

Swami Keshvanand Instituteof Technology,

Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India Recognized by UGC under Section 2(f) of the UGC Act, 1956 Affiliated to Rajasthan Technical University, Kota

Human Values and Professional Ethics:

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:

(Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.)

ANNUAL REPORT 2021-2022

2022 **JAIPUR**



Swami Keshvanand
Institute of
Technology, Management
& Gramothan,
Jaipur

Prof. Archana Saxena 9098812136, 9414460650

UNIVERSAL HUMAN VALUES
AND ETHICS COMMITTEE
7.1.10 – Institute's Code of
Conduct for Students,
Administrators, Faculty & Other
Staff Members

Foreword

After II Wave of covid, institute was open in partial mode of online and offline. Mostly activities of the UHVEC were done on online mode. Workshops / FDPs/ Seminars/ on UHV & ETHICS, code of conduct were organized for students, Faculty members and non teaching staff members of Institute. People appreciated events and agreed that such type of programmes are very important for awareness and all round development of the students. All the stake holders must know code of conduct of the institute. Many events were organized which were giving awareness/ message of Constitutional obligations: Values, Rights and Responsibilities.

We show our respect, we congratulate, we float messages on various occasions and festivals. Certain festivals were celebrated too. Most of the commemorative days of National and International importance were celebrated. UHVEC successfully conveyed its message to all the family members of SKIT that Nation building can be done with values is sustainably.

Prof. Archna Saxena, Convenor, UHVEC

List of Activities 2021-2022

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1.	Institute's Code of conduct					1-31
2.	Covid Care workshop	Covid Care	Covid appropriate conduct	19 ^{th -} 21 st July 2021	Students, Faculty & Staff Members	32-63
3.	One Week FDP	Universal Human Values and Professional Ethics	Code of Conduct	17 th August 2021 to 21 st August 2021	Faculty & Staff Members	64-106
4.	One Day Seminar	Code Of Conduct and Ethics	Code Of Conduct and Ethics	22 nd December 2021	Students	107-119
5.	Seminar	Swami Keshvanand Ji	Code of Conduct	24 th September 2021	Students, Faculty & Staff Members	120-130
6.	One Day Seminar	Code of Conduct and Ethics	Code Of Conduct and Ethics	20 th April 2022	For Non- teaching Staff	131-159

Values & Littles Committee

Universal Human Values & Ethics

Committee

CODE OF
CONDUCT &
PROFESSIONAL
ETHICS

BY
PROF.ARCHANASAXENA
Convener, UHVEC







Swami Keshvanand Institute Of Technology, Management and Gramothan, Jaipur



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Presents

ONE DAY SEMINAR

(Especially for non-teaching staff members of SKIT)

CODE OF CONDUCT & ETHICS

27/04/2022 - 01:30 PM - 03:30 PM

Venue:- J C Bose Seminar Hall

KEY NOTE SPEAKER

Prof. Anil Chaudhary

Head IT Department & Coordinator IQAC

SESSION 1: SPEAKER

Prof. Archana Saxena

Convenor, UHV&EC

SESSION 2 : SPEAKER

Dr. Nidhi Sharma

Member, UHV&EC

Contacts

(9000012126, 9772244095)

Registration Form:

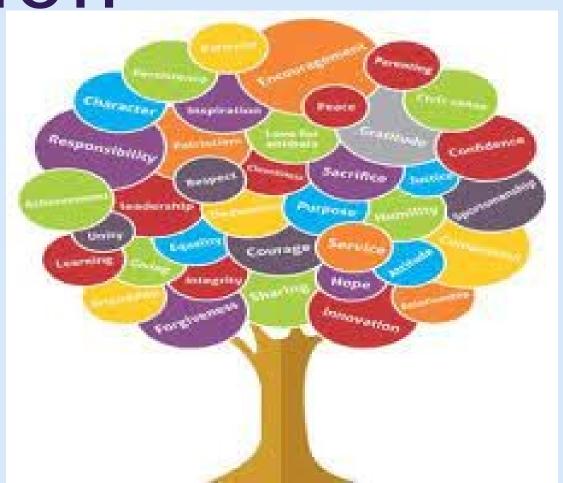
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PART 9	Responsibilities for Principal/ Director (Academics)	Index 02

Core Values of the























Core VRespession Nation:

Every member of the SKIT family should abide by the constitution of India and respect its ideals and institutions, the National Flag, National Anthem, its heritage, and uphold and protect the sovereignty, unity, and integrity of the country.

2. Responsibility:

Everyone in the institute must discharge his/her duties with utmost responsibility.

3. Accountability:

Every individual who has been entrusted certain roles and responsibilities shall be accountable for his/her actions.

4. Transparency:

All the activities should be conducted in a transparent manner and records should be maintained properly.

5. Gramothan:

The Institute is committed to developing nearby villages and schools located in the slum areas.

Core Values 04

Core

8. Paculty & Staff Development:

Institute believes in the individual academic development of its faculty and shall encourage them to undertake higher studies, provide facilities to carry out innovative research, and promote them to participate in the development of the Institute and nation-building.

7. Quality:

Institute would pursue quality in all its endeavors like teaching-learning process, examinations, research and development, and all related functional areas.

8. Environmental stewardship:

Committed to incorporating green technologies for environmental protection and sustainable development of the Nation.

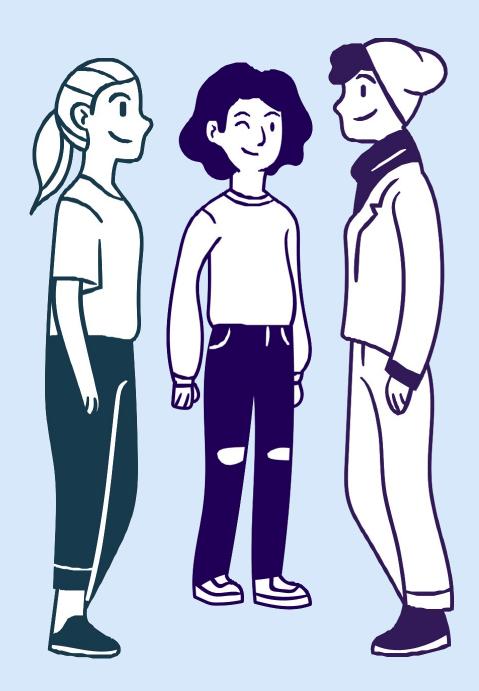
9. Respect for others:

The dignity and respect of every individual must be observed while interacting with others.

10. Fairness:

Everyone in the Institute must treat others honestly and without any bias based

on caste, creed, sex, religion, disability, or any other matter of personal performance.



Core Values 05

Code of

Ethics

1. ADHERENCE TO THE HIGHEST ETHICAL STANDARDS



It is expected that every employee, faculty members, officer, staff, members of Governing Board, management to adhere to the highest ethical standards and respect rules, regulations and laws which are applicable to his or her position and duties and to comply with them in letter and spirit

2. MAINTENANCE OF THE HIGHEST STANDARDS OF ACADEMIC INTEGRITY



Every member of the Institute involved in teaching and research activities is expected to the highest standards of honesty and integrity. Activities such as plagiarism, misrepresentation and falsification of data are strictly prohibited.

3. MAINTENANCE OF ACCURATE RECORDS



Every member is expected to create and preserve correct records and documents regarding all the activities performed.



Code of

Ethics

4. COMPLIANCE WITH ALL GRANT TERMS & CONDITIONS

Every member is expected to comply strictly with the terms and conditions of each grant on which he or she is working.

5. WORK TOWARDS ACHIEVING
VISION AND MISSION OF
THE INSTITUTE

Every member is expected to faithfully carry out his or her professional duties in furtherance of the Institute's vision and mission.



6. EQUAL POLICY FOR ALL
STAKEHOLDERS OF
THE INSTITUTE



The Institute is committed to a policy of equal treatment, opportunity and respect in its relations with its faculty, staff, students and others who come into contact with the institute. Every member is prohibited from discriminating on the basis of caste, religion, colour, gender, age, disability or parental status.

Core of Ethics 07

Code of Ethics for Prevention of Malpractices and Plagiarism in Academics and Research

The Institute firmly believes in following ethics and honesty in every aspect of academic activities. Teaching and research are novel professions which necessitate stringent moral obligations. Therefore, certain measures are established for prevention of malpractices and plagiarism failing which would evoke disciplinary actions at various levels.



MANDATORY SIMILARITY CHECK

It is mandatory for each student to get a plagiarism check performed for submitting project report/dissertation/ research paper to the Institute or any other agency for ensuring the authenticity of the submitted document.

AWARD OF INCENTIVE AND CERTIFICATION

Faculty members are encouraged to publish their research finding in reputed research journals.

MANDATORY SIMILARITY CHECK OF CONFERENCE PAPER SUBMISSION

The similarity check is also performed on abstract and research papers submitted to the conference organized by the Institute to curb plagiarism.

ACADEMIC INTEGRITY PANEL

An Institutional integrity panel is formed to address any complaint or allegation of malpractice against a student/faculty member.

Code of Ethics for Prevention of Malpractices and Plagiarism 08 in Academics and Research

Code of Conduct

The Institute has got a code of conduct for all the students and the staff members. All the staff and students must know that it is important for them to follow these Code of Ethics and Conduct and the rights/ responsibilities including the restrictions flowing from it. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. pleasures are to be enjoyed with sense of morality. arguments should take place maintaining the dignity. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.



CODE OF CONDUCT FOR STUDENTS

All the students who have been admitted must act in a dignified manner

CODE OF CONDUCT FOR FACULTY



Teachers are the backbone of any institute.

- Duties of the Teacher
- Code of Conduct for Faculty

Code of Conduct for Students

The Institute is a temple of learning. All the students who have been admitted must act in a dignified manner so that the prestige of the Institute, their parents, or their own is not compromised. SKIT students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. They should behave respectfully with others. The students must strictly follow the following code of conduct.

Dress Code

The students are required to follow the dress code while they are on campus on all six days. This will keep all the students belonging to different economic strata at a common footing

Cleanliness

Every student is expected to maintain general cleanliness within classrooms, laboratories, corridors, canteen, hostel and the campus in general.

Conservation of Natural Resources

Wastage of water, electricity and other raw material is strictly prohibited.

Social Media

de 12 of 159

Students are expected to use the social media carefully and responsibly. They cannot indulge in any activity having grave ramification on the reputation of the Institute.





The students should maintain proper discipline and decorum in the premises of the Institute & hostel. The following will be the acts of indiscipline and may invite disciplinary action.

- 1.Non-compliance of rules, orders and notices of the Institute and hostel.
- 2.Involvement in ragging is strictly prohibited as per the directives of the Govt. of India and the Supreme Court.
- 3.Absence from classes and hostels without permission.
- 4. Misuse or damage of institute and hostel property.
- 5.Use of drugs/alcohol/tobacco etc. in the institute/hostel/city.
- 6.Involvement in acts against the law of the land and mass bunk from classes.
- 7.Malpractices/using unfair means during test/examination or knowingly furnishing false information.
- 8.Possession or use of weapons, explosives, fireworks or items of destruction.

Use of Mobile Phone

Use of cell phones in classrooms, drawing halls, laboratories and corridors is strictly prohibited.

Participation in Extra-Curricular Activities

Every student is expected to participate in one or more cocurricular activity in the institute.

Hostel Discipline

Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

Code of Conduct for Students 11





Students should understand the upkeep of all equipment, including computers, OHP, LCD, etc. And electrical fittings in classrooms laboratories, hostels are for their benefit and they are jointly responsible for their safety, upkeep, and maintenance.

They are expected to follow all safety precautions required during work in laboratories and workshops

Respect for Others:

Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards other students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the law.

Social Responsibility

The life of a student is not about scoring marks or grades and passing through examinations. They have to be socially responsible and serve society. They have to be involved in social services. All are expected to donate blood voluntarily if they can do so.

Ethical Behavior

Ethical behavior includes honesty, integrity, respect, Open-mindedness, Discipline, tolerance, Team spirit, Sense of responsibility, fairness, and a variety of other positive traits. Students should strive to maintain ethical behavior in his/her personal, social, and professional interactions.

Code of Conduct for

Faculty & Staff Members

Teachers are the backbone of any institute. They are the role models for their students and should always remember that they are being watched in and out of the classrooms by their students. The code of conduct for faculty involves matters related to the teaching-learning process, research activities, assessment of students, relationship with management, fellow colleagues, staff, students and their parents, other professional and educational bodies, moral and professional ethics, human values, duties related with developmental activities of the Institute and their own.

1. The following lapses on the part of the faculty would constitute improper conduct.

- 1. a. Failure to perform his/her academic activities to the satisfaction of all stakeholders.
- 2. Failure to carry out decisions taken by academic bodies, authorities, management, etc. promptly and within the time frame provided.
- 3. Improper behavior with both male and female students and other employees
- 4. Refusal to carry out administrative responsibility such as departmental head, conduction of examination work, proctorial work, student counseling work, placement work, etc.
- 5. Indulgence in anti-academic activities directly or indirectly such as undertaking private tuitions, running coaching institutes, holding any office of profit, etc.
- 6. Treating students unfairly by victimizing them on personal grounds.
 Instigating students against other students, colleagues, administration, etc.
- 7. Consumption of drugs, alcohol, and tobacco etc. in the institute/hostel/city.
- 8. Involution of the Anti-academic activities directly or indirectly such as.
 i.Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc. ii. the undertaking of any office of profit, agency

2. Faculty must carry out all the following duties faithfully, honestly, and to the best of their ability.

Academic activities such as teaching, demonstration, lab development, examination, assessment, etc.

Research activities

Extension activities

Administrative activities

Extracurricular

activities

- 3. Faculty would not take leave without informing the departments and making alternate arrangements for the classes.
- 4. Faculty must be fair during the evaluation of students in internal assessments, laboratory and sessional work, and examinations.
- 5. The behavior with students and other colleagues should be modest. Faculty should maintain proper discipline and decorum of the Institute.
- 6. Faculty must undertake additional or administrative duties assigned in the departments and the Institute.
- 7. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
- 8.Every faculty is expected to maintain general cleanliness within staff room, classrooms, laboratories, confident, cannot be campus in general



- 1.Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 2. Intentionally damaging or destroying Institute property or property of other faculty /staff members
- 3. Participating in activities including
 - a. Organizing meetings and processions without permission from the Institute.
 - b. Possessing, consuming, distributing, selling of alcohol in the Institute
 - c. Parking a vehicle in a no-parking zone
 - d. Rash driving on the campus may cause any inconvenience to others







0	It is expected that all the teachers will take keen interest in the overall development of personality of the students and their own.
02	Teachers should not forget even for a moment that they are the role models of the students and they are being watched in and out of the class rooms by their students.
03	Seek to make professional growth continuous through study and research.
04	Teachers should perform experiments with their own hands before asking the students to perform.
0 5	For expending knowledge a teacher should utilize all resources and avenues available to him.
. 06	Teachers should prepare the laboratory manuals and show them to their respective Heads
07	Teachers must maintain complete record of the experiments performed, report submitted and grades earned by the students
08	Manage their private affairs in a manner consistent with the dignity of the profession

Duties of the Teachers



Apart from regular teaching it is expected that the teachers will take keen interest in other extra-curricular activities like games, sports, drama, debates, group discussions, fine arts, cultural activities, seminars, conferences, symposium and workshops.

Teachers should maintain a record of the ISTE/AICTE courses attended, seminars/conferences/workshops attended, paper presented in any research journal or in a conference, award won etc.

Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as: assisting in appraising applications for admission, advising and counseling students, accompany students on educational tour as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation

Teachers should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest



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Duties of Teacher 17

Lab Technician job description

A Lab Technician is a professional who is involved in every aspect of laboratory work, from recording data to maintaining equipment. They're responsible for various tasks that follow strict guidelines and regulations, including protecting the accuracy and efficiency of experiments while keeping labs organized.

