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*:

SUBMITTED UNDER DATA VALIDATION AND VERIFICATION PROCESS
(Circulars and Activities report)

Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

07/12/2020

This is to notify all the students that UHVEC is organizing an orientation programme about the the objectives & activities of the UHVEC on 08/12/2020. All the students are requested to attend an orientation session of UHV&E. Those who want to enhance and learn about happiness, prosperity, trust, ethics, respect, teamwork and integrity are welcome to this club.

Join Whats App group https://chat.whatsapp.com/GKYzEyw0hIWK8jctsndDKH

Date of orientation session 8/12/2020, 1:30-2:30PM

Dr. Nidhi Sharma
Member UHVEC

Prof. Archana Saxena
Convener UHVEC

Ms. Priya Gupta
Student Coordinator UHVEC
9098812136

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

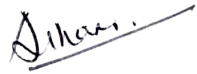## UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

18/02/2021

This is to notify all the students that UHVEC is organizing Students' Excellence and Learning Programme (SELP) on 22 – 27 Feb 2021 in association with RTU Kota. The programme is sponsored by TEQIP. All the attendees will be awarded certificates.

Please go through brochure for details.

Prof. Archana Saxena
Convener UHVEC

Dr. Nidhi Sharma
Member UHVEC

Ms. Priya Gupta
Student Coordinator UHVEC
9098812136

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

RTU (ATU) TEQIP-III SPONSORED

Students Excellence and Learning Program (SELP)
February 22 – 27, 2021

Organized by
Rajasthan Technical University, Kota
&
Universal Human Values & Ethics Committee
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

ABOUT THE PROGRAMME

Student Excellence & Learning Program (SELP) is exclusively designed for the students

It's 12 hrs online fun-filled interactive training which happens for 6 days (2 hrs each day) by the certified trainers of The Art of Living.

This programme is being organized by RTU Kota and SKIT Jaipur under TEQIP- III for the benefits of the students.

Following are some of the benefits of this programme.
➡ Stress free Mind
➡ Increased focus and concentration level
➡ Increased confidence
➡ Overcome fear and stage fright
➡ Removes negative emotions
➡ Time Management
➡ Leadership skills
➡ Improved relationship
➡ Reduces anger
➡ Positive attitude towards life
➡ Enhances Creative thinking
➡ Tips to crack interviews

EMINENT SPEAKERS
Mr. Rishi Sood
Art of Living Faculty & Coordinator SELP

Mr. Paras Kohli
Art of Living State Coordinator

REGISTER AT
https://forms.gle/KGcuQsVrnAK9zx8ZA

CHIEF PATRON
Prof. (Dr.) R.A. Gupta
Honorable Vice Chancellor, RTU, Kota

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

RTU (ATU) TEQIP-III COORDINATOR
Prof. (Dr.)Dhirendra Mathur, Professor, RTU, Kota

RTU (ATU) TEQIP-III COMMITTEE
Dr. Harish Sharma (Nodal Officer Academic, RTU, Kota)
Dr. S.D. Purohit (Nodal Officer Finance, RTU, Kota)

SKIT TEQIP-III COORDINATOR
Prof. Mukesh Gupta (Head of Deptt of CSE)

RTU EVENT COORDINATOR
Prof. Rohitashwa Shringi, Dean Student Welfare
Rajasthan Technical University, Kota
rshringi@rtu.ac.in

SKIT JAIPUR (HOST INSTITUTE)
EVENT COORDINATOR
Prof. Rohit Mukherjee, Incharge B.Tech. I Year
Prof. Archana Saxena, Department of Chemistry
Dr. Shikha Agrawal, Department of English

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

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 currently affiliates about 129 Engineering Colleges,04 B.Arch, 41 MCA Colleges, 95 MBA Colleges, 44 M.Tech Colleges and 03 Hotel Management and Catering Institute. More than 2.5 lacs students study in the various institutes affiliated to the University.

ABOUT TEQIP

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.

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.

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

The Art of Living 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. 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
February 22 - 27, 2021
10:00am – 12:00noon, Daily

Day 1: February 22, 2021
Improving efficiency and productivity through sustained high energy levels (tendencies of mind and energy and its correlation with achieving success).

Day 2: February 23 , 2021
Importance of health in one's ability to study and concentration

Day 3: February 24, 2021
Introduction to yoga and organizing self

Day 4: February 25, 2021
Deep breathing relaxation practical de-stressing techniques (inner peace and outer dynamism)

Day 5: February 26 , 2021
Introduction to meditation its benefits and practice

Day 6: February 27, 2021
Teamwork confidence and communication and interpersonal skill

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

 Gmail

Prof. Archana Saxena <draschem@gmail.com>

One Week FDP on Code of conduct and Professional Ethics,16 – 21 August 2021
1 message

