	Boys Hostel
58	434	Mr.	Kailash Chandra Meena	Assistant Warden	Boys Hostel
59	435	Mr.	Rajesh Kumar Kasana	Assistant Warden	Boys Hostel
60	402	Mr.	Sanjay Kumar Brahmbhat	Office Assistant	Basic Sciences and Humanities
61	405	Mr.	Bhagwati Prasad Rawat	Peon	Basic Sciences and Humanities
62	401	Mr.	Shiv Prasad Sharma	Office Assistant	Management Studies
63	387	Mr.	Munesh Kumar Meena	Peon	Management Studies
64	381	Mr.	Pushpendra Singh	Office Assistant	ME Department
65	370	Mr.	Sonu Panchal	Peon	ME Department

Glimpses of Celebration:







GPS Map Camera



Jaipur, Rajasthan, India
RVC8+MCX, Shivam Nagar, Ramnagariya, Jaipur, Rajasthan 302017, India
Lat 26.821777°
Long 75.866083°
15/12/23 02:48 PM GMT +05:30



GPS Map Camera



Jaipur, Rajasthan, India
Ramnagarla (Jagatpura), Shivam Nagar, Ramnagariya, Jaipur, Rajasthan 302025, India
Lat 26.822154°
Long 75.866165°
16/12/23 02:58 PM GMT +05:30



GPS Map Camera



Jaipur, Rajasthan, India
RVC8+MCX, Shivam Nagar, Ramnagariya, Jaipur, Rajasthan 302017, India
Lat 26.821805°
Long 75.866179°
16/12/23 02:44 PM GMT +05:30





Swami Keshvanand Institute of Technology, Management & Gramothan



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

under the aegis of IQAC and support of OFA





UHV&EC extends a heartfelt thanks to all the members of the administrative staff for their tremendous response in the workshop

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Certificate



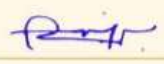
**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY
MANAGEMENT & GRAMOTHAN, JAIPUR**

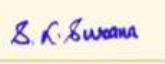
One-Week Workshop for Office Staff
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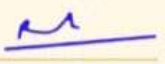
Certificate of Appreciation

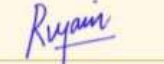
This is certified that Mr./Ms./Dr. *Bhagwan Shai Sharma* of Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur has attended a “One-Week Workshop for Office Staff” on “CODE OF CONDUCT & PROFESSIONAL ETHICS” from 11th - 16th December, 2023 organized by UHV&EC, SKIT.


We appreciate his/her commendable and proactive performance during the session.


Mr. Jaipal Meel
Director


Dr. S. L. Surana
Director of Academics


Dr. R.K. Pachar
Principal


Dr. R.K. Jain
Dean


Dr. Nidhi Sharma
Convenor,
UHV&EC, SKIT