- 1. Receive, label and analyze samples/ Equipments/ Machines
- 2. Design and execute laboratory testing according to standard procedures, make observations and interpret findings
- 3. Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods
- 4. Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- 5. Record all data and results in specified forms (paper and electronic) with accuracy and responsibility
- 6. Maintain equipment and assist in ordering laboratory supplies
- 7. Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment

What makes a 'Good Lab Technician'

Knowledge Skills Experience Practice Language

Inventory Management: Stock, maintenance, right off, breakage, Requirement, Verification, Lab Manuals, Notice Boards, Discipline during conduction of lab, Coordination with Lab incharge, faculty and HOD,

Motivation Ready to learn new things

Code of Conduct for Departmental

- 1. The HODs will coordinate all the academic and administrative activities in their respective departments.
- 2. They will provide effective leadership and set precedence in their respective departments so that their younger colleagues feel proud and follow them.
- 3. They must arrive in the Institute at scheduled time and should remain available to their faculty and students during working hours.
- 4. The HODs of Technical Departments must teach at least one complete theory subject and one laboratory class in each semester.

 They should not send their substitutes for engaging these periods when they are present in the Institute. This will set bad precedence for other faculty members. The HODs other than technical departments must share full load of at least 15 hours.
- 5. The HODs must inspect the class-room teaching of each and every faculty member randomly and evaluate their performance. This will give each faculty member an opportunity to improve his/her performance.
- 6. The HODs at regular intervals inspect the course files, attendance registers of faculty members and ascertain whether the course is covered adequately and to the satisfaction of students. They should record their initials with date on the course file and discuss with the faculty regarding short comings, if any, for improvement.
- 7. The HODs for proper functioning of laboratories, will appoint laboratory in-charges who will look after the development activities in the labs. The HODs in consultation with lab in-charges will finalize the list of equipment required and help the Management in the process of procurement. They will also inspect the labs at regular intervals and see to it that the labs are properly maintained and the experiments are performed systematically and methodically

Code of Conduct for Departmental

8. The Hobe will also inspect the sample lab records of the students and ascertain whether these are checked and evaluated regularly and the faculty members are holding pre experiment and post-experiment Viva.

- 9. The HODs will see to it that the projects which the students are required to carry out during VII & VIII semesters are well thought about in advance by the project guides and should be allocated to the students by the end of V semester or at the beginning of VI semester.
- 10. The HODs should appoint in-charges for industrial tour at the beginning of the V semester and see to it that they make adequate preparation well in advance so that fruitful visits are undertaken during VI semester.
- 11. The HODs will analyze the results of the students of their respective departments within a week from the date of declaration. As per the requirement of NBA the performance should improve continuously. The HODs must assign targets of pass percentage (which should be higher than the previous year) to every subject teacher which should be achieved. If a teacher fails to achieve his/her assigned target, reasons must be analyzed and appropriate action be initiated by the HOD concerned.
- 12. The HODs will assist the Management in the recruitment of teaching faculty and supporting staff in their respective departments.

 13. The HODs will review, from time to time, the performance of each and every faculty and staff and forward their performance appraisal reports along with their remarks in the month of May every year. On the basis of the report the faculty and staff will be granted increment.
- 14. The HODs will obtain feedback from the students about various aspects of class room teaching, laboratory work and other things and take appropriate action for continuous improvement.
- 15. The HODs will hold regular meetings with their departmental colleagues (may be once in a fortnight) and discuss the departmental problems related to the academic and administrative matters.

Code of Conduct for Departmental

16. The HDD will not a special meeting of the faculty well in advance of the beginning of odd/even semesters and decide about the allocation of teaching load fairly and democratically. The class-wise and faculty-wise teaching load should then be forwarded to the Principal/Director (Academics) and to the timetable in charge for preparing the time tables.

- 17. The HODs will encourage the faculty members to undertake industry-sponsored projects, undertake consultancy work through the Institute, carry out research and publish papers in SKIT Research Journal or any other SCI Journal.
- 18. The HODs may constitute departmental committees to carry out departmental activities smoothly and to maintain proper records from the point of view of accreditation by NBA. As far as possible all the faculty members must be involved in at least one committee.
- 19. The HODs will forward the leave applications of the faculty and staff well in time (at least two days in advance for planned leave) but discourage recommending frequent leave without pay. No short leave should be forwarded for faculty/staff if they have a teaching load during that period.
- 20.If any faulty remains on leave due to sudden illness or due to any unforeseen reason, the respective HOD will make alternative arrangements so that his/her teaching load is engaged.
- 21. The HODs should regularly monitor the class attendance of students through the batch counselors. They should find out from the chief batch counselor about the actions taken against the students having poor attendance.
- 22. The HODs will take strict disciplinary action against the students of their respective departments if they indulge in the activities of discipline such as mass cut of classes.
- 23. The HODs will take strict disciplinary action against the faculty/staff if they do not engage in classes on time or leave classes early.
- 24. The HODs must check the unit/midterm test question papers set by the faculty members and also ensure that the answer books have been evaluated properly by inspecting randomly selected answer books.
- 25. The HODs must regularly obtain reports from the faculty after every unit/midterm test whether the course outcomes and program outcomes have been achieved.

Code of Conduct & Responsibilities for Principal/ Director (Academics)

Principal/Director (Academics) is the executive/academic head of the Institute and shall be responsible for -

- 1. All round academic growth of the Institute including accreditation of the Institute/Departments by National Accreditation bodies by NAAC/NBA.
- 2. Planning and implementation of all academic programmes such as refresher/orientation course, seminars, conferences, workshops, faculty development programmes, short term training programmes, expert lectures etc. to be organized for the development of faculty and students.
- 3. Participation in teaching and research programmes of the Institute.
- 4. Planning for admissions of the students and maintenance of discipline in the institute.
- 5. Correspondence with outside institutions like UGC/AICTE/Affiliating University/Govt. and other institutes within and outside the country.
- 6. Supervision of internal and University examinations and all such matters pertaining to the examinations.
- 7. Evaluation and maintenance of performance appraisal scoring system (PASS) of the faculty and the supporting staff.
- 8. Administration and supervision of curricular, co-curricular and extra activities conducted in the Institute.
- 9. Any other responsibility which may be assigned to him/her by the Management.
- 10. Grant approval of scholarship/free ship to any needy student.

CODE OF CONDUCT FOR MEMBERS OF GOVERNING BOARD

The Institute shall be managed by a regularly constituted Governing Board as per norms and guidelines specified by AICTE/UGC.

CODE OF CONDUCT

- 1. The members of Governing Board shall maintain their character, mannerism, and good image and observe transparency in all their decisions.
- 2. The decisions and resolutions made by the Governing Board shall be mandatory and to be implemented by the Principal.
- 3.No member of the Governing Board shall use Institute's property for his personal use.
- 4.All the members of the Governing Board have the right to express their opinion freely and frankly but once the decision has been taken by the majority members it shall be binding for all.
- 5. The Governing Board will receive all communication in writing from the Principal and similarly, it will convey all its decisions through the Principal.
- 6.Every member has a duty to avoid conflict between his or her official personal interests and responsibilities. Code of Conduct for Members of Governing Board

RESPONSIBIL TIES FOR MEMBERS OF GOVERNING BOARD

The Institute shall be managed by a regularly constituted Governing Board as per norms and guidelines specified by AICTE/UGC.

RESPONSIBILITIES

- 1.The Governing Board will hold its meeting at least two times in an academic year and frame policy guidelines to be implemented in the institute.
- 2.It will decide and approve budget proposals of the Institute/Departments.
- 3.It will take a decision about launching any new course in the Institute and also decide about increase/decrease in intake in the existing courses.
- 4.It will make available funds required for creating new infrastructure facilities in the institute.
- 5.It will grant the creation of new academic and other positions. Code of Conduct for Members of Governing Board

Question & Answers

Now I would like to Welcome your Queries.

Contact

archanasaxena@skit.ac.in

© 9414460650







THANKYOU

UHVEC is Thankful To

Director, Registrar, Principal, Dean, Head OFA, Head OSA, HODs &

All the respected Participants

Feedback & Certificate





Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

COVID CARE WORKSHOP

For students, faculty & staff members 19-21 July, 2021

Organized by

Universal Human Values & Ethics Committee, SKIT Jaipur



We express our gratitude with bow head to Pujya Gurudev Sri Sri Ravi Shankar Ji with whose blessings this programme could become a success.

Comprehensive Report

 $\mathbf{B}\mathbf{y}$

Prof. Archana Saxena

Dr. Swati Joshi

HOST INSTITUTE



Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

Estd: 2000, Accrediated by NBA, Consecutively Fourth time Ranked No. 1 Institute in Rajasthan by Rajasthan Technical University (RTU), Kota for academic session 2020-2021

Tel.: +91-0141- 5160400, 2759609, 2752165 & 2752167 Fax: +91-0141-2759555, E-mail: <u>info@skit.ac.in</u>

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SKIT Jaipur

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NOTIFICATION OF THE WORKSHOP BY RTU **KOTA**



OFFICE OF THE COORDINATOR FACULTY DEVELOPMENT PROGRAM RAJASTHAN TECHNICAL UNIVERSITY

Rawatbhata Road, Akelgarh, Kota-324010 2: 0744-2473027 Fax: 2473002 email: dean.studwolfare@rtu.ac.in

No. RTU/Co-FDP/2021/ 043

Date:15.6.2021 16/06/21

The Principal/Director All Affiliated Institutes RTU Kota

Ref.: AICTE mail dated 13.5.2021

Sub.: Conduction of Online Guided Free Covid care Workshops by Art of Living for faculty of RTU affiliated Institutions

Dear Sir/Madam,

This has reference to above AICTE mail regarding conduction of Online Guided Free Workshops (30 minutes each day for 3 days) By Art of Living to boost immunity, and support mental and physical health in teaching fraternity at this crucial time of Pandemic

The three days guided sessions will be conducted by the trained Yoga and Meditation teachers of Art of Living over next two-month period in online mode free of cost. Mr. Paras Kohli (M: 9571476933), Mr Rishi Sood (M:701471479965); Rajasthan Zonal Coordinators of AOL will coordinate the conduction of sessions in affiliated institutes.

The sessions will cover areas like Asanas, Pranayama & Meditation. Three specific sets of programs have been designed with focus on the following categories namely:

Category A: For a healthy population in order to help them build overall immunity and lung capacity (People who, so far, have not contracted COVID-19). Category B: Supportive intervention of effective breathing exercises and stretches (People who are COVID positive)

Category C: Supporting rehabilitation and fast recovery (People who have recovered from COVID-19)

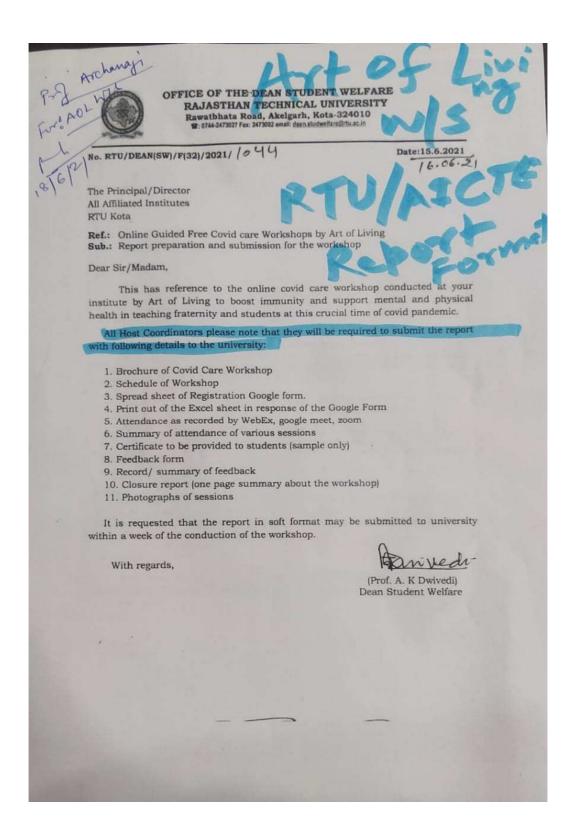
It is strongly felt that the faculty at colleges affiliated to RTU Kota should be exposed to such guided workshop as it will be beneficial in helping one achieve a relaxed state of mind that enables healing and regeneration.

It is therefore enjoined that affiliated institutes should conduct such workshops for the teaching fraternity of institute.

Kindly revert on mail by communicating the name & designation of Institute Faculty oordinator for conduction of workshop within 4 working days positively. With regards,

Encl: AICTE mail

(Prof. A. K Dwivedi) Coordinator Faculty Development Program





Swami Keshvanand Institute

of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India Recognized by UGC under Section 2 (f) of the UGC Act, 1956 Affiliated to Rajasthan Technical University, Kota

SKIT/2021/612

Date: 19-06-2021

Prof. A. K. Dwivedi Coordinator, Faculty Development Program Rajasthan Technical University, Rawatbhata Road, Akelgarh, Kota-324010

Subject: Nomination as 'Institute Faculty Coordinator' for online guided free

Covid Care Workshops by Art of Living

Ref.No. Your letter number RTU/Co-FDP/2021/1043 of dated 16-06-2021

Dear Sir,

With reference to the letter number RTU/Co-FDP/2021/1043 of dated 16-06-2021, the following faculty member is nominated as 'Institute Faculty Coordinator' for online guided free Covid care workshops by Art of Living for faculty members of our Institute:

S. No.	September 1998	Designation and Department	Mobile Number	Email Id
1	Dr. Archana Saxena	Professor Dept of Chemistry	94144 60650	archanasaxena@skit.ac.in

Submitted for your kind perusal.

Yours Faithfully,

(Dr. Ramesh Kumar Pachar) Principal PRINCIPAL

Swami Keshvanand Institute of Technology Management & Gramothan Ramagement (Amateura), (AIR) 18, 302011

91-141-5160400, 2752165, 2752167, 2759609, 3500300 l ⊜ : 0141-2759555 ⊠: info@skit.ac.in l⊕: www.skit.ac.in

https://mail.google.com/mail/u/1/?ogbl#inbox/FMfcgzGkXwCFLVMVPZdXgDzfGxfJbrXr?projector=1&messagePartId=0.1

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ADVISORY AND ORGANIZING COMMITTEE

CHIEF PATRON

Prof. (Dr.) R.A. Gupta

Honorable Vice Chancellor, RTU, Kota

PATRONS

Mr. Raja Ram Meel, Patron SKIT Jaipur

Mr. Surja Ram Meel, Chairman SKIT Jaipur

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Ms. Rachna Meel, Registrar, SKIT Jaipur

Prof. R.K. Pachar, Principal, SKIT Jaipur

Prof. Amber Srivastava, Head TP Cell & Maths Deptt.

Dr. Sharda Soni , Asso. Professor & HOD, Chemistry

Dr. Neha Purohit, Asso. Professor & HOD, English

Dr. Braj Raj Sharma, Asso. Professor & HOD, Physics

ART OF LIVING STATE COORDINATOR

Mr. Paras Kohli

ART OF LIVING COORDINATOR

Mr. Rishi Sood

ART OF LIVING FACULTY

Mr. Abhay Sharma

EVENT COORDINATORS

Prof. Archana Saxena, Department of Chemistry
Dr. Swati Joshi, Department of Chemistry

CONTACT

9414460650, archanasaxena@skit.ac.in

Education is this civilization's greatest leveler. It has the power to empower the weakest of the weak, bring peace to the world and alleviate poverty. It is often seen as the only lit path in the pursuit of happiness. --- Sri Sri Ravishankar



POSTER OF THE PROGRAMME



EMINENT Yog Faculty Members

Mr. Paras Kohli, Rajasthan State Coordinator

Mr. Abhay Sharma, Art of Living Faculty

ABOUT RTU

Rajasthan Technical University (RTU) is located in Kota in the state of Rajasthan. It was established in 2006 by the Government of Rajasthan to enhance the technical education in the state. The university has been established in the campus of University College of Engineering, Kota (previously known as Engineering College, Kota), which is located on the Rawatbhata Road, about 14 kms from Kota Railway Station and 10 kms from Kota Bus Stand.

The university currently affiliates about 68 Engineering Colleges, 03 B.Arch, 16 MCA Colleges, 39 MBA Colleges, 31 M.Tech Colleges, 01 M.Arch and 01 Hotel Management and Catering Institute. More than 1.5 lacs students study in the various institutes affiliated to the University. The University aims to provide quality technical education which may help Rajasthan in it's technical development and will boost technical environment in the country.