Prof. Archana Saxena <draschem@gmail.com>   Fri, Aug 13, 2021 at 2:25 PM
To: Dr Mukesh Kumar Gupta <hodcs@skit.ac.in>, Choudhary Chothmal <chothmal_c@yahoo.com>, Mukesh Gupta <mukeshgupta@skit.ac.in>, Neeraj Dhawan <neerajdhawan@skit.ac.in>, Neeraj Dhawan <hunkrocksster@gmail.com>, Mahender Beniwal <mbeniwal@gmail.com>, "Dr. Pankaj Dadheech" <pankaj@skit.ac.in>, Pankaj Dadheech <pankaj75101@gmail.com>, Neha Janu <neha123jaipur@gmail.com>, Sunil Dhankhar <s2mdhankhar@yahoo.com>, Vinod Kataria <kataria358@gmail.com>, Nidhi Srivastav <nidhi03.srivastav@gmail.com>, rajat.goel@skit.ac.in, Niketa Sharma <niketa.eca@gmail.com>, Aakriti sharma <aakritivashishtha@gmail.com>, Rubal Gill <rubal@skit.ac.in>, Harpreet Singh Gill <harpreet@skit.ac.in>, anjana@skit.ac.in, kajal_mathur2002@yahoo.com, sahil roy <enggpratipal84@gmail.com>, Priyanka Trikha <trikhapriyanka@gmail.com>, Girish Sharma <girish.jaipur@gmail.com>, sabby singh <ece_sarabjeet@yahoo.co.in>, kailash.soni@skit.ac.in, Priyanka Sharma <priyanka08291@gmail.com>, kanak giri <kanakgiri88@gmail.com>, Deepa Modi <deepa.modi22@gmail.com>, shanu.tripathi@skit.ac.in, Vinay Kanungo <kanungo.vinay@gmail.com>, pankaj jadwal <pankajjadwal@gmail.com>, Ganpat Chauhan <ganpatchauhan@gmail.com>, guptagarima09@gmail.com, ruchika khandelwal <ruchikakhandelwal77@gmail.com>, Rashmi Dadhich <resham.dadhich@gmail.com>, Neha Mathur <nmdoll@gmail.com>, Ankit kumar <iiita.ankit@gmail.com>, neeraj garg <ng23neeraj.garg@gmail.com>, Sushant Kumar <skybvi@gmail.com>, Yogendra Gupta <yogen.571@gmail.com>, ashish.pant@skit.ac.in, mayank261288@gmail.com, palikajajoo@gmail.com, HOD-IT <hodit@skit.ac.in>, mehul@skit.ac.in, srdogiwal@skit.ac.in, dogiwal@gmail.com, bishnoisush@gmail.com, ervipin.skit@gmail.com, drsunitagupta2016@gmail.com, richarawal@skit.ac.in, binda.sanju@gmail.com, sanju@skit.ac.in, dolly.mittal@skit.ac.in, nikharbhatnagar@gmail.com, singhalshalini570@gmail.com, naveen@skit.ac.in, Satish Bhatnagar <bhatnagar_skb@yahoo.de>, HOD-ECE <hodece@skit.ac.in>, Praveen Jain <praveenjain.spsl@gmail.com>, Monika Mathur <monikamathur16@gmail.com>, kiranrathi25@gmail.com, vikaspathak85@gmail.com, ermamta@yahoo.co.in, aroraswati14@gmail.com, rzafar@skit.ac.in, satyanvijay@yahoo.co.in, jpvijay121@gmail.com, manjuchoudhary_mec@yahoo.co.in, suman.mlvtec@gmail.com, idiwal.rajni84@gmail.com, rajni.idiwal@skit.ac.in, shubhijain_19@rediffmail.com, neerajengi24@gmail.com, lalit.lata2008@gmail.com, prawal87@gmail.com, sunil.lakhawat@gmail.com, priyankas@skit.ac.in, ankitsagarwal@gmail.com, glrjsph@gmail.com, poojachoudharyengg@yahoo.com, hrshlnigam@gmail.com, rahul.ec.29@gmail.com, jainabhinandan86@gmail.com, sharmaricha670@gmail.com, jangir.rj89@gmail.com, akash@skit.ac.in, eesarfaraz1983@rediffmail.com, Dhanraj Chitara <dhanraj.chitara@gmail.com>, smriti.agr@gmail.com, bharatalone@gmail.com, sharma_sumi2000@yahoo.com, Ankush Tandon <eeankush.1986@gmail.com>, tarun.eic@gmail.com, a.abhi.engg@gmail.com, imran1585@hotmail.com, sharmaavadhesh81@gmail.com, jinendra.r@gmail.com, manishnawlakha@gmail.com, gauravkansal30@gmail.com, ajayb23@gmail.com, poojajain624@gmail.com, tarunchheepa@gmail.com, kjkavitajain21@gmail.com, deeptiarelapce@gmail.com, garvitgupta5@gmail.com, baibhavajit@gmail.com, rammurtieic@gmail.com, Jitendrasingh2389@gmail.com, ankiterect@gmail.com, akash11pe43@gmail.com, vikas.m513@gmail.com, viveksha1985@gmail.com, yusuf.sharif1207@gmail.com, deepak.92@outlook.com, ncbreeta@yahoo.com, HOD-ME <hodme@skit.ac.in>, "Prof.M.L. 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sharma.manmohan.jpr@gmail.com, akashjohari4@gmail.com, nishantsachdeva15@gmail.com, sitaramcool786@gmail.com, jitu.jangid11@gmail.com, ankurmishra1989@hotmail.com, kishanjain242829@gmail.com, sharmaankit.sharma65@gmail.com, pankajgupta532@gmail.com, saurabh.singh@skit.ac.in, lalit.gupta@skit.ac.in, nksharma317@gmail.com, vvyas001@gmail.com, abhishekjn11@gmail.com, prachi0409@gmail.com, sunitatolani1@gmail.com, bharathi.iitr@gmail.com, onaladiwal@gmail.com, atul.gpt15@gmail.com, Maneesha Kaushik <maneesha9099@gmail.com>, savitachoudhary@skit.ac.in, priyanka.payal@skit.ac.in, rvshpandey9@gmail.com, skm@skit.ac.in, sainilokesh1976@gmail.com, dineshlalgupta@gmail.com, janakbagaria@gmail.com, shivkumarsaini49@yahoo.co.in, shivrajpanchal76@gmail.com, hemant5787@gmail.com, sanwarolohar11@gmail.com, roopsinghpr@gmail.com, sunilkumar0141@gmail.com, lokeshdarjee@gmail.com, ravi9dra@gmail.com, shankarlalgurjar01@gmail.com, arjunramprajapat999@gmail.com, bhoori15@yahoo.co.in, gupta.manoj19990@yahoo.in, goverdhan151@gmail.com, hansrajskit@gmail.com, dscraj@gmail.com, pawanjangir1981@gmail.com, rameshkirodia@yahoo.com, chouhan-pushp@yahoo.co.in, mr.ajay11@gmail.com, tanu.g25@gmail.com, mukeshkumar986@gmail.com, sharmass136@gmail.com, ramvatarprajapat@yahoo.co.in, ynsharma2009@gmail.com, sohan.sain@gmail.com, yogeshbagda@gmail.com, ashugarhwa@gmail.com, prashant.acharya777@gmail.com, fatehsinghdagur@gmail.com, lsdhaked10@gmail.com, rkhinchi7@gmail.com, jiten.chouhan20@gmail.com, shaluguptavite@gmail.com, ashishdevkrankumar@gmail.com, chandan.dhaKed@gmail.com, regarshivraj@gmail.com, vkdimri61@gmail.com, er.rajdhayal@gmail.com, mohit.erjpr@gmail.com, pramodmaw@gmail.com, aniver916@gmail.com, richhpalsinghola@gmail.com, sushma.poonia81@gmail.com, acharyasunil11@gmail.com, prdhaka96@gmail.com, renuchaudhary93@gmail.com, riyajaipur1992@gmail.com, dkdhaked08@gmail.com, dhurendra.kite@gmail.com, pradhanmeenu1@gmail.com, ruchimahawar01@gmail.com, maheshkumarrathodiya@yahoo.com, satyaraj501@gmail.com, anitabagaria86@gmail.com, kulwantskit@gmail.com, premprakashsharma99@yahoo.com, hansatanwar@ymail.com, salmanskit@gmail.com, banshilalbhamboo@gmail.com, atalbiharee@gmail.com, sureshkumaryadav314@gmail.com, leenaankushtandon@gmail.com, anil_kumar180@rediffmail.com, pkskite@gmail.com, prahladkumar.yadakumar13@gmail.com, bigendrakulhari@gmail.com, arun.vashisth858@gmail.com, kmanoj758758@gmail.com, prins.marwal@gmail.com, arun_manju_gunja@yahoo.co.in, mkbanerjee@hotmail.com, accounts@skit.ac.in, ykahuja@gmail.com, rajkumarjpr@yahoo.co.in, bijarniyadharma8@gmail.com, sharmasanjay3035@gmail.com, bs.skit@gmail.com, purchase@skit.ac.in, amitalwayslucky@gmail.com, hanumanprasadskit@gmail.com, mr.skaran@rediffmail.com, rohit.k.gurjar@gmail.com, mukeshbagra.1987@gmail.com, rameshwar.mahal@gmail.com, vikram anand <vkanand07@gmail.com>, kashyapsk06@gmail.com, arjunlalmeena1977@gmail.com, Pushpendra Singh <pushpendra.singh@skit.ac.in>, suniljangid95@gmail.com, bhamukamlesh@gmail.com, sharmarohitr035@gmail.com, shivprasad.sharma@ymail.com, Seema Sharma <seemasharma0355@gmail.com>, yogeshawr@gmail.com, vijayneer.kumar@gmail.com, jatboy0011@gmail.com, bhattsanjay0@gmail.com, skitdigitallib@gmail.com, vimal.kasana@gmail.com, kaloya.pramod@gmail.com, sharwansingh02@gmail.com, mmeena254@gmail.com, rcyogi10@gmail.com, dileep5791@gmail.com, pradeepsihag.skit@gmail.com, babualwayslucky@gmail.com, chouhan_madhuri@yahoo.co.in, hanumansinghskit@gmail.com, pareeksn76@gmail.com, ajeetsihag@yahoo.co.in, sunilsharma1711975@gmail.com, babita.91986@gmail.com, vinodsinghskit@gmail.com, charansingh72@yahoo.co.in, parvez_anaqvi@yahoo.co.in, jangirsc@gmail.com, kajodsharma555@gmail.com, mahendrasinghskit@gmail.com, rambabuskit@gmail.com, dileeps791@gmail.com, maheshmeena87@gmail.com, spjaipura@gmail.com, lalsinghskit@gmail.com, sonupanchal193@gmail.com, rajendrasingh451993@gmail.com, vikassharma6595@gmail.com, meenamuneshkumar1984@gmail.com, balbirsinghmahala@gmail.com, singhbhatirajendra@gmail.com, singhgurpreet71088@gmail.com, erp@skit.ac.in, HEMLATA DULLAR <hemadullar@yahoo.com>, "abba.meel" <abba.meel@gmail.com>
Cc: Jaipal Meel <meeljaipal@gmail.com>, "Prof. R. Pachar, Principal" <rameshpachar@rediffmail.com>, "rachna.meel" <rachna.meel@rediffmail.com>, S L Surana <sls@skit.ac.in>

Universal Human Values and Ethics Committee, SKIT Jaipur
One Week Faculty Development Programme on
Code of Conduct and Professional Ethics
16 – 21 August 2021

Dear Colleague,
Namaskar!

We are pleased to inform you that Universal Human Values and Ethics Committee of SKIT Jaipur is organizing a One Week Faculty Development Programme on Code of conduct and Professional Ethics on 16 – 21 August 2021. As per AICTE and NAAC it is important for every faculty and staff member to attend this FDP. You are invited to register on the link given in the poster/ brochure.

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.
This value added Faculty Development Programme is aimed at making employees acquainted with code of conduct and professional ethics.

Participants will receive E- Certificates.

Thanking you

With Best Regards,

Faculty Coordinators:
Prof. Archana Saxena (Convenor UHVEC)
Dr. Nidhi Sharma (Member UHVEC)
Dr. Anurag Sharma (Member UHVEC)

Prof. (Dr.) Archana Saxena
Dept. of Chemistry
Convenor UHVEC
Student Counselor
Coordinator Alumni Cell
Coordinator Entrepreneurship Cell
Editor SKIT Times

Swami Keshvanand Institute of Technology, Management & Gramothan, Ramnagaria, Jagatpura, Jaipur - 302017
Estd:2000, Accredited 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**
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2 attachments

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8723K

POSTER.pdf
7845K

ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, 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 Postgraduate and Graduate Courses in Engineering and Management. Our sister institution **Swami Keshvanand Institute of Pharmacy** (SKIP) is affiliated to **Rajasthan University of Health Sciences** for offering Graduate Course in Pharmacy.

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.

Creating Winners for Life

Ranked 1st
For 4th Consecutive Academic Year 2020-21

1

Engineering Program in Rajasthan
by Rajasthan Technical University, Kota

Ranked

OUR ACHIEVEMENTS

| Outstanding Engineering College of Excellence By CSR-GHRDC (2020) | AAA Rating By Careers 360 Survey (2020) | In Top 100 Pvt. Engineering Institutions of India By Outlook Survey (2020) |

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Mr. Surja Ram Meel

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Mr. Jaipal Meel, Director
Prof. S.L. Surana, Director (Acad.)
Ms. Rachna Meel, Registrar
Prof. R.K. Pachar, Principal
Prof. Hemlata Dullar, Principal, pharmacy
Mrs. Abba Meel, Advisor
Dr. S. N. Vijayavergiya, Prof. & Dean R & D
Dr. Savita Choudhary, DMS
Dr. Anil Choudhary, Prof. & HOD IT
Dr. Mukesh Gupta, Prof. & HOD CSE
Dr. Mukesh Arora, Prof. & HOD ECE
Dr. Dheeraj Joshi, Prof. & HOD ME
Dr. Dharnraj Chitara, Prof. & HOD EE
Dr. Sanjeev Mathur, Prof. & HOD MS
Er. Pooja Jain, Asst. Prof. & Dy. HOD CE
Dr. Rohit Mukherjee, Prof. & Incharge (B.Tech. I Year)
Dr. Brajraj Sharma, Prof. & HOD Physics
Dr. Sharda Soni, Asso. Prof. & HOD Chemistry
Dr. Amber Srivastava, Prof. & HOD Maths
Dr. Neha Purohit, Prof. & HOD English
Dr. Krishna Sharma, Prof. English Deptt.
Dr. Sangeeta Vyas, Prof. Chemistry Deptt.
Dr. R. K. Jain, Prof. Physics Deptt.
Dr. Vinita Sharma, Prof. Chemistry Deptt.
Dr. Shikha Agarwal, Asst. Prof. English Deptt.

UHV & E COMMITTEE

Prof.(Dr.) Archana Saxena, Chemistry Deptt.
Prof.(Dr.) Amber Srivastava, Mathematics Deptt.
Dr. Nidhi Sharma, English Deptt.
Dr. Anurag Sharma, Chemistry Deptt.
Mr. B S Sharma, Dy. Registrar
Mr. Pradeep Sihag, Chief Warden

COORDINATORS (FDP)

Prof. Archana Saxena, Chemistry Deptt.
Dr. Nidhi Sharma, English Deptt.
Dr. Anurag Sharma, Chemistry Deptt.

TECH COMMITTEE (FDP)

Dr. Poonam Ojha, Asst. Prof. Chemistry Deptt.
Ms. Deepika Jain, Asst. Prof. Maths Deptt.
Ms. Tanu Garg, Sr. Tech. CSE Deptt.

STUDENT COORDINATORS

Ms. Priya Gupta, II Sem ECE Deptt.
Mr. Mohak Saini, II Sem CSE Deptt
Mr. Anshul Gora, II Sem CSE Deptt

MENTORS

MR. RAJA RAM MEEL
Patron, SKIT Jaipur

MR. SURJA RAM MEEL
Chairman, SKIT Jaipur

MR. JAIPAL MEEL
Director, SKIT Jaipur

PROF. S.L. SURANA
Director (Acad.), SKIT Jaipur

MS. RACHNA MEEL
Registrar, SKIT Jaipur

PROF. R.K. PACHAR
Principal, SKIT Jaipur

EMINENT SPEAKERS AND CHIEF GUEST

PROF. (DR.) B.P. SUNEJA
Former Professor, Dept. of Civil Engg & Former Dean, Faculty of Engg. & Architecture, RTU , Kota

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

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. 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.

OBJECTIVES 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, in doing 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.

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.

COORDINATORS

DR. NIDHI SHARMA
Member, UHV & E Committee
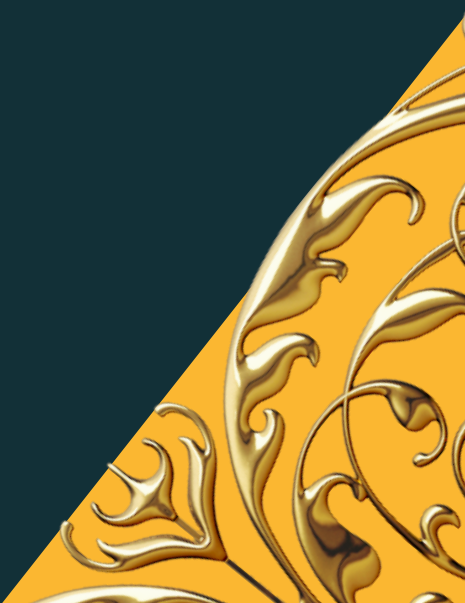
PROF. ARCHANA SAXENA
Convenor, UHV & E Committee

DR. ANURAG SHARMA
Member, UHV & E Committee

CONTACT US

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

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

MENTORS

Mr. Raja Ram Meel
Patron, SKIT Jaipur

Mr. Surja Ram Meel
Chairman, SKIT Jaipur

Mr. Jaipal Meel
Director, SKIT Jaipur

Prof. S. L. Surana
Dir(Acad.), SKIT Jaipur

Ms. Rachna Meel
Registrar, SKIT Jaipur

Prof. R. K. Pachar
Principal, SKIT Jaipur

Prof. BP Suneja (Chief Guest)
Former Professor, Dept. of Civil Engg & Former Dean, Faculty of Engg. & Architecture, RTU, Kota

Prof. Archana Saxena
Convenor, UHV& EC SKIT Jaipur

Dr. Nidhi Sharma
Member, UHV& EC SKIT Jaipur

Dr. Anurag Sharma
Member, UHV& EC SKIT Jaipur

EMINENT SPEAKERS

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

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

Prof. 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

REGISTER HERE – HTTPS://FORMS.GLE/VNH8EC1SYDJP2RYF6

Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/02

30/07/2019

This is to notify all the newly admitted students an Orientation/ induction programme is organized by B.Tech. I Year Deptt and UHVEC during 01-15 Aug 2019. All the students are requested to attend all the sessions. The objectives of the Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature. Details of the programme are to be shared by the respective batch counsellors.