The University offers almost all the disciplines related to technical education including Bachelor of Technology, Master of Technology, Master of Business Administration, Master of Computer Applications, and Bachelor of Hotel Management and Catering Technology. The Honb'le Governor of Rajasthan His Excellency Shri Kalraj Mishra is the Chancellor, and Prof. R. A. Gupta is the Vice-Chancellor of the University. Thousands of students graduate from the University every year and many attain post graduation. The University is making steady progress in developing and providing best technical environment for education and will continue to serve the nation in coming years.

ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the teachings of Swami Keshvanand Ji, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Ph, D, Postgraduate and Graduate Courses in Engineering and Management. Located in the Pink City Jaipur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry – Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields. Green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment serene, pleasant and dynamic.

ABOUT THE PROGRAMME

Covid Care Workshop (CCW) is exclusively designed for the students, faculty and staff members of SKIT Jaipur.

It's online fun-filled interactive training which happens for 3 days (1 hour each day) by the certified trainers of The Art of Living.

This programme is being organized by SKIT Jaipur with Art of Living. Following are some of the benefits of this programme.

Key Features

- ➤ Better Immunity by increasing the capacity of lungs
- ➤ Breathing techniques to relax mind which results into the better confidence and concentration
- > Increasing the glow of skin through simple techniques

THEME OF THE PROGRAMME

Yoga plays significant role in the psycho-social care and rehabilitation of COVID-19 patients in quarantine, isolation and after covid. They are particularly useful in allaying their fears and anxiety

In the I and II wave of covid, society has lost many of their family members, friends and relatives. We have seen importance of immunity, oxygen, yoga and healthy diet. This programme is aimed to build an awareness about covid care specially with yoga. All the 3 days AOL faculty members demonstrated different breathing exercises. All the participants were suggested to keep their videos on.

The Art of Living course is a rich and beautifully structured knowledge and experience based programme which helps one to lead a more stress-free life. All the processes are directed towards increasing our 'awareness' and improving physical and mental health. At the core of the course is the unique Sudarshan Kriya or the Healing Breath technique. Daily practice of Sudarshan Kriya promotes increased energy, more vibrant health and positivity, improved stability and confidence, and helps eliminate habitual patterns of anger, anxiety and depression. It provides very practical skills in handling our mind and negative emotions. There is an amazing connection between our breath and our state of mind!

The direct benefit of this knowledge and experience is appreciation of life in its fullness - not in some near or far future, but right here and now - in the present moment.

PROGRAMME SCHEDULE

COVID CARE WORKSHOP

For students, faculty & staff members 19-21 July, 2021

Day 1: July 19, 2021

Inauguration: Honorable Guest – Prof. A.K. Dwivedi, Dean Student Welfare, RTU Kota

Session by Mr. Paras Kohli – Introduction of the programme, Yoga and Covid care, Practice of some Pranayam.

Improving efficiency and productivity through sustainable high energy levels (tendencies of mind and energy and its correlation with cure of Positivity, Hope of Life and Covid).

Session by Mr. Abhay Sharma, Practice of Pranayam. Conclusion.

Day 2: July 20, 2021

Session by Mr. Abhay Sharma

Importance of health in one's ability to study and concentration

Practice of Different breathing and other exercises.

Day 3: July 21, 2021

Session by Mr. Abhay Sharma

Better Immunity by increasing the capacity of lungs. Breathing techniques to relax mind which results into the better confidence and concentration. Increasing the glow of skin through simple techniques.

Practice of Pranayam

Valedictory

Vote of thanks

ANNOUNCEMENT OF THE PROGRAMME

SKIT-RTU-AOL COVID CARE WORKSHOP 19-21 July 2021, (Online)

3 days, COVID CARE WORKSHOP is going to be organised on 19-21 July at 8-9 AM.

All the students, faculty and staff members are invited to attend the program.

Key Features

Better Immunity by increasing the capacity of lungs
Breathing techniques to relax mind which results into the better confidence and concentration

Increasing the glow of skin through simple techniques

Register for the program https://bit.ly/3elDf6S DATE: 19, 20, 21 July,2021; TIME: 8-9 AM daily

Art of living faculty

Mr. Paras Kohli Mr. Abhay Sharma

Event Coordinators

Prof. Archana Saxena & Dr. Swati Joshi Chemistry Department, SKIT

BROCHURE



COVID CARE WORKSHOP For students, faculty & staff members 19-21 July 2021

Organized by

Universal Human Values Cell Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

SKIT has been ranked number 1 consecutively for the fourth year in a row in Engineering program in Rajasthan by Rajasthan Technical University, Kota for the session 2020 - 2021



On-line mode : ZOOM

NO REGISTRATION FEES

Education is this civilization's greatest leveler. It has the power to empower the weakest of the weak, bring peace to the world and alleviate poverty. It is often seen as the only lit path in the pursuit of happiness." - Sri Sri Ravi Shankar

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EMINENT SPEAKERS

Mr. Rishi Sood Art of Living Faculty & Coordinator SELP

Mr. Paras Kohli Art of Living State Coordinator

Mr. Abhay Sharma Art of Living Faculty

REGISTER AT

https://bit.ly/3elDf6S DATE: 19,20,21 July, TIME: 8-9 AM daily

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Prof. Amber Srivastava, Head TP Cell & Maths Deptt.

Dr. Sharda Soni , Associate Professor & HOD, Chemistry Dr. Neha Purohit, Associate Professor & HOD, English Dr. Braj Raj Sharma, Associate Professor & HOD, Physics

EVENT COORDINATOR

Prof. Archana Saxena, Department of Chemistry
Dr. Swati Joshi Department of Chemistry

ORGANIZING SECRETARY

Ms Seema Sharma, Department of B.Tech. I Year



ABOUT RTU

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ABOUT TEOIP

The Technical Education Quality Improvement Programme aims to upscale and support ongoing efforts of GOI to improve quality of technical education and enhance existing capacities of the institutions. The Project, TEQIP-III is fully integrated with the Twelfth Five-year Plan objectives for Technical Education as a key component for improving the quality of Engineering Education in existing institutions.

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the teachings of Swami Keshvanand Ji, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Ph, D, Postgraduate and Graduate Courses in Engineering Ph. D. Postgraduate and Graduate Courses in Engineering and Management Located in the Pink City Jajur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry – Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields. Green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment terms pleasant and downwise. environment serene, pleasant and dynamic

THEME

"The Art of Living is more of a principle, a philosophy of living life to its fullest. It is more a movement than an organization. Its core value is to find peace within oneself and to unite people in our society - of different cultures, traditions, religions, nationalities; and thus reminding us all that we have one goal to uplift human life everywhere."

- Sri Sri Ravi Shankar

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PROGRAMME SCHEDULE

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Inauguration: Honorable Guest – Prof. A.K. Dwivedi, Dean Student Welfare, RTU Kota Session by Mr. Paras Kohli - Introduction of the programme, Yoga and Covid care, Practice of son Pranavam.

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Session by Mr. Abhay Sharma

Better Immunity by increasing the capacity of lungs. Breathing techniques to relax mind which results into the better confidence and concentration. Increasing the glow of skin through

simple techniques. Practice of Pranayam

E-Certificate will be given to all the registered participants after the successful completion of Workshop with 90% attendance, submission of assignments and feedback form.

CONTACT

9414460650, archanasaxena@skit.ac.in

INVITATION TO CHIEF GUEST



Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

COVID CARE WORKSHOP For students, faculty & staff members 19-21 July, 2021

Invitation

Date: 17/07/2021

Honorable Vice Chancellor Rajasthan Technical University, Kota

Dear Sir,

Namaskar

"Education is this civilization's greatest leveler. It has the power to empower the weakest of the weak, bring peace to the world and alleviate poverty. It is often seen as the only lit path in the pursuit of happiness." - Sri Sri Ravi Shankar

We are pleased to inform you Universal Human Values Cell, Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur is going to organize an online COVID CARE WORKSHOP for students, faculty & staff members of our institute during 19-21 July, 2021

Key Features of the Programme

- Better Immunity by increasing the capacity of lungs
- > Breathing techniques to relax mind which results into the better confidence and concentration
- Increasing the glow of skin through simple techniques

We shall be extremely privileged if you please accept our invitation to grace the occasion of Inauguration as Chief Guest on 19^{th} July 2021 at 8:00am. Your benign presence will motivate the participants and organizers to meet the outcomes of this event.

Prof. Archana Saxena Chemistry Department, SKIT Jaipur Coordinator of the workshop 9414460650, archanasaxena@skit.ac.in

Dilara.

Prof. Ramesh Kumar Pachar Principal SKIT Jaipur

INVITATION TO HONOURED GUEST



Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

COVID CARE WORKSHOP For students, faculty & staff members 19-21 July , 2021

Invitation

Date: 17/07/2021

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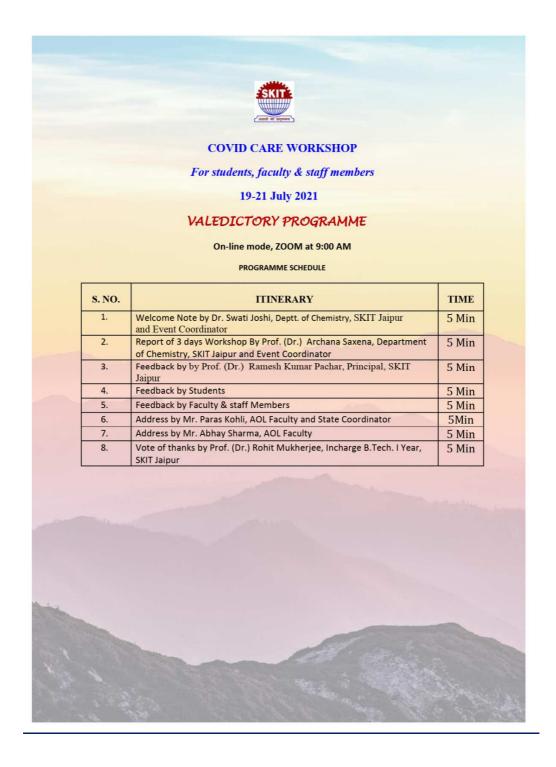
Dilara. Prof. Archana Saxena Chemistry Department, SKIT Jaipur Coordinator of the workshop 9414460650, archanasaxena@skit.ac.in

Prof. Ramesh Kumar Pachar Principal **SKIT Jaipur**

INAUGURATION: MINUTE TO MINUTE PROGRAMME



VALEDICTORY PROGRAMME: MINUTE TO MINUTE PROGRAMME



EVENT REPORT

"The Art of Living is more of a principle, a philosophy of living life to its fullest. It is more a movement than an organization. Its core value is to find peace within oneself and to unite people in our society – of different cultures, traditions, religions, nationalities; and thus reminding us all that we have one goal to uplift human life everywhere."

- Sri Sri Ravi Shankar

The yogic technique of breathing called pranayama can be extremely beneficial in protecting you from corona virus. When the level of oxygen is high in your body then it aids in healing your system faster. When you start practicing breathing exercises regularly then it allows your body to increase its capacity for the amount of oxygen it absorbs. Due to this increased intake of oxygen, healing is sped up and accelerated. This course is a rich and beautifully structured knowledge and experience programme which helps one to lead a more stress-free life. All the processes are directed towards increasing our 'awareness' and improving physical and mental health.

Inauguration

On 19/07/2021 the workshop began with the inauguration. Dr. Swati Joshi anchored the programme and welcomed all the eminent guests, expert speakers and participants of the event.

In his welcome address Prof. R.K. Pachar, Principal SKIT Jaipur welcomed all the dignitaries and participants and emphasized the importance and relevance of this covid care programme and expected the positive and fruitful outcomes of the event.

Prof. Archana Saxena Coordinator of this event addressed about objectives and schedule of this workshop.

Chief guest Prof. A.K. Dwivedi, Professor, RTU, Kota congratulated the organizers and team for organizing this event on such a most relevant subject.

Mr. Paras Kohli and Mr. Abhay Sharma also threw light on the objectives of the workshop.

The programme ended with the vote of thanks by Dr. Swati Joshi, event coordinator.

Sessions Of Three Days

Day 1 (19 July, 2021):

- Session by Mr. Paras Kohli Introduction of the programme, Yoga and Covid care, Practice of some Pranayam.
- Session by Mr. Abhay Sharma, Practice of Pranayam.

Day 2 (20 July, 2021):

- Session by Mr. Abhay Sharma- Importance of health in one's ability to study and concentration
- Practice of Different breathing and other exercises.

Day 3 (21 July, 2021):

- Session by Mr. Abhay Sharma- Breathing techniques to relax mind which results into the better confidence and concentration Better Immunity by increasing the capacity of lungs.. Increasing the glow of skin through simple techniques.
- Session by Mr. Paras Kohli- Practice of Pranayam

Valedictory Programme (21 July, 2021):

- Feedback from Faculty members, students, participants was taken by verbal communication
- Prof. Archana Saxena presented the report of all three days
- Prof. R. K. Pachar, Principal, SKIT also shared his words of appraisal on the event

- The faculty from Art of Living summed up with their motivational words.
- Dr. Swati Joshi proposed vote of thanks to all the guests and participants.



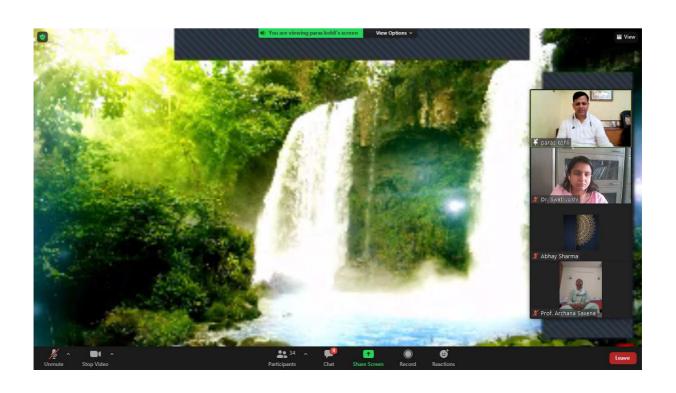
CERTIFICATE



GLIMPSES









NEWS



स्टूडेंट्स से साझा किए योग के महत्व

कार्यालय संवाददाता

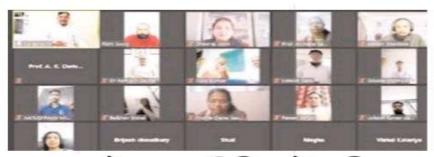
जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ़ टेक्नोलॉजी में कोविड केयर वर्कशॉप का आयोजन किया गया। इस वर्कशॉप में बतौर मुख्य अतिथि आरटीयू कोटा के डीन स्टूडेंट वेलफेयर डीन प्रो एके द्विवेदी थे। इस दौरान योग से फेफडो को स्वस्थ रखने के बारे मे बताया गया तथा इसे नियमित दिनचर्या में शामिल करने की बात एक्सपर्ट ने कही। इस दौरान पोस्ट कोविड प्रभावों के बारे में भी जानकारी दी गई। कार्यक्रम के दौरान एसकेआईटी के प्रिंसीपल प्रो रमेश कुमार पचार ने संबोधित करते हुए कहा कि स्वस्थ तन में स्वस्थ मन का निवास होता है, ऐसे में योगा नियमित रूप से करना चाहिए। वर्कशॉप का संयोजन डॉ अर्चना सक्सेना व स्वाति जोषी ने किया। वर्कशॉप में आर्ट ऑफ लिविंग से स्टेट कॉर्डिनेटर पारस कोहली, ऋषि सूद एवं अभय शर्मा ने भाग लिया। साझा किए योग के सहत्व डेली न्यूज, mx रिपोर्टर, जयपुर।स्वामी केशवानंद डेली न्यूज, mx रिपोर्टर, जयपुर।स्वामी केशवानंद इस्टीट्यूट ऑफ टेक्नोलॉजी में कोविड केयर वर्कशॉप का इस्टीट्यूट ऑफ टेक्नोलॉजी में कोविड केयर वर्कशॉप का आयोजन किया गया। इस वर्कशॉप में बतौर मुख्य अतिथि आरटीयू कोटा के डीन स्टूडेंट वेलफेयर डीन प्रो. एके द्विवेदी थे। इस दौरान योग से फेफड़ों को स्वस्थ रखने के बारे में बताया गया तथा इसे नियमित दिनचर्या में शामिल करने की बात एक्सपर्ट ने कही। कार्यक्रम के दौरान एसकेआईटी के प्रिंसीपल प्रो. रमेश कुमार पचार ने संबोधित करते हुए कहा कि नियमित रूप से करना चाहिए। वर्कशॉप का संयोजन डॉ.