> The following are the major activities under the induction programme

> Physical activity: This would involve a daily routine of physical activity with games and sports including yoga which will help them to develop team spirit.

> Extra Curricular Activities: Every student would choose one skill related to the extracurricular segment whether technical or non –technical activities like music, dance, drama, robotics, entrepreneurship etc.

> Universal human values: It gets the student to explore on self and allows one to experience the joy of learning stand up to peer pressure, take decisions with courage etc.

> Literary Activities: Literary activities would encompass reading, writing, debating and enacting a play.

> Lectures by Eminent People: This period can be utilized for lectures by eminent people it would give the students exposure to people who are socially active or are in public domain.

Prof. Archana Saxena
Convener UHVEC

Prof. Rohit Mukherjee
Incharge B.Tech. I year

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

Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/03

14/08/2020

UHVEC is organizing a Seminar on Training for Ethics in Practical Training on 17th August 2019. All the interested faculty members are requested to attend the programme.

Contact – Dr. Nidhi Sharma (Asso. Prof., Eng Deptt.) & Member UHVEC

Prof. Archana Saxena
Convener UHVEC

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Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/04

14/02/2020

UHVEC is organizing a Seminar on "Human Values and Professional Ethics" February 18, 2020. All the interested faculty members are requested to attend the programme. Speaker of the programme will be Mr. Dharmesh Sharma from BIGGYAN , ISKCON, Jaipur

All the interested ones are invited to attend the programme.

Contact – Dr. Nidhi Sharma (Asso. Prof., Eng Deptt.) & Member UHVEC

Prof. Archana Saxena
Convener UHVEC

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Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/05

15/03/2020

UHVEC is organizing a Symposium on Building a Culture of Ethical Behavior in Organization on 20th March, 2020. All the interested faculty members are requested to attend the programme.

Dr. Nidhi Sharma (Asso. Prof., Eng Deptt.)
Member UHVEC

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Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/06

11/04/2020

UHVEC is organizing a Ethics workshop on why professionals do wrong and Seminar on "Human Values and Professional Ethics 13th April, 2020.

All the interested ones are invited to attend the programme.

Dr. Nidhi Sharma (Asso. Prof., Eng Deptt.)
Member UHVEC

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

Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur

UNIVERSAL HUMAN VALUES AND ETHICS COMMITTEE

Notice

SKIT/UHVEC /2019-20/07

UHVEC is organizing a Three days Workshop on "Enhancement of Personal Skills and Personal development for Supporting Staff on 7th – 9th December, 2020 All the interested ones are invited to attend the programme.

Dr. Nidhi Sharma (Asso. Prof., Eng Deptt.)
Member UHVEC

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

Swami Keshvanand Institute of Technology Management and Gramothan, Jaipur

Universal Human Values and Ethics Committee

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.

By - Prof. Archana Saxena (Convener UHVEC)

MENTORS

MR. RAJA RAM MEEL
Patron, SKIT Jaipur

MR. SURJA RAM MEEL
Chairman, SKIT Jaipur

MR. JAIPAL MEEL
Director, SKIT Jaipur

PROF. S.L. SURANA
Director (Acad.), SKIT Jaipur

MS. RACHNA MEEL
Registrar, SKIT Jaipur

PROF. R.K. PACHAR
Principal, SKIT Jaipur

Universal Human Values & Ethics Committee

- Prof. Archana Saxena (Convener)

- Dr. Nidhi Sharma (Member)

- Dr. Anurag Sharma (Member)

- Mr. B.S. Sharma (Member)

- Mr. Pradeep Sihag (Member)

Student Coordinators

Ms. Priya Gupta (ECE)
Mr. Mohak Saini (CSE)

FOREWORD

This pandemic time has been a challenge for everyone. Teaching, learning and other activities are affected. Online teaching and interaction has been evolved as a tool to overcome the problem. Similarly, UHV &EC floated its activities on online mode this year. Many students were counselled online to develop good moral values, thinking in a better aspect and a democratic way of living, good citizenship and standard of living and behaviour, tolerance and make a kind person   to.

This report is showcasing activities done by UHV& EC during 2020-2021. The present education system has become largely skill-based. The prime emphasis is on science and technology. However, science and technology can only help to provide the means to achieve what is considered valuable in terms of facilities. It is not Value Education is a crucial missing link in the present education system. Because of this deficiency, most of our efforts may prove to be counterproductive and serious crises at the individual, societal and environmental   level   are   manifesting.

HUMAN VALUES IN NEW EDUCATION POLICY

AICTE adopted the UHV Approach for Value Inculcation in 2017

In March 2017, AICTE decided to update its Model Curriculum from the 2018-19 academic year for all technical education (engineering, architecture etc.) across India:

- UHV is included as a core part of the mandatory Student Induction Program (UHV-I)

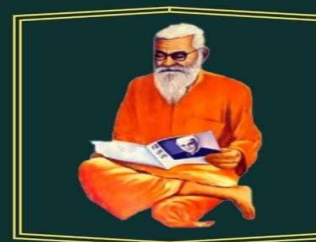- UHV is to be offered as an essential 3-credit course (UHV-II or H-102) in 3rd/4th semester or earlier

Today, more than 10,000 colleges under the AICTE umbrella are preparing their teachers for this huge task of National importance

SELF EVOLUTION THROUGH UHVEC

VALUES AND SKILL COMPLEMENT EACH OTHER

Values means importance or participation and skills means qualities, training, and capabilities. To fulfil our aspirations both values and skills are necessary. When we identify and set the right goals and produced in right direction. This is known as value domain, the domain of wisdom. Basically, we must know what really is useful to achieve human happiness, the happiness to all and for all the time. And when we learn and practices to actualize this goal to develop the techniques to make this happen in real life, in various dimensions of human Endeavour, this is known as domain of skills. Hence, there is an essential bonding between values and skills for the success of any human endeavour   .

For a happy and successful life it is important to know, explore, verify and practice universal human values, professional ethics. At SKIT Jaipur we not only educate our students and staff community but also practice values and ethics so that students can realize and actualize all goodness with human values and professional ethics.

ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, 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 Postgraduate and Graduate Courses in Engineering and Management. Our sister institution **Swami Keshvanand Institute of Pharmacy** (SKIP) is affiliated to **Rajasthan University of Health Sciences** for offering Graduate Course in Pharmacy.

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.

Creating Winners for Life

Ranked 1st
For 4th Consecutive
Academic Year 2020-21

1
Ranked

Engineering Program in Rajasthan
by Rajasthan Technical University, Kota

OUR ACHIEVEMENTS

Outstanding Engineering College of Excellence By CSR-GHRDC (2020) | AAA Rating By Careers 360 Survey (2020) | In Top 100 Pvt. Engineering Institutions of India By Outlook Survey (2020)

RAMNAGARIA, JAGATPURA
JAIPUR-302 017,RAJASTHAN
+91-0141- 3500300
E-MAIL: INFO@SKIT.AC.IN

Our Guiding Spirit – Swami Keshvanand Ji
(1883 - 1972)
Social Reformer & Education Saint

Our Trailblazer Chairman Shri Surjaram Meel

Vision, Mission, Quality Policy of SKIT

Vision
To promote higher learning in advanced technology and industrial research to make our country a global player

Mission
To promote quality education, training and research in the field of Engineering by establishing effective interface with industry and to encourage faculty to undertake industry sponsored projects for students

Quality Policy
We are committed to 'achievement of quality' as an integral part of our institutional policy by continuous self-evaluation and striving to improve ourselves.

Institute would pursue quality in
• All its endeavors like admissions, teaching- learning processes, examinations, extra and co-curricular activities, industry institution interaction, research & development, continuing education, and consultancy.

• Functional areas like teaching departments, Training & Placement Cell, library, administrative office, accounts office, hostels, canteen, security services, transport, maintenance section and all other services."

- **SWAMI KESHVANAND**

  "Mass illiteracy is the root cause behind backwardness of India. If we want speedy progress of nation we need to root it out as early as possible."

- Swami Keshvanand, an orphan, illiterate, nomadic man who never received formal education, was the founder of more than 300 schools, 50 hostels and innumerable libraries, social service centers and museums.Swami Keshvanand had a deep understanding of the rural society of the desert region .He had explained the peculiarities of the desert region, identified the problems and suggested appropriate and logical solutions. It was Swami Keshvanand's lifelong endeavour to eradicate social evils like untouchability, illiteracy, child marriage, indebtedness, poverty, backwardness, alcohol abuse, moral dissipation etc.

OBJECTIVES OF UHV & E COMMITTEE

Nurturing students to live with mutual happiness with human beings and mutual prosperity with rest of Nature along with the development of technical and managerial competence.

UNIVERSAL HUMAN VALUES

A humane society is composed of families living together in a relationship of mutual fulfilment. Such a society would make effort for a common, humane goal, which can be articulated as…

Happiness in every individual (through right understanding and right thought)

Prosperity in every family (through production of more than required physical facility by way of labour, using cyclic and mutually enriching natural processes)

Fearlessness in society (through clarity and practice of justice in human- human relationship)

Co-existence in nature/existence (through ensuring all processes are in harmony with the natural/existential laws)

The key is the development of right understanding and right thought in every individual by way of humane education; and, of course, the practice of living accordingly. As a whole, this can be called humane education. This is both, the expectation from as well as the responsibility of the parents/elders, teachers and responsible people/systems of the society.

METHODOLOGY

- A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student.
- It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature
- Through this process of self-exploration, students are able to discover the values intrinsic in them.

KEY OBJECTIVES OF "UNIVERSAL HUMAN VALUES EDUCATION"

- To help the student to see the need for developing a holistic perspective of life.
- To sensitize the student about the scope of life – individual, family, society and nature/existence.
- Strengthening self-reflection.
- To develop more confidence and commitment to understand, learn and act accordingly.

PROFESSIONAL ETHICS

Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.

Ethical principles underpin all professional codes of conduct. Ethical principles may differ depending on the profession; for example, professional ethics that relate to medical practitioners will differ from those that relate to lawyers or real estate agents.

However, there are some universal ethical principles that apply across all professions, including:

- honesty
- trustworthiness
- loyalty
- respect for others
- adherence to the law
- doing good and avoiding harm to others
- Accountability.

KEY OBJECTIVES OF "PROFESSIONAL ETHICS" EDUCATION

- Moral awareness (proficiency in recognizing moral problems in engineering like Plagiarism and patenting)
- Convincing moral reasoning (comprehending, assessing different views)
- Moral coherence (forming consistent viewpoints based on facts)
- Moral imagination (searching beyond obvious the alternative responsesto issues and being receptive to creative solutions)
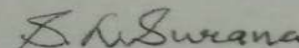- Moral communication, to express and support one's views to others

Constitution of UHV and Ethics Committee (AMC 4.7.2019)

their services are needed by the Institute these can be curtailed/denied.

(c) As AICTE included the Universal Human Values (UHV) in the model curriculum, it was decided to form UHV & Ethics Committee comprising following members :-

1.	Prof.(Dr.) Archana Saxena (Chemistry Department)	Convener
2.	Prof.(Dr.) Amber Srivastava (Mathematics Department)	Member
3.	Dr. Nidhi Sharma(English Department)	Member
4.	Dr. Anurag Sharma (Chemistry Department)	Member
5.	Mr. B.S. Sharma (Dy. Registrar)	Member
6.	Mr. Pradeep Sihag (Chief Warden)	Member

Since there was no other item to be discussed, the meeting was declared closed.

Dr. S. L. Surana
Director (Academics)

Copy to:
1. Director
2. Principal
3. Registrar
4. Advisers
5. I/c B. Tech. 1 year
6. Head-PAQIC
7. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English, MS.
8. All concerned
9. File.

7.1.10 SKIT'S CODE OF CONDUCT : PERIODIC PROGRAMMES

SENSITIZATION OF FACULTY AND STAFF MEMBERS ABOUT CODE OF CONDUCT OF SKIT

Sensitization of faculty and Staff Members is done by making them aware of this CODE OF CONDUCT of SKIT by departmental Induction program, Discussion with HOD and UHVEC members. They are told about their role, duties and rights. Everyone has to work towards the vision and mission of institute and to meet the objectives.

SENSITIZATION OF STUDENTS ABOUT CODE OF CONDUCT OF SKIT

Every year Induction programme of new entrants is organized in which a session of Incharge/ Senior Faculty member is held to make all the students aware of CODE OF CONDUCT. They are told Importance of discipline, regularity, punctuality etc. Why is it imp to wear uniform, is told to students. Uniform gives belongingness and maintain perity among students. It is also told th them to behave in a harmonious way with juniors, seniors, elders in the campus and outside too, all these points are the parts of discussion of chief guest/ honored guests/ institute management and Principal also.

List of Events

S. No.	Activity	About	Date	Beneficiary
1	Orientation	About UHVEC	08-Dec-20	I Year Students
2	Workshop	SELP (Values & Yog)	22-27 Feb 2021	Students
3	FDP	Code of Conduct & Ethics	16-21 Aug 2021	Faculty Members

Orientation Program for New Entrants, 8 Dec 2020

Report of the Orientation session

Event: - Introduction Session with Fresher's B.Tech. First Year

Date: -09thDecember 2020

Venue: -Virtual Event held at Google Meet platform.

Time: -1:30 -3:00 PM

Objective of The Event :- To make Fresher's well-acquainted with club workings and to have an introductory interaction with them.

Details :-The prodigious session commenced with a highly motivational and affirmative speech by the key note speaker/ Chief faculty coordinator: Prof. Archana Saxena. Not only did she cheer the students with immense enthusiasm but also strengthened the participants to take the next steps towards their respective future goals. She briefed the participants about the club as well as gave some instructive details about the same. The meeting was concluded with a Q and A session where all the other club coordinators cleared the doubts of the attendees. The orientation, whole, was very valuable, informing and gave an insight into expectations of the UHV cell.

New Year Programme: 01 Jan 2021

- Think and Discuss your New Year Resolutions with us.
- How to adhere on resolutions
- 01 Jan 2021
- On Google Meet
- 5:00pm – 6:00pm
- Faculty Mentors: Prof. Archana Saxena
- Dr. Shikha Agrawal

Students Excellence and Learning Programme (SELP), 22-27 Feb 2021

NPIU | TEQIP-3

SELP
Student Excellence & Learning Program

RTU (ATU) TEQIP-III SPONSORED

Students Excellence and Learning Program (SELP)

February 22 – 27, 2021

Organized by
Rajasthan Technical University, Kota
&
Universal Human Values Cell
Swami Keshvanand Institute of Technology, Management & Gramothan, Jagatpura, Jaipur

Comprehensive Report

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

Students Excellence and Learning Program (SELP)

February 22 – 27, 2021

HOST INSTITUTE

SKIT

असतो मा सद्गमय

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

Estd:2000, Accredited 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: info@skit.ac.in

SKIT JAIPUR (Host Institute) Event Coordinators

Dr. Shikha Agrawal	Prof. Rohit Mukherjee	Prof. Archana Saxena
Department of English	Incharge B.Tech. I Year	Department of Chemistry
SKIT Jaipur	SKIT Jaipur	SKIT Jaipur

POSTER OF THE PROGRAMME

EMINENT SPEAKERS

Mr. Deepak Sharma,

Art of Living Faculty and Project Coordinator

Mr. Abhay Sharma

Art of Living Faculty

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

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

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.

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!

Inauguration

On 22/02/2021 The workshop began with the inauguration. Dr. Shikha Agrawal coordinator of the programme (Deptt of English , SKIT Jaipur) welcomed all the eminent guests, expert speakers and participants of the event.

In his address Prof. R.K. Pachar, Principal SKIT Jaipur emphasized the importance and relevance of this learning 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 Learning Programme.

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

Prof. R. Shringi, Dean Students Welfare and coordinator of this event also thrown light on the objectives of the workshop.