स्टूडेंट्स से साझा किए योग के महत्व



राजस्थान विकास दर्पण

जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी में कोविड केयर वर्कशॉप का आयोजन किया गया। इस वर्कशॉप में बतौर मुख्य अतिथि आरटीयू कोटा के डीन स्टूडेंट वेलफेयर डीन प्रो एके द्विवेदी थे। इस दौरान योग से फेफडो को स्वस्थ रखने के बारे में बताया गया तथा इसे नियमित दिनचर्या में शामिल करने की बात एक्सपर्ट ने कही। इस दौरान पोस्ट कोविड प्रभावों के बारे में भी जानकारी दी गई। कार्यक्रम के दौरान एसकेआईटी के प्रिंसीपल प्रो रमेश कुमार पचार ने संबोधित करते हुए कहा कि स्वस्थ तन में स्वस्थ मन का निवास होता है, ऐसे में योगा नियमित रूप से करना चाहिए। वर्कशॉप का संयोजन डॉ अर्चना सक्सेना व स्वाति जोषी ने किया। वर्कशॉप में आर्ट ऑफ लिविंग से स्टेट कॉर्डिनेटर पारस कोहली, ऋषि सूद एवं अभय शर्मा ने भाग लिया।



एसकेआईटी में तीन दिवसीय कोविड केयर वर्कशॉप का समापन

(कासं.)। इंस्टीट्यूट ऑफ टेक्नोलॉजी ग्रामोत्थान (एस.के.आई.टी) जगतपुरा, जयपुर तीन दिवसीय कोविड केयर वर्कशॉप का समापन हुआ। वर्कशॉप के मुख्य अतिथि आरटीयू कोटा के डीन स्टूडेंट वेलफेयर प्रो. ए. के दिवेदी थे। वर्कशॉप के दोरान बताया गया कि योग द्वारा किस तरह से हम अपने फेफडों को स्वस्थ रख सकते हैं। पोस्ट कोविड प्रभावों को कम करने के तरीकों को भी सब के साथ साझा किया। वर्कशॉप में स्वस्थ तन में स्वस्थ मन की धारणा का समझाया। इस दोरान एसकेआईटी के प्रिंसिपल डॉ रमेश पचार ने बताया कि इस तरह की वर्कशॉप सभी लोगों के लिए लाभदायक है। संयोजन डॉ अर्चना सक्सेना व डॉ स्वाति जोशी ने किया। वर्कशॉप में आर्ट ऑफ लिविंग से स्टेट कोऑर्डिनेटर पारस कोहली, ऋषि सुद व अभय शर्मा ने भाग लिया।

कोविड केयर वर्कशॉप का समापन



पत्रिका PLUS रिपोर्टर

जयपुर • स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी मैनेजमेंट एंड ग्रामोत्थान (एसकेआइटी) में आयोजित तीन दिवसीय कोविड केयर वर्कशॉप का समापन गुरुवार कोहुआ।

इस वर्कशॉप के मुख्य अतिथि आरटीयू कोटा के डीन स्टूडेंट वेलफेयर प्रो. एके द्विवेदी थे। वर्कशॉप के दोरान बताया गया कि योग के जिए किस तरह से हम अपने फेफडों को स्वस्थ रख

सकते हैं। पोस्ट कोविड प्रभावों को कम करने के तरीको को भी साझा किया गया। इस वर्कशॉप में स्वस्थ तन में स्वस्थ मन की धारणा का समझाया गया। एसकेआइटी के प्रिंसिपल रमेश पचार ने कहा कि इस तरह की वर्कशॉप सभी लोगों के लिए लाभदायक हैं। इस वर्कशॉप का संयोजन डॉ अर्चना सक्सेना व डॉ. स्वाति जोशी ने किया। इस वर्कशॉप में आर्ट ऑफ लिविंग से स्टेट कोऑर्डिनेटर पारस कोहली, ऋषि सूद व श्री अभय शर्मा ने भाग लिया।

FEEDBAACK

Feed back was taken from participats, students and faculty members about the workshop on the spot verbally at Valedictory function

S. No.	Pointer	Rating (1-5 scale, 5 is best)
1.	How was the workshop	4.5
2.	Communication about the workshop	4.5
3.	How was the comfort level in joining the session?	4
4.	How was the delivery of content	4.7
5.	How were the speakers?	4.8
6.	Practice in the sessions	4.7
7.	Workshop could meet its objectives	Yes
8.	Would you like to join such sessions in future also	Yes

ATTENDEES

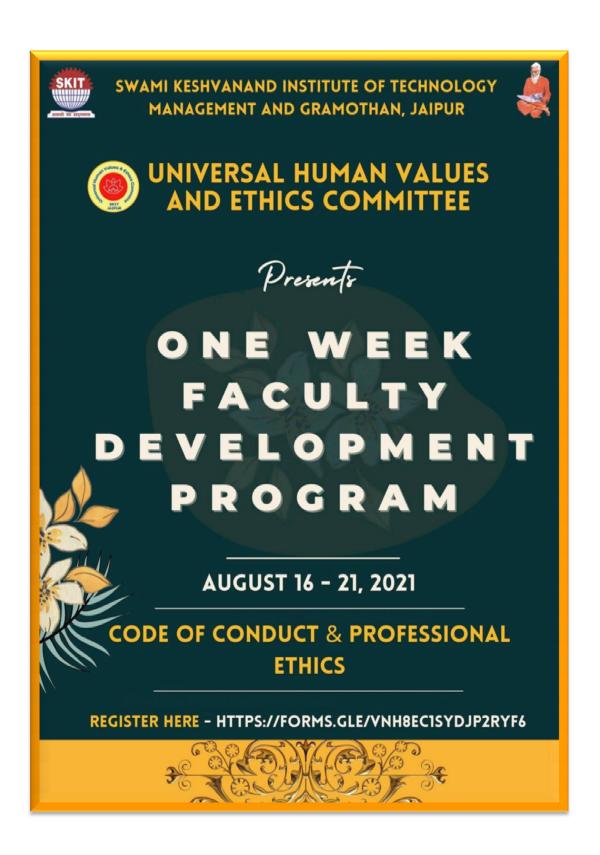
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Comprehensive Report

 $\mathbf{B}\mathbf{y}$

Prof. Archana Saxena Convenor, UHVEC & Dr. Nidhi Sharma Member, UHVEC

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ABOUT SKIT, JAIPUR

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the teachings of Swami Keshvanand Ji, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Ph, D, Postgraduate and Graduate Courses in Engineering and Management. Located in the Pink City Jaipur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry – Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields. Green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment serene, pleasant and dynamic.

ABOUT UHVEC

Universa Human Values and Ethics Committee of SKIT Jaipur is committed to create awareness about Universal Human Values, Ethics in personal and professional life, Code of conduct in organization and Society and Rights Duties & Responsibilities of citizens among all the employees and students. Teaching itself is the noble profession and teachers have responsibility to nurture its students to make them knowledgeable, competent, sensible & responsible citizens. UHV&EC conducts workshops, FDPs, discussions and deliberations and expert talks for fostering these values among all the SKIT family members and to create a positive environment of education and research with technical advancements and brilliant managerial skills with the values and ethics in its backbone. All the commemorative days of national and international importance are also celebrated by the committee.

ABOUT CODE OF CONDUCT

"Code of Conduct"is a central guide and reference for employees to support day-to-day decision making. A code encourages discussions of ethics and compliance, empoweringemployees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

OBJECTIVE OF FDP

This value aided Faculty Development Programme is aimed at making employees acquainted with code of conduct and professional ethics. Code of conduct clarifies mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders and employees and, indoing so, defines desired behavior. As a result, codes of conduct and ethics are the benchmarks of measuring performance of individual and organization. This FDP will provide an opportunity to the employees to discuss the issues of concern with experts who will deliver their talks daily. The FDP includes various topics of discussion which intend to develop set of beliefs, attitudes and habits that everyone should display concerning morality. The prime objective is to increase one's ability to increase to deal effectively with moral complexity in engineering and management practices.

POSTER OF THE PROGRAMME



Brochure



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT AND GRAMOTHAN, JAIPUR





UNIVERSAL HUMAN VALUES
AND ETHICS COMMITTEE

Presents

ONE WEEK FACULTY DEVELOPMENT PROGRAM

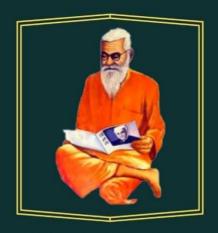
AUGUST 16 - 21, 2021

CODE OF CONDUCT & PROFESSIONAL ETHICS

REGISTER HERE - HTTPS://FORMS.GLE/VNH8ECISYDJP2RYF6







ABOUT SKIT

OUR GUIDING SPIRIT
SWAMI KESHVANAND JI
(1883 - 1972)
SOCIAL REFORMER & EDUCATION
SAINT

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Located in the Pink City Jaipur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry – Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields.

The green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment serene, pleasant and dynamic.

Students joining the institute share the box full of opportunities for **professional** and **personal development** through an environment of practical orientation, industrial interaction and student led activities which help the students to develop **good communication skills**, integrated personality and greater competitive spirit.





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PRABHU SANKARSHAN PRIYA DAS

Life Style Coach & Holistic Healer, ISKCON Temple



ACP MRS. SUNITA MEENA Additional Commissioner of Police & Nodal Officer, Nirbhaya Squad



PROF. (DR.) RAJEEV GUPTA Former Head, Dept. of Sociology, University of Rajasthan



MR. SOMKANT SHARMA Secretary, Initiative of Moral & **Cultural Training Foundation,** Rajasthan



MR. KARTIK BALWAN Media Journalist & Founder of Indian Youth Parliament

UNIVERSAL HUMAN VALUES **AND ETHICS COMMITTEE**

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OBJECTIVES OF FD

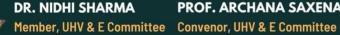
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COORDINATORS







PROF. ARCHANA SAXENA



DR. ANURAG SHARMA Member, UHV & E Committee



9414460650 & 9098812136



SCHEDULE

DAY 1

16/8/2021

10:00 AM -10:30 AM

INAUGURATION CEREMONY

Prof. B.P Suneja (Chief Guest)
Former Professor, Dept. of Civil Engg & Former Dean,

Faculty of Engg. & Architecture, RTU , Kota

10:30 AM -11:30 AM

CODE OF CONDUCT: AN INSIGHT Prof. Archana Saxena

DAY 2 17/8/2021

11:30 AM -12:30 PM **INCULCATING ETHICS Prabhu Shankarshan Das**

DAY 3 18/8/2021 11:30 AM -12:30 PM

POST PANDEMIC EMERGING TRENDS IN SOCIAL MEDIA Mr. Kartik Balwan

DAY 4 19/8/2021

11:30 AM -12:30 PM **SOCIAL RESPONSIBILITIES OF CITIZENS**

Mr. Somkant Sharma

DAY 5 20/8/2021

11:00 AM -12:00 PM

CIVIC MORALS ACP Mrs. Sunita Meena

DAY 6 21/8/2021 11:30 AM -12:30 PM

RIGHTS & DUTIES FOR INTEGRITY Prof. Rajeev Gupta

Inauguration



Inauguration Minute to Minute Programme



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT AND GRAMOTHAN, JAIPUR



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

ONE WEEK FACULTY DEVELOPMENT PROGRAM

on

CODE OF CONDUCT & PROFESSIONAL ETHICS

-16 AUGUST, 2021, 10:00 AM ONWARDS —

Inaugural Ceremony

MINUTE TO MINUTE PROGRAM

EVENT DESCRIPTION	DURATION
Welcome Address by Shri Jaipal Meel, Director	4 Minutes
Importance of Universal Human Values & Ethics by Prof. Ramesh Pachar, Principal	4 Minutes
About the FDP by Prof. Archana Saxena, Convenor	4 Minutes
Special Address by the Chief Guest, Prof. BP Suneja, Former Professor, Dept. of Civil Engg. & Former Dean, Faculty of Engg. & Architecture RTU, Kota	10 Minutes
Vote of Thanks by Dr. Nidhi Sharma, Coordinator	4 Minutes



<u>Day wise posters</u> <u>Day 1</u>



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT AND GRAMOTHAN, JAIPUR



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE



ONE WEEK FACULTY DEVELOPMENT PROGRAM

AUGUST 16 - 21, 2021

on

CODE OF CONDUCT & PROFESSIONAL ETHICS

DAY-1

16/08/21, 10:45 AM - 11:45 AM

KEYNOTE SPEAKER

"CODE OF CONDUCT: AN INSIGHT"



Prof. Archana Saxena Convenor, UHV & EC SKIT, Jaipur





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DAY-2

17/08/21, 11:30 AM - 12:30 PM

EMINENT SPEAKER

"INCULCATING ETHICS"



Prabhu Sankarshan Priya Das Lifestyle Coach & Holistic Healer, ISKCON Temple





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---- DAY-3 -

18/08/21, 11:30 AM - 12:30 PM

EMINENT SPEAKER

"POST PANDEMIC EMERGING TRENDS
IN SOCIAL MEDIA"



Mr. Kartik Balwan

Media Journalist & Founder of
Indian Youth Parliament





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DAY-4

19/08/21, 11:30 AM - 12:30 PM

EMINENT SPEAKER "SOCIAL RESPONSIBILITIES OF CITIZENS"



Mr. Somkant Sharma
Secretary, Initiative of Moral &
Cultural Training Foundation,
Rajasthan





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ONE WEEK FACULTY DEVELOPMENT PROGRAM

AUGUST 16 - 21, 2021

on

CODE OF CONDUCT & PROFESSIONAL ETHICS

DAY-5

20/08/21, 11:00 AM - 12:00 PM

CONVERSATION ON "CIVIC MORALS"



ACP Mrs. Sunita Meena
Additional Commissioner of
Police and Nodal Officer,
Nirbhaya Squad



Dr. Nidhi Sharma

Moderator

Member of UHV & EC,

SKIT Jaipur





SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT AND GRAMOTHAN, JAIPUR



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE



ONE WEEK FACULTY DEVELOPMENT PROGRAM

AUGUST 16 - 21, 2021

on

CODE OF CONDUCT & PROFESSIONAL ETHICS

DAY-6

21/08/21, 11:30 AM - 12:30 PM

EMINENT SPEAKER

"RIGHTS AND DUTIES FOR INTEGRITY"



Prof. Rajeev Gupta
Former Head, Dept. of Sociology,
University of Rajasthan



Event Report: Inauguration

On 16/08/2021 the workshop began with the inauguration. Mr. Sanidhya Bharadwaj anchored the programme and welcomed all the eminent guests, expert speakers and participants of the event.

In his welcome address Prof. R.K. Pachar, Principal SKIT Jaipur welcomed all the dignitaries and participants and emphasized the importance and relevance of this faculty development programme and expected the positive and fruitful outcomes of the event. Shared points of professional ethics and code of conduct.

Prof. Archana Saxena Coordinator of this event addressed about objectives and schedule of this workshop and enlightened on points of code of conduct and said 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. Eventually ma'am has concluded with sanskrit shlokas

Chief guest Prof.. (Dr.) B.P. Suneja Former Professor, Dept. of Civil Engg & Former Dean, Faculty of Engg. & Architecture, RTU, Kota congratulated the organizers and team for organizing this event on such a most relevant subject. also threw light on the objectives of the workshop. Science and Technology cannot develop humanity in upcoming generations/youth, Human Values and Ethics is very important as AICTE aspects also. In students we have to develop simplicity, Integrity, Punctuality, Ethics, Emotions and Honesty.

The Inauguration programme ended with the vote of thanks by Dr. Archana Saxena, event coordinator.

Day 1 (16 August, 2021)

Day1 Session on CODE OF CONDUCT: AN INSIGHT by Prof. Archana Saxena, shared presentations in which topic covered Vision Mission of college, core values of Institute, code of conduct in faculties, students and head of department. And Responsibilities of directors and principal. Explained all points in details in very interactive manner. Also included her experiences and told us the importance of Universal Human Values and Ethics. And shared a wonderful shlokas of Swami Vivekanand.

Ma'am has shared her thoughts about how can we make students responsible and punctual towards their respective work or duties. Later on Session ended with question and answers and the vote of thanks delivered by Dr. Nidhi Sharma.

Day 2 (17 August, 2021):

Day 2 Session on INCULCATING ETHICS by Prabhu Shankarshan Priya Das. Prabhu jee Shared his valuable thoughts with presentation. Session was full of joy and informative. He also included wonderful stories of Dr. Chor vs Dr. Devotee. Story was Dr. Chor is talenteddoctor but he can steal body parts of patient, and Dr. Devotee is not that talented may beunable to diagnose properly but he will not steal any body parts and can treat patient. Then which one will you prefer.? Wonderfully answer given by our faculty Members. Also included educated thief is more dangerous as compared to uneducated thief because educated thief knows technologies. Given a wonderful Inspirational thought "if we are doing something we should apply it", "faith can be changed but religion cannot" as example we can't remove sweetness from suger. Religion is to serve not to exploit it. Co relation between Ethics and Spirituality. Also shared we should know about purpose of our life or goals of life. Session ended with question and answers and vote of thanks in Spiritual manner using pure hindi and sanskrit shlok delivered by Dr. Shikha Agarwal.

Day 3 (18 August, 2021)

Day 3 Session on POST PANDEMIC SOCIAL MEDIA by Mr. Kartik Balwan. The session began with full of enthusiasm and Mr. Kartik shared a wonderful experiences and stories of marketing business. Also included surveys and data's of how this pandemic covid changed life's. Also included how can we make interactive in this pandemic everything is online, We have lack of communication. Peoples are liking short video/clips Vs long video. Given a wonderful example of Instagram Reels becoming viral easily. Importance of meditation in this covid time. At last session ended with question and answers, vote of thanks delivered by Dr. Sangeeta Vyas.

Day 4 (19 August, 2021)

Day 4 Session on SOCIAL RESPONSIBILITIES OF CITIZENS by Mr. Somkant Sharma. The session began in very interactive manner, shared some wonderful experiences, work of sympathy, we should not leave any work/responsibilities unattended. Try to connect your passion/hobbies with your responsibilities. Responsibilities or changes starters from home. Also enlightened on how can we become responsible towards our Nation or country, how can we stay together the world is one family. Also explained all 11 constitution of India. Responsibilities of society is our culture, shared wonderful thoughts on how can we become responsible towards our society. At last session ended

with faculties/ attendees shared there views on responsibilities. Vote of Thanks deliveredby Prof Archana Saxena.

Day 5 (20 August, 2021)

Day 5 Session on CIVIC MORALS by ACP Mrs Sunita Meena. Session began with full of enthusiasm and Ma'am explained about "Nirbhaya Squad" how it is safe for women's and how it works. Also added few experiences of Nirbhaya Squad, later on shared a Rakhi Gift for women's and girls from age group 10 to 95 years free of cost self Defense Training Programme. Also given numbers for women's safety:-

- 1. Police Helpline (100)
- 2. Manila Garima Helpline (1090)
- 3. Women's WhatsApp Helpline (8764868200)
- 4. National Emergency Helpline (112)
- 5. Cyber Fraud Helpline (155260)
- 6. Universal Women's Helpline (181)

Eventually told us some tricks to protect in public areas. "Use left hand for calling or while using phone or use Bluetooth. If somebody is following you don't ran just stop and look at them and many more. Session was very informative and inspiring based on women's safety and empowerment. Ended with question and answers and vote of thanks delivered by Prof. Archana Saxena.

Day 6 (21 August, 2021)

Day 6 Session on RIGHTS AND DUTIES FOR INTEGRITY by Prof. Rajeev Gupta. The session began with very interactive manner explained there views, kindness of integrity towards systems, society, stakeholders. Law's of society, ethics and responsibility. Rights are the way of life you should know what is your right or responsibility as a faculty. Session ended with question and answers and vote of thanks delivered by Prof. Archana Saxena.

Valedictory (21 August, 2021)

Initially presented the glimpses of all days in video form. And Prof. Archana Saxena proposed vote of thanks to all organizers, attendees, Advisory committee, Guests, Eminent Speakers.

Glimpses Day 1

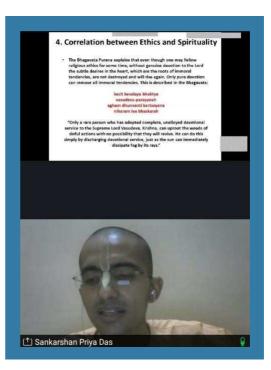






<u>Day 2</u>









Day 3

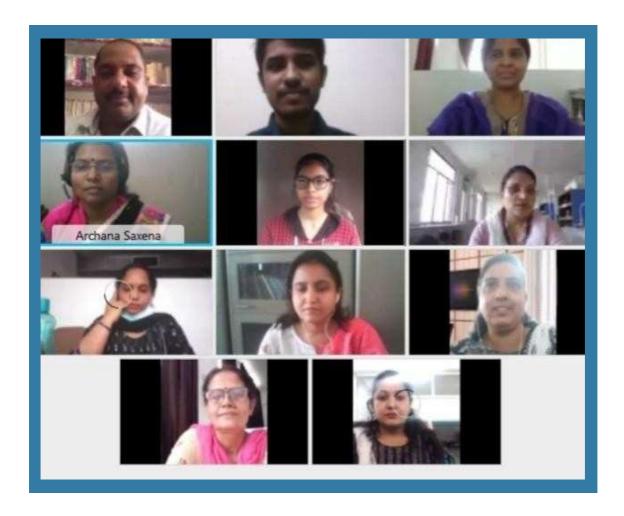








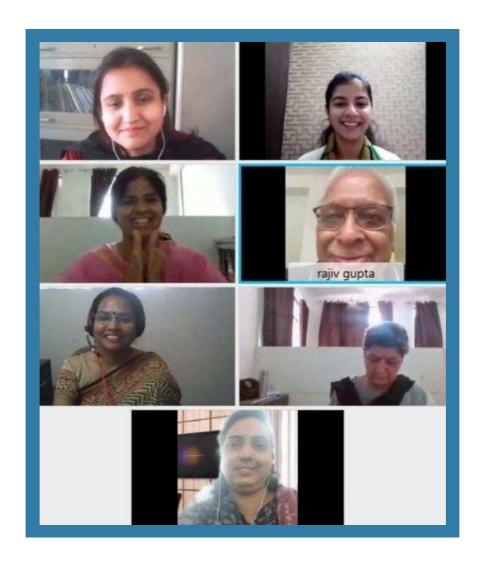
<u>Day 4</u>



<u>Day 5</u>



<u>Day 6</u>



वेबिनार में हुई प्रोफेशनल एथिक्स पर चर्चा



जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी (एसकेआईटी) में सोमवार को 'कोड ऑफ कंडक्ट एंड प्रोफेशनल एथिक्स' विषय पर एक सप्ताह का फैकल्टी डेवलपमेंट प्रोग्राम की शुरूआत की गई। इस वर्कशॉप में देश के अलग-अलग स्थानों से फैकल्टी मेम्बेर्स ने भाग लिया एवम न्यू एजुकेशन पॉलिसी एवम प्रोफेशनल एथिक्स के विभिन्न पहलुओं पर विचार व्यक्त किए। कार्यक्रम के मुख्य अतिथि आरटीयू कोटा के

पूर्व डीन प्रो. बी. पी सुनेजा ने बताया की न्यू एजुकेशन पालिसी में मानव मूल्यों को विशेष स्थान दिया गया है।इससे समाज में बहुत बड़ा बदलाव देखने को मिल सकता है।इस मौके पर एसकेआईटी के प्रिंसिपल प्रो रमेश पचार ने बताया की मानव मूल्यों को हर इन्सान को अपने देनिक जीवन में उतारना चाहिये। वर्कशॉप की संयोजक प्रो. अर्चना सक्सेना ने प्रोग्राम्स के बारे में विस्तार से बताया। अंत में डॉ निधि शर्मा ने वोट ऑफ थैंक्स दिया।

वेबिनार में प्रोफेशनल एथिक्स पर चर्चा



एसकेआइटी सोमवार को कोड ऑफ कंडक्ट एंड प्रोफेशनल एथिक्स विषय पर फैकल्टी डवलपमेंट प्रोग्राम की शुरुआत हुई। कार्यक्रम के मुख्य अतिथि आरटीयू कोटा के पूर्व डीन प्रो. बीपी सुनेजा ने बताया की न्यू एजुकेशन पालिसी में मानव मूल्यों को विशेष स्थान दिया गया है। प्रिंसिपल प्रो. रमेश पचार ने बताया की मानव मूल्यों को हर इन्सान को अपने देनिक जीवन में उतारना चाहिए। संयोजक प्रो. अर्चना सक्सेना ने प्रोग्राम्स के बारे में बताया। निधि शर्मा ने वोट ऑफ थैंक्स दिया

महिलाओं को अपने अधिकार जानना जरूरी

जयपर। महिलायें अपने अधिकारों के प्रति जागरूक रहे व अपराधो को सहन न कर पुलिस प्रशासन का सहयोग ले। ये बात कही एडिशनल डीसीपी सुनीता मीना ने। वे शुक्रवार को स्वामी केशवानंद इंस्टीट्यूट ऑफ़ टेक्नोलॉजी (एसकेआईटी) मे 'कोड ऑफ कंडक्ट एंड प्रोफेशनल एथिक्स' विषय पर एक सप्ताह के फैकल्टी डेवलपमेंट प्रोग्राम के पांचवें दिन मुख्य अतिथि के रूप में संबोधित कर रही थी।

मीना ने 'नागरिकों में नैतिकता' विषय पर बोलते हुए महिलाओं व बालिकाओं पर होने वाले अत्याचार से बचने के तरीके बताए और पुलिस प्रशासन द्वारा दी जाने वाली मदद लेने के तरीके बताए। उन्होंने महिला व बालिका सुरक्षा के लिए जारी किए गए टोल फ्री नंबर्स की भी



जानकारी दी व महिला व बालिकाओं की सहायता में निर्भया स्क्वाड की कार्यप्रणाली के बारे में बताया। उन्होंने महिला एवं बालिका अपराधों पर अंक्श लगाने के तरीके भी सुझाए।

एफडीपी के अंत में संयोजक

प्रो.अर्चना सक्सेना ने धन्यवाद ज्ञापित किया। वर्कशॉप के विभिन्न सत्रों की जानकारी डॉ निधि शर्मा व डॉ अनुराग शर्मा द्वारा दी गई। टेक्निकल टीम में डॉ पुनम ओझा, दीपिका खड़ेलवाल व तन् गृप्ता ने भाग लिया।

महिलायें अपने अधिकारों के प्रति जागरूक रहे व अपराधो को सहन न कर पुलिस प्रशासन का सहयोग ले- एडिशनल डीसीपी श्रीमती सनीता मीना

P3 Police Public Politics

जयपुर ! स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी मैनेजमेंट एंड ग्रामोत्थान (एस.के.आई.टी) रामनगरिया, जगतप्रा, जयपुर को शुक्रवार 20 अगस्त 2021 ÷कोड ऑफ कंडक्ट एंड प्रोफेशनल एथिक्स+ पर एक सप्ताह के फैकल्टी डेवलपमेंट प्रोग्राम के पांचवे दिन मुख्य अतिथि के रूप में एडिशनल डीसीपी श्रीमती सनीता मीना ने ÷नागरिको में नैतिकता÷ विषय में बोलते हुये महिलाओ व वालिकाओं पर होने वाले अत्याचार से बचने के तरीके बताये और पुलिस प्रशासन के द्वारा दी जाने वाली मदद को लिये जाने के तरीके भी बताये हू उन्होंने महिला व बालिका सुरक्षा के लिए जारी किये गए टोल फी नंबर्स से भी अवगत कराया दू उन्होंने बताया की आज कल होने वाले महिलाओ

पर अत्याचार में 1 % अराजक पुरुषों का निर्भया स्क्रार्ड की कार्यप्रणाली को भी बहुत



हाथ होता है और 99 % पुरुष महिला अपराधो से कोसो दूर रहते हैं हु उन्होंने महिलो व बालिकाओं की सहायता में

अच्छे से समझाया हू उन्होंने बताया की महिला एवं बालिका अपराधी

को कैसे अंकुश लगाया जा सकता है द्व उन्होंने महिलाओ को अपने अधिकारों के प्रति जागरूक रहने की बात भी कही और उन पर होने वाले अपराधो को सहन न कर पुलिस प्रशासन का सहयोग लेनी की बात

अंत में संयोजक प्रो. (डॉ) अर्चना सक्सेना ने धन्यवाद ज्ञापित किया द्व इस वर्कशॉप का संयोजन प्रो. (डॉ) अर्चना सक्सेना, डॉ निधि शर्मा व डॉ अनुराग शर्मा के द्वारा

किया जा रहा है दू टेक्निकल टीम में डॉ पुनम ओझा, मिस दीपिका खड़ेलवाल व मिस तनु गुप्ता की भागेदारी रही ।

List of attendees (Faculty Members)

<u>.1ST OT</u>	<u>attendees (Faci</u>	<u>lity members)</u>
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Feedback

A Google feedback form was circulated among all the participants. Their responses are shown in the following table which is clearly indicating that the programme was a great success.

1.

How did you find the concept of the FDP? Did it match up to your expectations? Good yes **Good yes** From my colleague and yes it is much better than my expectations Yes Yes It was good. at present situation it was much needed. Very Informative FDP.Yes it is marched. Yes Yes Yes. Excellent topic. Very good **Excellent** Yes Yes The concept of FDP was very good it really helped to enhance moral values. Wonderful sessions and yes matched my expectations FDP concept was very informative. Concept was very nice. Yes . **Excellent** Yes Yes Yes yes met my expection Very organized and informative sessions Yes **Excellent** Yes

Excellent	
Good	
Yes	
Good	
Yes, It is very informative and valuable for me	
Yes	
Nice. Yes.	
Perfectly matched	
Good.yes	
Yes	
Yes	
Yes	
Lot of learning! Yes it was very well organized.	
Yes	
Yes	
Yes	
Yes, Excellent	
Excellent	
Yes	
Very informative. Yes it dis	
Yes	
Excellent	
Yes	
Absolutely matched	
Yes	
Yes	
Yes	
Yes	
It was session very useful and informative. It also motivate me thanking you sir	
Excellent	
Yes	
WhatsApp, Yes	
Yes	
Very nice	
Yes	
Yes	
Yes Every session	
Yes	
The FDP was informative and innovative	
Yes	
Yes, the sessions were very nice, very effective speakers and nicely conducted	
Yes very nice Good	
Good, Yes	

Facebook Good. But couldn't understand more in Hindi It was quite effective and I am highly satisfied. Good. Yes. Yes **Good Knowledge** Yes From aicte; yes Yes It was quite satisfied Yes Yes **Absolutely** Very good Excellent FDP, yes, I have gotten many things which are most important in present situation. Yes really helpful Nice. Yes Yes Yes Yes Yes, excellent Yes Yes Yes Yes **Nice** Very well and new knowledge I get Yes. The concept of the FDP was very good.

<u>2.</u>

Which session did you find the most relevant and informative? Yes, all every session Session with Ms Sunneta Meena ji Civic morals

Civic moral
Session by Sunita Meenaji DCP Jaipur

Every session. Is very nice and useful

Swamy ji and sexena madam

Good

Every session

Good

Session of Suneeta Meena

Session 6

All the sessions

ΔII

Additional DCP Mrs. Sunita Meena

All of them

All sessions

The session given by ACP Mrs. Sunita Meena was really wonderful. She explained vet well about Nirbhaya Squad and self defence to child and women.