The programme ended with the vote of thanks by Prof. Rohit Mukherjee, Coordinator of this programme. Prof. Sangeeta Vyas (Chief Counselor) and Dr. Sharda Soni (HOD Chemistry Deptt) SKIT Jaipur also attended the programme and conveyed their best wishes to the event.

Sessions Of Six Days

Day 1:

1. Welcome and Greeting
2. I belong to You/Sangachhadhwam
3. Teams and Guidelines   Four Sources of Energy
4. Importance of Breath
5. Breath game

Day 2:

1. Yoga ending with Yoga Nidra
2. Review and discussion of homework
3. Types of Listening (with listening riddle)
4. Be 100% (Clap game, Touch the main door & come back)
5. Trying v/s doing
6. Ujjayi (Victory) Breath
7. Introduction to Pranayama
8. Three-Stage Pranayama
9. Bhastrika (6 rounds of 20 counts each)

Day 3:

1. Three-Stage Pranayama

2.Bhastrika (6 rounds of 20 counts each)

3.Short Sudarshan Kriya (in Gurudev's voice)

Day 4:

1.Yoga ending with Panchakosha meditation

2. Review and discussion of homework

3. Nature of Chitta (with process of writing 10 compliments and 1 insult)

4. Pay attention to what you hold on to and what you give up

5.Don't be a football of other people's opinions (establish with TV - remote

control game)

6. Home Kriya (Explain and practice

Day 5:
1. Practice of pranayama and Home Kriya (without Gurudev's voice)
 2. Enthusiasm
3.Making A Difference (Review and discuss homework)
• Choose an activity within college premises/ home like cleaning up the premises, plantation of trees etc. and instill, in students, a feeling of giving back through this process.
• Joy increases by sharing

Day 6
1. yog
2. Practice of pranayama and Home Kriya (without Gurudev's voice)
3. Materialism and Spirituality (if no space constraint)/ Round things square things game (if space constraint)
4. Homework -
• Group activity: Make a plan for any social project your group would like to implement for your college (e.g. campus cleaning, tree plantation):

Valedictory Programme

In the Valedictory Programme Prof Archana Saxena read the report on all days activities. Eminent speakers summed up the various activities. Students shared their feedback, made and submitted small videos of feedback too. The event ended with vote of thanks by Dr. Shikha Agrawal.
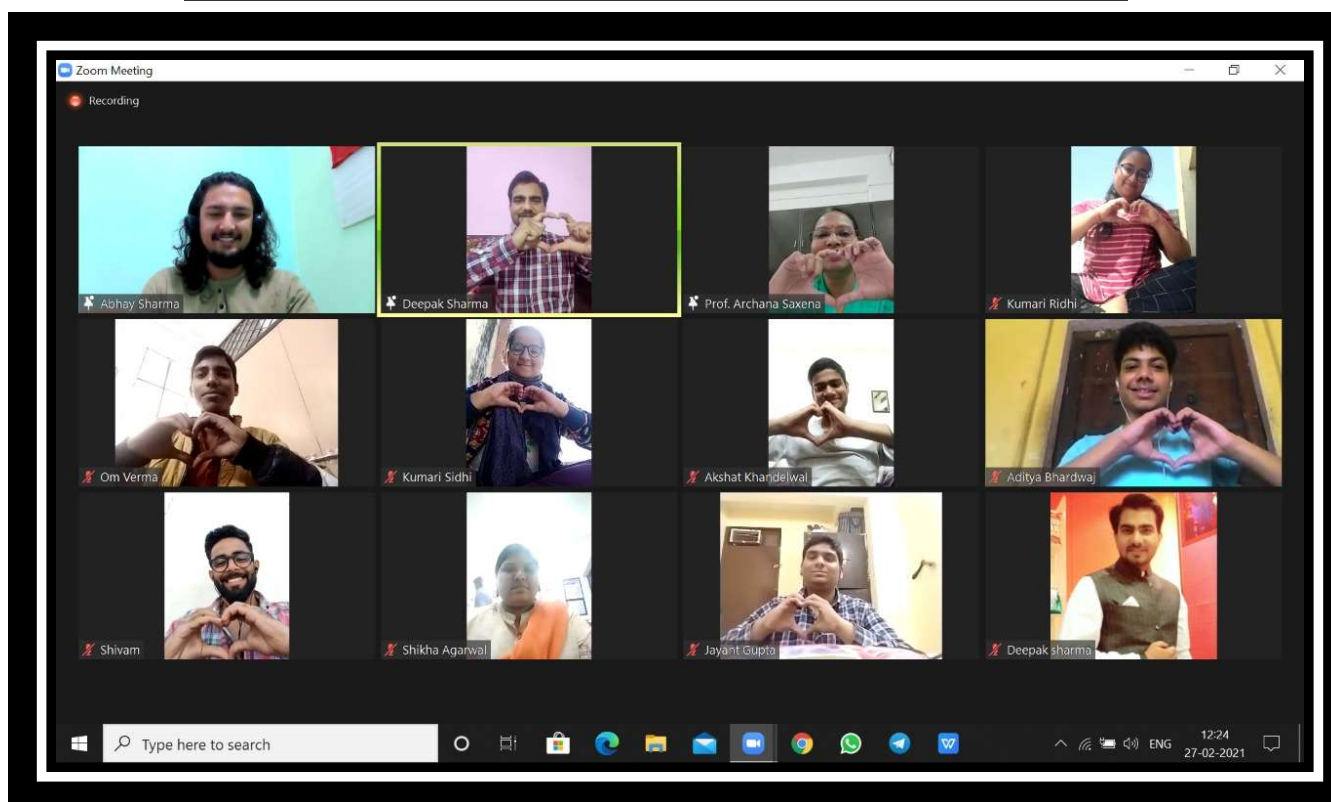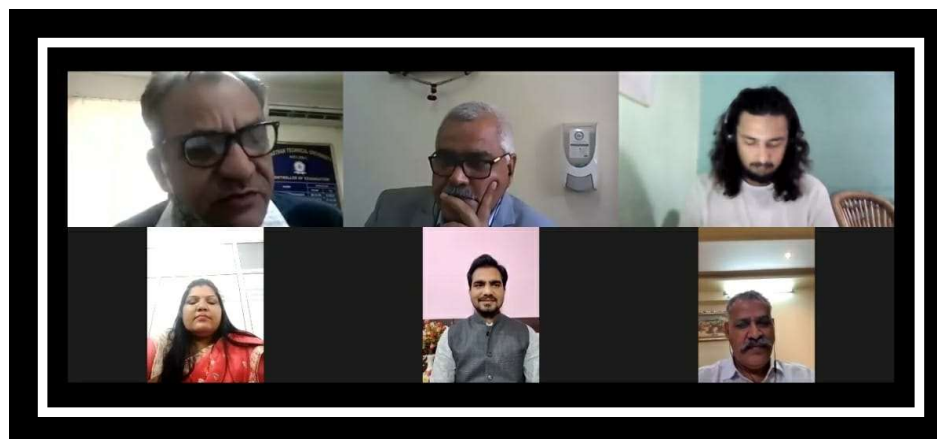
One Week TEQIP-III Sponsored

"Students Excellence and Learning Program (SELP)"

(February 22 – 27, 2021)

Organised By

Rajasthan Technical University, Kota

&

Swami Keshvanand Institute of Technology, Management &Gramothan, Jaipur
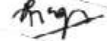
Certificate of Participation

Ref. No. RTU/ TEQIP-III/ F (56)/2020 - 2021/ 6888 - 94

This is to certify that Mr./Ms.--

of --- SKIT Jaipur has attended One Week TEQIP-III Sponsored "Students

Excellence and Learning Program (SELP)" held from 22/02/2021 to 27/02/2021, organised by RTU Kota &

Universal Human Values Cell, SKIT Jaipur. We appreciate his/ her enthusiastic participation.

|				
Dr. Shikha Agarwal	Prof. Rohit Mukherjee,	Prof. (Dr.) Archana Saxena	Prof. Rohitashwa Shringi,	Prof. (Dr.) Ramesh Kumar Pachar
Department of English	ncharge B.Tech. I Year,SKIT Jaipur	Chemistry Deptt., SKIT Jaipur	Dean Student Welfare, RTU Kota	Principal
Event Coordinator – SKIT Jaipur	Event Coordinator – SKIT Jaipur	Event Coordinator – SKIT Jaipur	Event Coordinator –RTU Kota	SKIT Jaipur

4. Correlation between Ethics and Spirituality

- The Bhagavata Purana explains that even though one may follow religious ethics for some time, without genuine devotion to the Lord the subtle desires in the heart, which are the roots of immoral tendencies, are not destroyed and will rise again. Only pure devotion can remove all immoral tendencies. This is described in the Bhagavata:

kecit kevalaya bhaktya
vasudeva-parayanah
agham dhunvanti kartsnyena
niharam iva bhaskarah

"Only a rare person who has adopted complete, unalloyed devotional service to the Supreme Lord Vasudeva, Krishna, can uproot the weeds of sinful actions with no possibility that they will revive. He can do this simply by discharging devotional service, just as the sun can immediately dissipate fog by its rays."