All session

All of them especially spiritual one

Inculcating ethics given by Prabhu sankarshan Priya Das.

Day 3

Women empowerment session

ACPs session

ΑII

20 August session

very first day session

All sessions are relevant and informative

Session of 20 August and I got to know so many good things about women protection

All session were very informative

Sunita meena mam session

Yes

Yes

All

Yes

Ist and 3rd session most relevant but actually whole session are very informative.

Sunita Meena

All session wonderful

Yes

All session.

Every session

All session

ΑII

Day 5

Civic morals

DCP Suneeta Meena's session was very inspiring and beneficial for girls.

All	
The session of Civic Morals by ACP Mrs. Sumita Meena on 20.08.	2021was vory interesting
Session of Ms. Suneeta Meena (Date-20.08.2021)	2021was very interesting
Àcp Sunita Meena and prabhu sankarshan priya	
proframeshkumar@gmail.com	
All the sessions	
NA Session on Women wights	
Session on Women rights	
All	
Last session	
All Sessions	
All the sessions are very informative and relevant.	
Moral	
20 August session	
Sunita meena mam	
Surely	
You have given taught journals session	
All	
Civic Morals	
Almost All	
All	
All session	
Yes	
Day 5 session Civic Morals	
Respected Rajiv Gupta Sir	
All the sessions	
Almost	
Excellent information giving to us	
Session by Mr. Kartik Balwan	
Session with additional DSP Sunita meena	
Code of Conduct	
DSP Sunita Meena Session	
Session on Day-2	
Kartik balwan sir	
Day 5	
Most of the sessions were relevant and informative.	
Social Responsibilities of Citizens	
Second	
Third, fourth and Fifth	
All	
Sunita Meena & Rajivji	
Yes	
Most of the sessions	
Most of the sessions All	

5th day 2nd day Most relevant session for me was 20.08.2021 on Civic Morals by ACP Mrs. Sumita Meena . **Ethical concepts** ΑII Yes Second day session 2nd session ΑII ΑII 4th day Ms. Sangeeta Meena and Mr. Somnath Sharma spoke well ΑII 2nd session All sessions were very much Informative. **Session by ACP Sunita Meena**

<u>3.</u>

Evaluate the quality of the content (Overall) from scale 1-10

	9
l	10
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1	0 out of 10
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	10

08-5
00-3

<u>4.</u>

Do you think such kind of sessions can be organized again in the future.?		
	ture.:	
Yes		

Yes
Yes
Maybe
Yes







Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur

REPORT

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE





Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC/2021-22/12

20/12/2021

This is to notify all the students that UHVEC is organizing One Day Seminar on Code of Conduct and Ethics on 22/12/2021. It is mandatory for all the first year students to attend it. Certificates will be awarded to all the registered attendees. Students who are registered on NDLI can register on NDLI for the event; they will be given certificate from NDLI (National Digital Library of India).

Date & Time: 22Dec 2021, Wednesday, 1:30PM – 2:30PM on CISCO WebEx online platform

Link of Registration:

https://forms.gle/KqE11h28mXPwvDC98

Link of Joining The Programme:

https://skitjaipur.webex.com/skitjaipur/j.php?MTID=mbfba22c360590beef994398e25da3ed2

Dr. Nidhi Sharma Member UHVEC Prof. Archana Saxena Convener UHVEC

Ms. Priya Gupta Student Coordinator UHVEC 9098812136

Copy To: Director, Director (Acad,), Registrar, Principal, Dean, All the HODs, All the notice boards, ERP

Date:-22nd December, 2021

Time:-01:30 PM onwards

Faculty Members:-

Prof. Archana Saxena

Dr. Nidhi Sharma

Details :- One day seminar on Code of Conduct & Ethics was conducted by "Universal Human Values & Ethics Committee". The purpose of the seminar was to create awareness amongst the students about the most common and necessary conduct and behaviour to be followed by them at their homes and public places.

Jalues

Prof. Archana Saxena, the key-note speaker of the seminar delivered few important aspects on "Moral Conduct" to be followed by today's youth.

A lot of youngsters in the current time have the habit of being abusive while talking, being careless in maintaining the decorum of environment, having a bad habit of spitting anywhere & anytime, misusing resources provided to them and so on. She requested the students to avoid these habits because they destroy the basic character of a person.

She also gave her valuable intellect to the students and advised them to respect their elder ones, teachers, love younger ones, to have a control over their tongues & to take appreciable steps to save resources. This enlightening session taught them the importance of "Conduct and Ethics" in channelizing their life in an appropriate way and to evolve themselves as respectful and successful citizens of our country.

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Ritika Meena	B211158@skit.ac.in	B211158

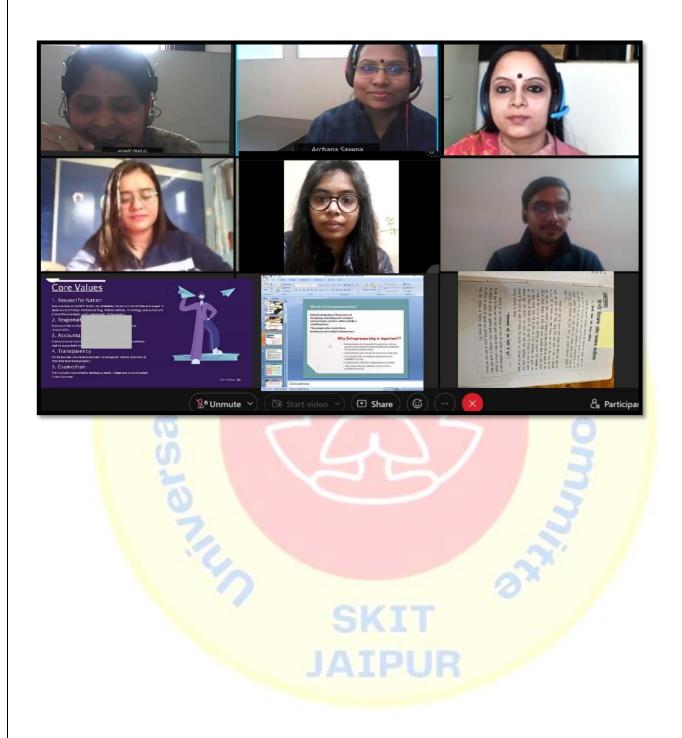
Glimpses Of The Event:



SKIT JAIPUR



SKIT JAIPUR



SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY Greet MANAGEMENT AND GRAMOTHAN, JAIPUR



A REPORT

On

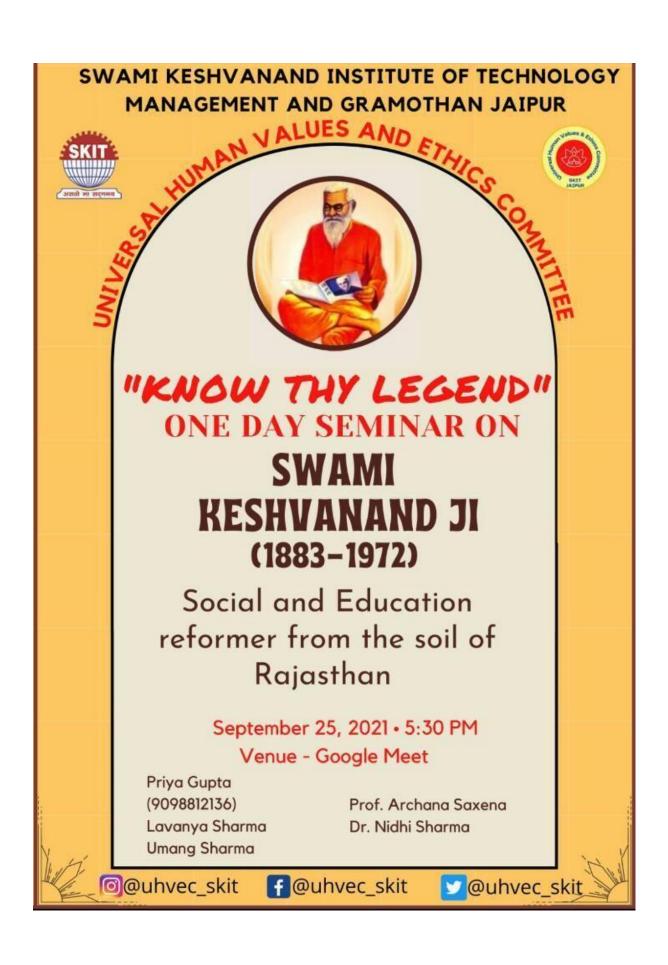
"One Day Seminar On: Know Thy Legend"

25th September, 2021

Organized by



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE



Notice:- "Short event to Anecdote the Life of Swami Keshvananda Ji ."

Faculty members:-

- Prof.(Dr.) Archana Saxena
- Dr. Nidhi Sharma

Date: - 25th September, 2021

Time: - 05:30 PM onwards

Venue: Virtually held at Google Meet platform.

Details:- The Event was all started with a pleasant note of Introduction about Swami Keshvanand Ji's Life. From his early life's struggles to the hurdles he faced for gaining Education, from Becoming a Social Reform to a Freedom Fighter, everything was very well narrated in detail by our team Members "Aanchal Sharma", "Aryan Mishra" and "Tisha Gupta".

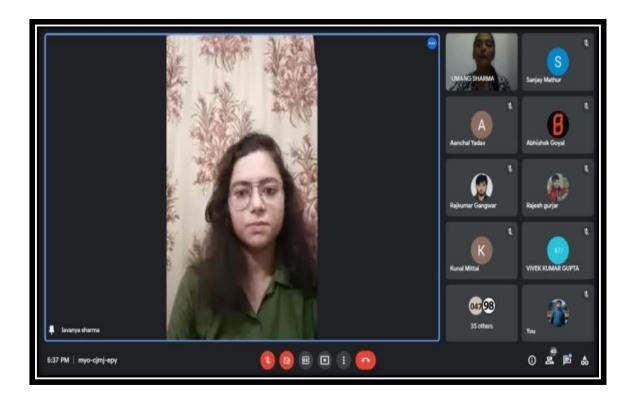
The Anchors of the Event "Umang Sharma" & "Lavanya Bhardwaj" had really performed well with full of enthusiasm which filled the whole Environment with Joy and delight. The eagerness to listen to more & more anecdotes about Swami Ji's life can be seen among the Attendees. Its all ended on happy note of Thankfulness by Priya Gupta and made all of us proud to be one of the members of such a Big Organization which works on Swami Ji Principles.

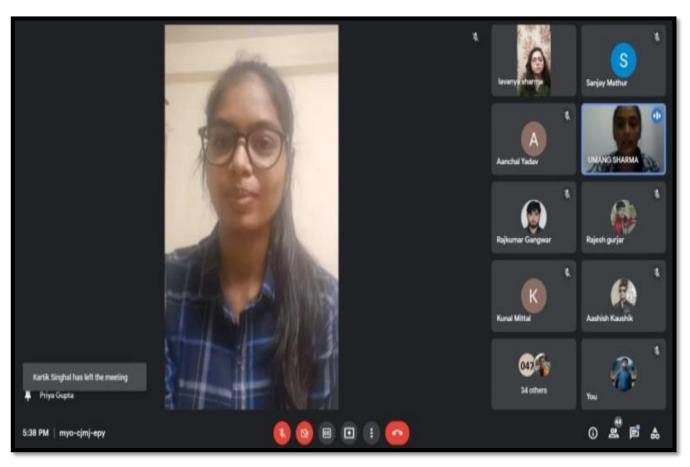
List of attendees students :-

SR.NO.	NAMES	RTU ROLL NO.			
1.	Priya Gupta	20ESKEC094			
2.	Aryan Mishra	20ESKCS046			
3.	Tisha Gupta	20ESKCA064			
4.	Kunal Maniwal	20ESKME089			
5.	Shivam	20ESKME082			
6.	Anshul Gora	20ESKCS039			
7.	Mohak Saini	20ESKCS144			
8.	Akshita Sharma	19ESKEE012			
9.	Aarishma Khan	18ESKIT016			
10.	Yash Goyal	20ESKME094			
11.	Aman Jain	20ESKCE008			
12.	Rishab Dhayal	20ESKCA051			
13.	Lavanya Sharma	20ESKCS138			
14.	Deepak Sharma	20ESKME202			
15.	Rishiraj Nagar	20ESKME202			
16.	Tanish Khandelwal	20ESKEC116			
17.	Megha Jangid	20ESKEC072			
18.	Jyoti Agarwal	20ESKCA030			
19.	Mahi Jain	20ESKEE065			
20.	Kartik Chaudhry	20ESKCE052			
21.	Asthami Tak	20ESKCS047			
22.	Shivam	20ESKEC082			
23.	Mohit Yadav	20ESKEC074			
24.	Jigyasu Sharma	20ESKCS138			
25.	Rahul Meena	20ESKCE096			
26.	Rajesh Gurjar	20ERACE042			
27.	Arvind Yadav	20ESKCE021			
28.	Divya Chachlani	20ESKEE028			
29.	Simran Singh	20ESKCE211			
31.	Drishti Gupta	20ESKEE059			
32.	Pawani Bhardwaj	20ESKEC078			

33.	Shikha Kumari	20ESKEC109
34.	Ms Kusum Sharma	20ESKEC075
35.	Vinay Vyas	18ESKIT016
36.	Lakshya Purohit	20ESKCS137
37.	Kirti Jaiswal	20ESKIT054
38.	Ayush Pandey	20ESKEC029
39.	Tushar Vijayavargia	20ESKEC117
40.	Bhavesh	15ESKPS065
41.	Aanchal Yadav	20ESKEC002
42.	Krati Lakhani	20ESKEE056
43.	Akshat Jinakar	20ESKEE013
44.	Ansh Pancholi	18ESKCS024
45.	Dimpal Gupta	18ESKIT023
46.	Mohit Mishra	20PARCS309
47.	Rajesh Kumar	20EARCS120
48.	Garima Sinha	18ESKIT028
49.	Ankit Yadav	20ESKCE016
50.	Aabhas Nama	20ESKEC001
51.	Chirayu Jain	20ESKEC033
52.	Astha Gupta	20ESKEE039
53.	Mayank Jangir	20ESKEE067
54.	Manish Saini	20ESKEC079
55.	Umang Sharma	20ESKEC118