Sankarshan Priya Das
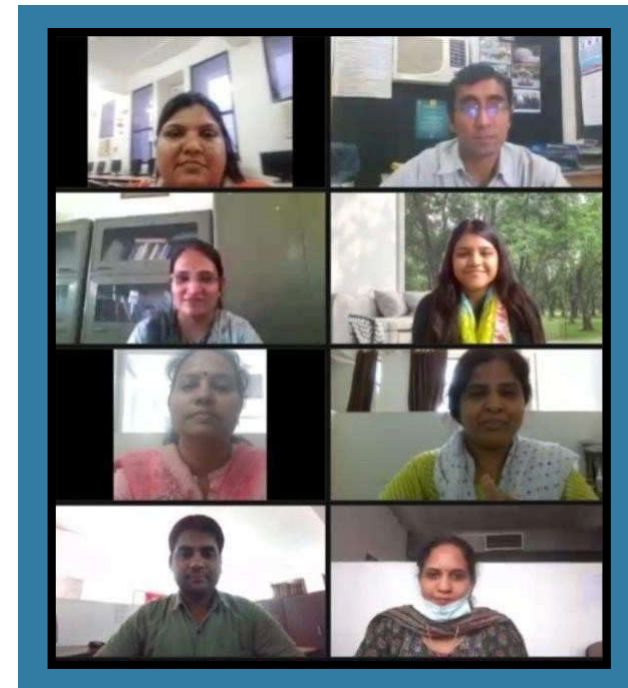
वेबिनार में हुई प्रोफेशनल एथिक्स पर चर्चा

जयपुर। स्वामी केशवानंद इंस्टीट्यूट ऑफ टेक्नोलॉजी (एसकेआईटी) मे 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 मेम्बर्स 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

जयपुर ◆ एसकेआइटी में 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
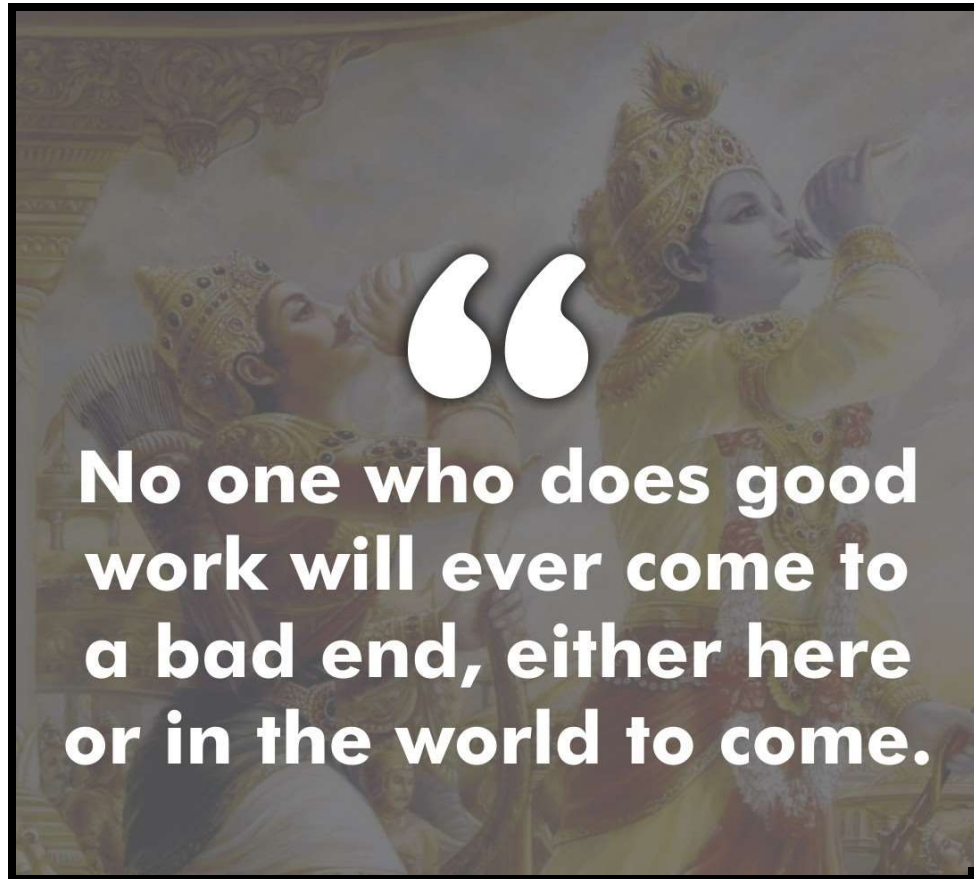
"
No one who does good
work will ever come to
a bad end, either here
or in the world to come.

THANKS

PROF. ARCHANA SAXENA
Convenor, UHV & E Committee

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGYMANAGEMENT & GRAMOTHAN, RAMNAGARIA, JAGATPURA, JAIPUR

HUMAN VALUES & PROFESSIONAL ETHICS

COMPREHENSIVE

REPORT

FOREWORD

The present education system has become largely skill-based. The prime emphasis is on science and technology. However, science and technology can only help to provide the means to achieve what is considered valuable in terms of facilities. It is not Value Education is a crucial missing link in the present education system. Because of this deficiency, most of our efforts may prove to be counterproductive and serious crises at the individual, societal and environmental level are manifesting.

Values and skill complement each other. Values means importance or participation and skills means qualities, training, and capabilities. To fulfil our aspirations both values and skills are necessary. When we identify and set the right goals and produced in right direction. This is known as value domain, the domain of wisdom. Basically we must know what really is useful to achieve human happiness, the happiness to all and for all the time.

And when we learn and practices to actualize this goal to develop the techniques to make this happen in real life, in various dimensions of human Endeavour, this is known as domain of skills. Hence, there is an essential bonding between values and skills for the success of any human endeavour.

For a happy and successful life it is important to know, explore, verify and practice universal human values, professional ethics.

At SKIT Jaipur we not only educate our students and staff community but also practice values and ethics so that students can realize and actualize all goodness with human values and professional ethics.

TABLE OF CONTENT

HUMAN VALUES IN NEW EDUCATION POLICY

NEP - 2019

National Education Policy 2019

A vision for the education system in India

The vision of India's new education system has accordingly been crafted to ensure that it touches the life of each and every citizen, consistent with their ability to contribute to many growing developmental imperatives of this country on the one hand, and towards creating a just and equitable society

India has had a long and illustrious history of holistic education. The aim of education in ancient India was not just the acquisition of knowledge, as preparation for life in this world or for life beyond schooling, but for complete realisation and liberation of the self. According to Swami Vivekananda, *"Education is not the amount of information that we put into your brain and runs riot there, undigested, all your life.*

Aspirations in National Education Policy 2020

National Education Policy 2020

Ministry of Human Resource Development

Government of India
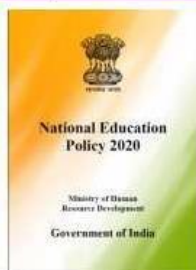
Education is fundamental for achieving

full human potential,
developing an **equitable and just society**,
and promoting **national development**

(See page 3)

We have to understand the meaning of
- Full human potential
- Equitable and just society
- National development

AICTE adopted the UHV Approach for Value Inculcation in 2017

In March 2017, AICTE decided to update its Model Curriculum from the 2018-19 academic year for all technical education (engineering, architecture etc.) across India:

- UHV is included as a core part of the mandatory Student Induction Program (UHV-I)

- UHV is to be offered as an essential 3-credit course (UHV-II or H-102) in 3rd/4th semester or earlier

Today, more than 10,000 colleges under the AICTE umbrella are preparing their teachers for this huge task of National importance

SELF

EVOLUTION

THROUGH

UHV

ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, 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 Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

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.