Photos of the Event :-

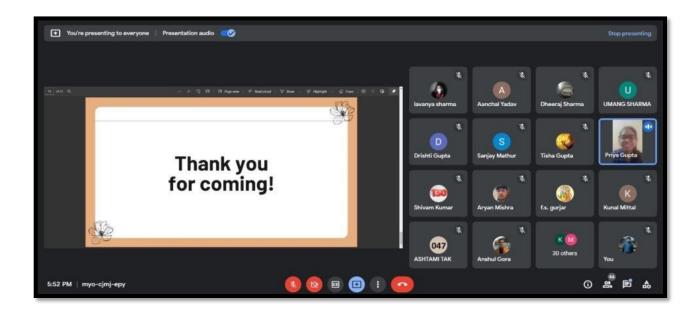












Feedbacks Received:-

imestamp		Email address	Name	RTU Roll No.	College Name	Branch	Year	Give us your Feedback	Suggestions	
		amanpatni390@gmail.co	Service and the service and th	20ESKCE008	Skit jaipur	Civil	2 Year	£.		
		sharmadeepak8206226@	Deepak Sharma	20ESKME202	SKIT	Mechanical engineering	3 Year	Excellent	No	
		B200941@gmail.com	Rishiraj Nagar	20ESKEE110	Swami keshvanand in	77477	2 Year	Nice speech	No	
25/09/2021	17:54:28	tanishkhandal15@gmail.	r Tanish Khandal	20ESKEC116	Swami Keshvanand I		2 Year	Awesome event		
25/09/2021	17:54:38	b200571@skit.ac.in	Megha Jangid	20ESKEC072	SWAMI KESHWANAI	ND I ECE	2 Year	Nice		
25/09/2021	17:54:43	jyotiagrawal1407@gmail.	Jyoti Agrawal	20ESKCA030	Swami keshavanand	insti Al	2 Year	Thankfully	No	
25/09/2021	17:54:43	Jainmahi264@gmail.com	Mahi Jain	20ESKEE065	SKIT	EE	2 Year	Enjoyed this event	No suggestions everything	was well organize
25/09/2021	17:54:45	jatkartik098@gmail.com	Kartik Choudhary	20ESKCE052	Swami Keshwananda	Inst Civil	2 Year	Event was nice	Good team work we have	to do more best
25/09/2021	17:54:52	ashtamitak2018@gmail.c	Ashtami Tak	20ESKCS047	SKIT	CS	2 Year	INTERESTING	NO COMMENTS	
25/09/2021	17:54:54	shivamrj05btp@gmail.co	r Shivam	20ESKME082	Skit	ME	2 Year	Nice seminar	4	
25/09/2021	17:54:56	yadav13mohit@gmail.co	Mohit Yadav	20ESKEC074	Swami Keshavanand	Inst Electronics and Commun	ni 2 Year	Knowledgeable session	No suggestions	
25/09/2021	17:55:12	jigyashushaarma@gmail.	JIGYASHU SHARMA	Still not given by rtu	SKIT COLLEGE	Computer Science and e	er 1 Year	Nice and great session	Nothing to told	
25/09/2021	17:55:12	rahulmeena03994@gma	Rahul Meena	20ESKCE096	Swami Keshvanand I	nstit Civil	2 Year	The session was very go	oc No	
25/09/2021	17:55:19	rajeshgurjar1694@gmail.	Rajesh gurjar	19ERACE042	Aravali institute of tec	hnic Civil	3 Year	Good speaking ,	But long term meeting is n	eeded this in detail
25/09/2021	17:55:19	a.arvindyadav2002@gma	Arvind Yadav	20ESKCE021	Swami keshvanand in	stit. Civil	2 Year	Wonderful session	No	
25/09/2021	17:55:22	divyachachlani74@gmail	Divya Chachlani	20ESKEE028	SKIT JAIPUR	EE	2 Year	That was a good session	Good job	
25/09/2021	17:55:24	samrat82503@gmail.com	Simran Singh	20ESKCE211	SKIT M&G Jaipur	Civil engineering	3 Year	This session was so exc	e No	
25/09/2021	17:55:28	ds9352141829@gmail.co	Dheeraj Sharma	20ESKME203	Skit	ME	3 Year	Good	No	
		guptadrishti59@gmail.co	Arthur March	19ESKEE059	SKIT	Electrical Engineering	3 Year	Awesome seminar	No suggestion	
		pawanib0405@gmail.com		20ESKEC087	SKIT, Jaipur	Electronics and Commun	ni 2 Year	Excellent event		
		shikhakuman/2k02/@gma	100	20eskec109	Swami keshayanand		2 Year	Everything is nice	Nothing	
		kusumkaushik5507@gm		19ESKEC075		stitut Electronics and Commun	ni 3 Year	Good session	No	
		maniwai8182ki@gmail.co		19ESKME089	SKIT JAIPUR	MECHANICAL ENGINE	E 3 Year	Session was nice	It was a good meeting	
		B200938@skit.ac.in	Chakshit Gunidia	20ESKEC031	Skit	ECE	2 Year	Nice	Some attractive pots and a	nimation
		khanarishma786@gmail.		18ESKIT016	Swami Keshvanand II	1000	4 Year		ir Please make students inte	
		vinayvyas911@gmail.com		18ESKIT301	SKIT JAIPUR	IT	4 Year	It was a fabulous to atter		1001 100
		purphit.shubham.2105@		20ESKC\$137	Skit	Cse	2 Year	IL HIST OF TODOLOGY TO MISS	100	
		kirtikiranjaiswal07@gmail	10000	20ESKIT054		Inst Information technology	2 Year	Amazing	Wooderful	
		akshi06sharma@gmail.o		19ESKEE012		stitul Electrical Engineering	3 Year	It was fine	You can make it more crea	tion
		B201043@skit.ac.in	Ayush Pandey	20ESKEC029	SKIT	ECE Engineering	2 Year	Fine and excellent	No suggestions	are
				20ESKEC117		estit. Electronics and commun	47,147,0	Event was excellent	No suggestions No	
			Tushar vijayvargia	15ESKPS605		VEF Electrical and Electronics			Keep it on for future.	
		tonu567@gmail.com	Bhavesh		1000			Very good work	The second secon	
		aanchi89015@gmail.com		20ESKEC002	Skit	Ece	2 Year	Everything was good		
		krati.lakhani11@gmail.co		20ESKEE056	Skit jaipur	Electrical	2 Year	Interactive session	No, everything was well ar	d good.
		b200387@skit.ac.in	Akshat Jinakar	20ESKEE013		nstit Electrical engineering	2 Year	Loved the session	Nope	
		pancholiansh17@gmail.c		18ESKCS024	Swami Keshavanand		4 Year	It was short and crip.	It can be more interesting.	
		dimple911gupta@gmail.c		18ESKIT023		ID ININFORMATION TECHNO		So knowledgeable	No suggestions	
		mohit28sep@gmail.com		30PARCS309	PCEIT	CS	4 Year	Н	Bye	
		tejwani.rajesh@gmail.cor	The State of the S	20EARCS120	and the state of t	eeri Computer science and E		Nice session	Good for all	
		Garimasinha04@gmail.o		18eskit028	Skit	IT.	4 Year	Good	Need to improve	
		ankityadav96490@gmail.		20ESKCE016	ANKIT YADAV	CIVIL	2 Year	Nice fell	Arrange this type seminar	
		b201044@skit.ac.in	Aabhas Nama	20ESKEC001	Skit	Ece	2 Year	Good	No	
		chirayujain 105@gmail.co	The state of the s	20ESKEC033	Skit	Ece	2 Year	It was wonderful	No	
25/09/2021	18:31:25	asthagupta112@gmail.co	Astha Gupta	19ESKEE039	SKIT	Electrical	3 Year	Good	No	
25/09/2021	18:48:30	B201082@skit.ac.in	Mayank jangir	20ESKEE067	Swami Keshvanand I	nstit Electrical engineering	2 Year	Good	Nothing	
25/09/2021	19:07:07	manusainims5@gmail.co	Manish Saini	19ESKEC079	Swami Keshvanand I	nstit ECE	3 Year	Good	Good	
25/09/2021	19:26:05	yashgoyal2204@gmail.o	Yash Goyal	20ESKME094	SKIT, Jaipur	Mechanical	2 Year		-	
25/09/2021	20:23:43	ianshulgora@gmail.com	Anshul Gora	20ESKCS039	Swami Keshwanand I	Instit Computer Science	2 Year	Event was well coordinate	fit .	
			Umang Sharma	20ESKEC118	0 18 1 11	nstit Electronics and Commun	14.0	Very informative session		

Certificate Link:-

https://drive.google.com/folderview?id=1VUD2ESAHv7W-VcPwssB0olZHYldb89LX



Swami Keshvanand Institute of Technology Management and Gramothan, Jaipur



Universal Human Values and Ethics Committee

CERTIFICATE OF PARTICIPATION

for participating in the "KNOW THY LEGEND" One Day Seminar on SWAMI KESHWANAND JI held on 25th September 2021.

DR. NIDHI SHARMA

Coordinator UHV&EC

PROF. ARCHANA SAXENA

Convenor UHV&EC



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

"Seminar on Code of Conduct and Ethics"

Especially for Non – Teaching Staff members 27th April, 2022

A REPORT



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S. No.	Particulars	Page no.
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2.	Poster	2
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4.	UHVEC & Code of Conduct	4
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9.	Glimpses of the Seminar	16-21
10.	Media Report	22
11.	Feedback & Certificate	23-26
12.	Thanks Note	27

Sanction of Event

```
UNVEC SKIT SAIPUR
Torincipal SKIT Jaipur
Sub: Fermission for event " Due day teminer on
       Code of conduct & Emils" Especially ton
       Non Teaching staff members of SKIT.
 With Due regards it is to request you to please
  permit aforementioned event to be held
  on 20th April 2022, Wednesday, 1:30-3;308M
  in IC Boxe Seminar Hall.
   This event will be registered on NDL also.
    Thanks a Regards
    Shan-
15/04/22
    ( Prof Archang Saxena)
     Convenor UHVEC
                        May be permitted on 27 April 2022
                 Tel permitted multida on Company
                and may he 2022 had 16/1/22
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Poster



Objectives of the Seminar

This value aided Seminar is especially organized for All the Non - Teaching Staff members (LA/ TA/ STA/ office and all the other interested ones). It is aimed at making employees acquainted with code of conduct and professional ethics. Code of conduct clarifies mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines codes of conduct desired behavior. As result. and ethics a are the **benchmarks** of measuring performance of individual and organization.

This Seminar will provide an opportunity to the participants to discuss the issues of concern with experts who will deliver their talks.

The Content of the seminar includes various topics of discussion which intend to develop set of beliefs, attitudes and habits that everyone should display concerning morality.

The prime objective is to increase one's ability to increase to deal effectively with moral complexity in engineering and management practices.

Universal Human Values & Ethics Committee

Universal Human Values and Ethics Committee of SKIT Jaipur is committed to create awareness about Universal Human Values, Ethics in personal and professional life, Code of conduct in organization and society and Rights Duties & Responsibilities of citizens among all the employees and students.

Teaching itself is the noble profession and teachers have responsibility to nurture its students to make them knowledgeable, competent, sensible & responsible citizens.

UHVEC conducts workshops, FDPs, discussions and deliberations and expert talks for fostering these values among all the SKIT family members and to create a positive environment of education and research with technical advancements and brilliant managerial skills with the values and ethics in its

backbone. The Committee organizes events on Human Values, Code of

Conduct & Ethics and Rights, duties and responsibilities of citizens. All the

commemorative days of national and international importance are also

celebrated by the committee.

Code of Conduct

"Code of Conduct "is a **central guide and reference for employees** to support

day-to-day decision making. A code encourages discussions of ethics and

compliance, empowering employees to handle ethical dilemmas they encounter

in everyday work. It can also serve as a valuable reference, helping employees

locate relevant documents, services and other resources related to ethics within

the organization.

"Ethics" are based on well-founded standards of right and wrong that

prescribe what humans ought to do, usually in terms of rights, obligations,

benefits to society, fairness, or specific virtues.

With Best Wishes

Team UHVEC, SKIT JAIPUR

Contact: 9414460650

Invitation to Dignitaries



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Invitation

To

Director, Registrar, Principal,

Dean, Head OFA, Head OSA, HODs, & Dy. Registrar

You are cordially invited to attend the "Seminar on Code of Conduct and Ethics" and put your valuable thoughts in the seminar which is especially organized for all the Non - Teaching Staff members (LA/ TA/ STA/ office) and all the other interested ones.

Key Note Speaker

Prof. Anil Chaudhary

Head IT Department & Coordinator IQAC

Session 1 Session 2

Prof. Archana Saxena Dr. Nidhi Sharma
Convenor UHVEC Member UHVEC

On 27 April 2022, Wednesday, At 1.30PM to 3.30PM, At JC Bose Seminar hall

Please register for the event on

1. https://forms.gle/qB1YomXPnEypjb876

2. NDL (You will receive a mail from NDL for this event)

(If you register on both the links you will receive two certificates from UHVEC SKIT Jaipur and NDL)

Invitation to Participants



UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Invitation

All the Non - Teaching Staff members (LA/ TA/ STA/ office) and all the other interested ones are invited to attend "Seminar on Code of conduct and ethics"

Key Note Speaker

Prof. Anil Chaudhary

Head IT Department & Coordinator IQAC

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Mail to Dignitaries

5/2/22, 1:28 PM

Swami Keshvanand Institute of Technology Mail - "Seminar on Code of Conduct and Ethics" on 27/04/2022



Dr. Archana Saxena <archanasaxena@skit.ac.in>

"Seminar on Code of Conduct and Ethics" on 27/04/2022

Dr. Archana Saxena <archanasaxena@skit.ac.in>

Mon, Apr 25, 2022 at 3:20 PM

To: Dr Mukesh Kumar Gupta <hodcs@skit.ac.in>, HOD-ECE <hodece@skit.ac.in>, hodee@skit.ac.in>, HOD-ME <hodece@skit.ac.in>, HOD-IT <hodit@skit.ac.in>, "D. K. Sharma" <hodce@skit.ac.in>, Rohit mukherjee <rohit@skit.ac.in>, hodmaths@skit.ac.in, "Dr.Sharda Soni" <hodchem@skit.ac.in>, hodphy@skit.ac.in, hodenglish@skit.ac.in, hoddms@skit.ac.in, head_studentaffairs@skit.ac.in, head_facultyaffairs@skit.ac.in, "Mrs. Rachna Meel, Registrar-SKIT" <rachna.meel@rediffmail.com>, "Mr. Jaipal Meel, Director-SKIT" <meeljaipal@gmail.com>, rameshpachar1969@gmail.com, dean@skit.ac.in, nidhi.sharma@skit.ac.in, "Dr.Anurag Sharma" <anurag@skit.ac.in>, bs.skit@gmail.com, pradeepsihag.skit@gmail.com, erp@skit.ac.in, examination skit <examination@skit.ac.in>, tpo@skit.ac.in

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

"Seminar on Code of Conduct and Ethics"

<u>Invitation</u>

<u>Director, Registrar, Principal,</u> <u>Dean, Head OFA, Head OSA, HODs, & Dy. Registrar</u>

You are cordially invited to attend the "Seminar on Code of Conduct and Ethics" and put your valuable thoughts in the seminar which is especially organized for all the Non - Teaching Staff members (LA/ TA/ STA/ office) and all the other interested ones.

We request All the Heads of Department/ Incharges to please Impress upon the non-teaching staff members to join the event.

On 27 April 2022, Wednesday, At 1.30PM to 3.30PM, At JC Bose Seminar hall

With Regards & Best Wishes Team UHVEC, SKIT JAIPUR

Prof. Archana Saxena Chemistry Department Convenor UHVEC Swami Keshvanand Institute of Technology, Management & Gramothan (Approved by AICTE, Affiliated to RTU, Kota & Branches Accredited by NBA)

Ø: +91 141 3500300, 2759609, 2752165



: Ramnagaria, Jagatpura, Jaipur-302017

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Mail to Participants

5/2/22, 1:31 PM

Swami Keshvanand Institute of Technology Mail - "Seminar on Code of conduct and ethics" on 27/04/2022



Dr. Archana Saxena <archanasaxena@skit.ac.in>

"Seminar on Code of conduct and ethics" on 27/04/2022

2 messages

Dr. Archana Saxena <archanasaxena@skit.ac.in> Mon, Apr 25, 2022 at 3:02 PM To: Dr Mukesh Kumar Gupta <hodcs@skit.ac.in>, HOD-ECE <hodece@skit.ac.in>, hodee@skit.ac.in, HOD-ME <hodme@skit.ac.in>, HOD-IT <hodit@skit.ac.in>, "D. K. Sharma" <hodce@skit.ac.in>, Rohit mukherjee <rohit@skit.ac.in>, hodmaths@skit.ac.in, "Dr.Sharda Soni" <hodchem@skit.ac.in>, hodphy@skit.ac.in, hodenglish@skit.ac.in, hoddns@skit.ac.in, hodenglish@skit.ac.in, hodenglish@skit.ac.in, hodenglish@skit.ac.in, hodenglish@skit.ac.in, hodenglish@skit.ac.in, "Mrs. Rachna Meel, Registrar-SKIT" <rachna.meel@rediffmail.com>, "Mr. Jaipal Meel, Director-SKIT" <meeljaipal@gmail.com>, dean@skit.ac.in, eameshpachar1969@gmail.com, technical@skit.ac.in, admin_staff@skit.ac.in, examination skit <examination@skit.ac.in>, tpo@skit.ac.in, pr@skit.ac.in, NBH@skit.ac.in, NGH@skit.ac.in, pradeepsihag.skit@gmail.com, "Dr.Anurag Sharma" <anurag@skit.ac.in>, nidhi.sharma@skit.ac.in>

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

"Seminar on Code of conduct and ethics"

Invitation

All the Non - Teaching Staff members (LA/TA/STA/office) and all the other interested ones are invited to attend the "Seminar on Code of conduct and ethics" On 27 April 2022, Wednesday, At 1.30PM to 3.30PM, At JC Bose Seminar hall.

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With Regards & Best Wishes Team UHVEC, SKIT JAIPUR

Prof. Archana Saxena
Chemistry Department
Convenor UHVEC
Swami Keshvanand Institute of Technology,
Management & Gramothan
(Approved by AICTE, Affiliated to RTU, Kota & Branches Accredited by NBA)

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: Ramnagaria, Jagatpura, Jaipur-302017



: www.skit.ac.in

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Program

1.00PM to 1.30PM. TEA

1.30 to 3.20 Sessions

3.20 to 3.30 Feedback & Certificate

Welcome note by Prof. Archana Saxena

Key note address by Prof. Anil Chaudhary

Session 1: Code of Conduct and Ethics: A discussion
By Prof. Archana Saxena

Session 2: DIY with activities

By Dr. Nidhi Sharma & Dr. Anurag Sharma

Thanks note by Dr. Sharda Soni

Event Report

Introduction by the Anchors

Anchors Ms Akshita Sharma and Ms Ekta Bhardwaj (EE-III year) conducted the session as moderator. They introduced the objectives of Universal Human Values and Ethics Committee in detail and also unravelled the purpose of holding the special seminar cum workshop for technical and administrative staff.

Lamp Lighting

Following the tradition of lamp lighting, the dignitaries and participants in the audience paid obeisance to the holy chants of Maa Saraswati.

Key Note Address

Professor Anil Chaudhary, head, Department of IT initiated the seminar with his keynote address on professional ethics. His discourse centred on the primary question of "how to make our labs live? He asked the technicians to think of numerous creative approaches to make the practical labs interesting for our students. It was noted that the number of attendance in the practical labs as compared to the theory classes is usually low. So he requested the technicians to introduce latest techniques into their respective labs. He wanted the labs to be so dynamic and interesting that the students don't think of missing the practicals. He also asked the technicians to devise beyond the curriculum experiments for 360° reception of knowledge.

Session I

After the keynote address, Professor Archana Saxena began the first session of the seminar as the speaker and discussed the key points of institutional code of conduct. Her lecture focused on the fundamental ethics of lab technicians and how their conduct can effectively enhance the environment of the labs. The elaborated PPTs that she shared with the participants presented the core ideas of the five pillars of professional ethics namely honesty, discipline, modesty, diligence and integrity. She emphasised on the principle of honesty so that the employee understands his/her responsibility towards the institution.

Session II

The second session began with Dr. Nidhi Sharma's dialogue with the participants wherein she made them participate through interesting activities based on professional ethics. She made the participants speak on few psychometric situation based questions on Code of Conduct. The participants shared their personal and professional experiences with great enthusiasm. Mr. Yadunath Sharma, the senior most amongst all the participants requested the organisers to conduct such activities every month for the benefit of the staff. He said such sort of activities shall encourage the technicians to speak effectively with confidence.

Vote of Thanks

At the end, Dr.Sharda Soni proposed the formal vote of thanks to all the participants and hoped that such kind of workshops are conducted frequently. The seminar was also attended by Prof. Dheeraj Joshi, Head, Dept. of Mechanical Engineering and Prof. Sangeeta Vyas, Head, Student Affairs.

List of Attendees:

Faculty Members

Sr. No.	Name	Emp. Id
1.	Prof.Archanasaxena	100
2.	Dr. Nidhi Sharma	114
3.	Dr. Anurag Sharma	105
4.	Prof. Sangeeta Vyas	101
5.	Prof.Anil Chaudhary	4
6.	Prof.Dheeraj Joshi	75
7.	Dr.Sharda Soni	103
8.	Prof. Rohit Mukherjee	93

Non Teaching Staff Members (LA/ TA/ STAs)

Sr. No.	Name	Emp. Id
1	Abhinandan Jain	829
2	Ajay Singh	1001
3	Anilkumar	227
4	Anilkumar	227
5	Anilkumar	227
6	Anil Kumar Somvanshi	1035
7	Anilkumarverma	227
8	Anita Bagaria	260
9	Ankit Agarwal	682
10	Arjun Ram Prajapat	1044
11	Arjun Ram Prajapat	1044
12	Ashish Kumar	1029

13	Ashwini Kumar	225		
14	Atalbiharee	1040		
15	15 Babu Lal Gurjar			
16	Banshilal	1031		
17	Bhoori Singh Saini	210		
18	Bigendrakulahari	1050		
19	Bindujangir	380		
20	Chandan Singh Dhaked	1027		
21	Charan Singh	389		
22	Dhurendra Singh	1022		
23	Dinesh Lal Gupta	205		
24	Dinesh Lal Gupta	205		
25	Dinesh Singh Choudhary	212		
26	Dr.Shubhi Jain	59		
27	Dr.Nidhi Sharma	114		
28	Dr.Shubhi Jain	59		
29	Goverdhan Lal Chawla	280		
30	Hansraj Meena	250		
31	Harshal Nigam	764		
32	Hemant Kumar	273		
33	Jayprakash Vijay	132		
34	Kiran Rathi	637		
35	Kulwant	272		
36	Kumarirenu	1023		
37	Lakshman Singh Dhaked	1015		
38	Lakshman Singh Dhaked	1015		
39	Lalit Kumar Lata	130		
40	Leenanarula	1014		

41	Lokesh	1028		
42	Lokeshsaini	202		
43	Mahendrabagaria	206		
44	Mahesh Kumar Rathodiya	a 244		
45	Manjuchoudhary	185		
46	Manniram	134		
47	Manoj Kumar	1053		
48	Manoj Kumar Gupta	1018		
49	Meenu Pradhan	1038		
50	Mohitsaxena	1046		
51	Mukeshprajapat	1067		
53	Namratasaxena	798		
54	Neeraj Jain	183		
55	Pawan Kumar Jangir	215		
56	Pawan Kumar Sharma	1047		
57	Poojachoudhary	762		
58	Pradeep Kumar Sihag	309		
59	Prahlad Kumar	1049		
60	Pramodsaini	1048		
61	Prashant Acharya	288		
62	Pratapsinghrathore	1059		
63	Pratap Singh Rathore	1059		
64	Pratap Singh Rathore	1059		
65	Prem Prakash Sharma	298		
66	Prema Ram	294		
67	Pushpendrachouhan	243		
68	Pushpendra Singh	381		
69	Rahul Pandey	809		

70	Rajendra Prasad Bairagee	1058		
71	Rajendra Sharma	1064		
72	Rajendra Singh	378		
73	Rajendra Singh Bhati	407		
74	Rajesh Kumar	1045		
75	Ramesh Kumar	216		
76	Rameshwar Kholia	1063		
77	Ravindra Singh Chaudhary	1030		
78	Ravindra Singh Chaudhary	1030		
79	Richhpal Singh Ola	228		
80	Rohitkhinchi	293		
81	Ruchimahawar	1037		
82	Salman Khan	1032		
83	Sanjay Kumar Brahmbhat	402		
84	Sanjay Kumar Brahmbhat	402		
85	Sarwamlalkumhar	1054		
86	Satendra Kumar Sharma	1062		
87	Satyanarayan Sharma	258		
88	Satyaveer Singh	253		
89	Shankar Lal Gurjar	1036		
90	Shiv Kumarsaini	248		
91	Shivkumarsaini	248		
92	Shivraj Panchal	263		
93	Shivraj Regar	1033		
94	Shivrajverma	391		
95	Shubhi Jain	59		
96	Sohansain	322		
97	Subhash chande rjangir	1055		

98	Subhash Chander Jangir	1055		
99	Subhash Chander Jangir	1055		
100	Subhrojeet Gupta	428		
101	Suneel Kumar	1066		
102	Sunil Kumar	1021		
103	Sunil Kumar Acharya	246		
104	Suresh Kumar Yadav	1005		
105	Suresh Kumawat	1061		
106	Sushama	233		
107	Tanu Gupta	1043		
108	Vimal Kant Dimri	1034		
109	Vishal Saini	1057		
110	Yadunath Sharma	221		

Glimpses of the Seminar









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कोड ऑफ़ कन्डक्ट एवं एथिक्स विषय पर एक दिवसीय सेमिनार का आयोजन



P3 Police Public Politics

जयपुर ! स्वामी केशवानंद इंस्टीटूट ऑफ़ टेक्नोलॉजी मैनेजमेंट एंड ग्रामोत्थान (एस.के.आई.टी) रामनगरिया, जगतपुरा, जयपुर में दिनांक 27, अप्रैल 2022, को यूनिवर्सल ह्यूमन वैल्यूज एंड एथिक्स कमेटी के द्वारा ÷ कोड ऑफ़ कन्डक्ट एवं एथिक्स÷ विषय पर एक दिवसीय सेमिनार का आयोजन किया गया।

संस्था के प्रिंसिपल डॉ रमेश कुमार पचार ने कहा कि हम सब को निजी व व्यवसायिक जीवन में आचार संहिता एवं नीति से न केवल अवगत होना चाहिए बल्कि उसकी पालना भी करनी चाहिए । बीज भाषण में प्रो. अनिल चौधरी ने कहा की जीवन, व्यवहार एवं कार्य में गुणवत्ता बहुत ही आवश्यक है, जिसके लिए नीति नियमों की जानकारी एवं पालना दोनों ही महत्त्वपूर्ण है । प्रो. अर्चना सक्सेना ने संस्था के ÷ कोड ऑफ़ कन्डक्ट एवं एथिक्स÷ की विस्तार से चर्चा की । डॉ . निधि शर्मा एवं डॉ अनुराग शर्मा ने एक्टिविटीज के द्वारा सेशन को रुचिकर बनाया । डॉ शारदा सोनी ने सभी का धन्यवाद ज्ञापित किया । कार्यक्रम विशेष रूप से टेक्नीकलएवं एवं एडिमन स्टाफ के लिए आयोजित किया गया था ।

Feedback

Sr. No.	Name	How did you find the concept of the Session? Did it match up to your expectations?	Which session did you find the most relevant and informative?	Evaluate the quality of the content (Overall) from scale 1-10 (10 is best)	Do you think such kind of sessions should be organized again in the future.?	We would like to have more suggestions from your side.
	pushpendra Singh	Yes	All	10	Yes	NA
	RohitKhinchi	Good and knowledgeable	Technical Knowledge	All are best scale	Yes	Nil
	PushpendraChouhan	Yes	Code of conduct by Dr. Archana Mam	10	Yes	Require more
	LOKESH KUMAR DARJEE	Very nice	Good	10	Yes	Very nice
	VISHAL SAINI	Learn & improvement technical work and knowledge	Code of conduct	9	Yes	No
	DINESH SINGH CHOUDHARY	Yes	Yes	8	Yes	Regular keep It
	Rajendra Singh Bhati	Yes	All	10	Yes	NA
	RAMESHWAR KHOLIA	Learn and improvement technical my knowledge.	Very good session	Very good session	Yes	No
	DINESH LAL GUPTA	Good	Very nice	10	Yes	Good
	Suneel Kumar	Learning	Very good	Good	Yes	Maybe
	KumariRenu	Yes	Code of conduct	9	Yes	As this session will repeated
	Hemant kumar	Yes	All	9	Yes	Need understanding and research in different departments
	Anita Bagaria	yes	сос	9	Yes	repeat again
	Meenu Pradhan	Yes	Archna madam's session	9	Yes	Increase time duration of session
	Kulwant	Good	All	10	Maybe	Communication with more people
	Tanu Gupta	Yes	All sessions	10	Yes	More sessions should be there
	Lakshman Singh	Yes It will	Respected Dr Anil	9	Yes	Might be every

Di. I. J		Charallana da			to the stantage of
Dhaked	provide	Chaudhary sir			technical staff
	motivation	session was very			should doing
		very important			effort to make
		and learnfull			improvement
					and make digital
					and make their
					work easily and
					work as a Team
Satendra Kumar	Yes	All three sessions	9	Yes	This type of
Sharma					session should
					be organised for
					technical staff
					for increasing
					their skills
MahendraBagaria	yes	archnamaam	9	Yes	repeat again
PRAHLAD KUMAR	Yes it is.	All are	10	Yes	This kind of
					program will be
					conducted again.
SHIVRAJ REGAR	Yes	All	10	Yes	This kind of
					program will be
					conducted again.
SURESH KUMAR	Yes it is	All are	10	Yes	This kind of
YADAV					program will be
					conducted again
BanwariLal Sharma	NA	NA	10	Yes	NA
Banshilal	Yes	Yes	10	Yes	No
MAHESH KUMAR	This session is	Happiness	10	Yes	Conduct new
RATHODIYA	more				research
	important for				Technical
	positive				workshop for
	experience.				multiple ideas
Pawan Kumar Sharma	Yes	One and two	Ten is best	Yes	No suggtions
		both.			
Ajay Singh	About and	Yes	10	Yes	Good
	knowledge of				
	values and				
	ethics				
RAJESH KUMAR	Good	All the session is	10	Yes	Nice
		good			
 Manoj kumar	Yes	All	9	Yes	Keep the session
					in futureevery
					month
 Salman khan	Yes	1 session	10	Yes	This type of
					session should
					be conducted
					time to time
Bhoori Singh Saini	Υ	Second	10	Yes	N
Rajendrakumarsharma	It's awesome	Each and every	10	Yes	Must go ahead
ARJUN RAM Prajapat	Yes	Yes	10	Yes	Yes
Aanchalyadav	Yes	Every session	9	Yes	No
LeenaNarula	Yes	Dr Archana	10	Yes	Such events

		Saxena mam session			should be organized regularly.
SUBHASH CHANDER JANGIR	Yes	All	7	Yes	No
Pawan Kumar Jangir	YES	All	9	Yes	Next session for motivation
DarshanRanka	Yes	Last one	9	Yes	No
BinduJangir	Yes	All	9	Yes	Motivation
Sunil Kumar	Yes	Code of conduct hindi session	8	Yes	Not now
BigendraKulahari	Good session	Good session	Good Session and learn in seminaar	Yes	One code metting very helpful and organise again and again
Pawani Bhardwaj	Yes, it was a very nice and informative session	-	10	Yes	-
PRAMOD SAINI	Goog	Nice	Best	Yes	No
Pramodsaini	Yes	All	9	Yes	Happiness
Ashish Kumar	Same expectations	Yes it's helpful session	10	Yes	Every month conduct this types seminar.
HANSRAJ MEENA	I liked the concept of the session. I got to learn something from this.	All sessions are very good but most relevant and informative is Dr. Archana Saxemaambcz Her slide presentation was very good.	Overall good	Yes	All the activities happening in the college should be started again.
AbhinavGoyal	NA	NA	10	Yes	NA
Prashant Acharya	Technical	Skills development	10	Yes	No
Shikhakumari	-	-	-	No	-
PurviTanwar	From WhatsApp group. Yes		9	Maybe	No.
ANIL KUMAR SOMVANSHI	Yes	All	9	Yes	These type event do again
Manoj Kumar Gupta	Yes	1and second both	10	Yes	No
Sanjay Kumar Brahmbhat	Very good�	Sharing of experience	10	Yes	Should have activities

Sample Certificate



Swami Keshvanand Institute Of Technology Management & Gramothan, Jaipur

Universal Human Values and Ethics Committee

CERTIFICATE OF PARTICIPATION

This Certificate is presented to

Tanu Gupta

for attending **One Day Seminar on Code of Conduct and Ethics** held on **27th April 2022** organized by UHVEC SKIT Jaipur. We appreciate his/her enthusiastic participation.

MR. JAIPAL MEEL

DIRECTOR SKIT, JAIPUR

PROF. RAMESH PACHAR PRINCIPAL SKIT, JAIPUR Dihan.

PROF. ARCHANA SAXENA CONVENOR, UHV&EC SKIT JAIPUR

Thanks All the attendees for your Enthusiastic Participation in the Seminar on Code of Conduct and Ethics held on 27 April 2022.

Team UHVEC