OUR INSPIRATION

Our Guiding Spirit - **Swami Keshvanand Ji**
(1883 - 1972)
Social Reformer & Education Saint

Our Trailblazer Chairman Shri Surjaram Meel

Vision, Mission, Quality Policy of SKIT

Vision
To promote higher learning in advanced technology and industrial research to make our country a global player

Mission
To promote quality education, training and research in the field of Engineering by establishing effective interface with industry and to encourage faculty to undertake industry sponsored projects for students

Quality Policy
We are committed to 'achievement of quality' as an integral part of our institutional policy by continuous self-evaluation and striving to improve ourselves.

Institute would pursue quality in
• All its endeavors like admissions, teaching- learning processes, examinations, extra and co-curricular activities, industry institution interaction, research & development, continuing education, and consultancy.

• Functional areas like teaching departments, Training & Placement Cell, library, administrative office, accounts office, hostels, canteen, security services, transport, maintenance section and all other services."

Swami Keshvanand

"Mass illiteracy is the root cause behind backwardness of India. If we want speedy progress of nation we need to root it out as early as possible."

Swami Keshvanand, an orphan, illiterate, nomadic man who never received formal education, was the founder of more than 300 schools, 50 hostels and innumerable libraries, social service centers and museums.Swami Keshvanand had a deep understanding of the rural society of the desert region .He had explained the peculiarities of the desert region, identified the problems and suggested appropriate and logical solutions. It was Swami Keshvanand's lifelong endeavour to eradicate social evils like untouchability, illiteracy, child marriage, indebtedness, poverty, backwardness, alcohol abuse, moral dissipation etc.

Bharat Ratna Shri. M. Visvesvaraya

Mokshagundam Visvesvaraya, popularly called 'Sir MV' was one of India's finest engineers. The birth anniversary of M Visvesvaraya, on September 15, is celebrated as Engineer's Day in India every year. He was born in 1861 to a Telugu family at Chikkaballapur, a little over 55 km from Bengaluru. Both his parents were well-known Sanskrit scholars. M Visvesvaraya lost his father early in life. He did his primary education in his hometown but later moved to Bengaluru for higher education. After completing his undergraduate degree in Arts, M Visvesvaraya changed track and went for a degree in civil engineering from the College of Engineering in Pune. *In 1955, M Visvesvaraya was awarded India's highest civilian honour, the Bharat Ratna for his immense contribution to the development of the country*

MENTORS

Mr.Jaipal Meel (Director,SKIT)

Prof. S.L.Surana Director(Academics)

Ms. Rachna Meel (Registrar, SKIT)

Prof. Ramesh Kumar Pachar (Principal, SKIT)

TEAM

Dr. Nidhi Sharma (Member UHV – PE Committee)

Prof.Archana Saxena (Convenor UHV – PE Committee)

Prof.Amber Srivastava (Memberr UHV – PE Committee)

OBJECTIVE/ PURPOSE OF UHV & PROFESSIONAL ETHICS CELL

Nurturing students to live with mutual happiness with human beings and mutual prosperity with rest of Nature along with the development of technical and managerial competence.

सभी सुखी होवें, सभी रोगमुक्त रहें, सभी का जीवन मंगलमय बनें और कोई भी दुःख का भागी न बने।

UNIVERSAL HUMAN VALUES

A humane society is composed of families living together in a relationship of mutual fulfillment. Such a society would make effort for a common, humane goal, which can be articulated as…

- ➢ Happiness in every individual (through right understanding and right thought)
- ➢ Prosperity in every family (through production of more than required physical facility by way of labour, using cyclic and mutually enriching natural processes)
- ➢ Fearlessness in society (through clarity and practice of justice in human- human relationship)
- ➢ Co-existence in nature/existence (through ensuring all processes are in harmony with the natural/existential laws)
- ➢ The key is the development of right understanding and right thought in every individual by way of humane education; and, of course, the practice of living accordingly. As a whole, this can be called humane education. This is both, the expectation from as well as the responsibility of the parents/elders, teachers and responsible people/systems of the society.
- ➢ A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between thefaculty and the student.
- ➢ It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part ofthe society and as an unit in nature
- ➢ Through this process of self-exploration, students are able to discover thevalues intrinsic in them.

KEY OBJECTIVES OF "UNIVERSAL HUMAN VALUES EDUCATION" ARE AS FOLLOWS…

- To help the student to see the need for developing a holistic perspectiveof life
- To sensitize the student about the scope of life – individual, family,society and nature/existence
- Strengthening self-reflection
- To develop more confidence and commitment to understand, learn andact accordingly

PROFESSIONAL ETHICS

Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.

Ethical principles underpin all professional codes of conduct. Ethical principlesmay differ depending on the profession; for example, professional ethics that relate to medical practitioners will differ from those that relate to lawyers or real estate agents.

However, there are some universal ethical principles that apply across all professions, including:

- honesty
- trustworthiness
- loyalty
- respect for others
- adherence to the law
- doing good and avoiding harm to others
- Accountability.

Key Objectives of "Professional Ethics" Education are as follows...

- Moral awareness (proficiency in recognizing moral problems in engineering like Plagiarism and patenting)
- Convincing moral reasoning (comprehending, assessing different views)
- Moral coherence (forming consistent viewpoints based on facts)
- Moral imagination (searching beyond obvious the alternative responsesto issues and being receptive to creative solutions)
- Moral communication, to express and support one's views to others

ACTIVITIES

- Implementation of UHV courses and Students' Induction Programme proposed by AICTE.
- Facilitation of faculty members through FDPs, refresher FDPs and Higher Level FDPs to understand concepts of Universal Human Values.
- To organize International and National conferences to make people aware about UHV concepts & Yog in BHARAT & around the globe.
- Support Regional Nodal Centers and Nodal Centers of Value Education as well as college level UHV Cell in all ways.
- Generating congenial ambience for value based education at Institute through various means like BOS, Dean UHV, and Nodal Centers etc.
- Preparing Mentors for conducting Student Induction program.
- Sensitization of students & employees of the institution to the constitutional obligations, values, rights and duties
- Sensitization of students & employees of the institution to the About code of conduct of the institute
- Celebration of commemorative events, days, festivals at the institute
- Practicing Human Values & Yog through Activities

OUTCOMES OF RELATED ACTIVITIES

Students will be able

- to understand the moral values that ought to guide the engineering profession.

- to create an awareness on Engineering Ethics and Human Values.

- to inspire self and others about Moral, Social Values and Loyalty.

- to appreciate the rights of others.

- to resolve the moral issues in the profession.

- to justify the moral judgment concerning the profession.

- to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

- to be emotionally and mentally strong.

- to differentiate between right & wrong.

- to identify goods and bads.

- to understand, explore & experience and then believe different concepts about happiness, aspiration, needs, relationship, company, gratitude, love, harmony, respect, responsibility etc.

METHODOLOGY

▪ A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student

▪ It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature

▪ Through this process of self-exploration, students are able to discover the values intrinsic in them

7.1.10 SKIT'S CODE OF CONDUCT : PERIODIC PROGRAMMES

SENSITIZATION OF FACULTY AND STAFF MEMBERS ABOUT CODE OF CONDUCT OF SKIT

Sensitization of faculty and Staff Members is done by making them aware of this CODE OF CONDUCT of SKIT by departmental Induction program, Discussion with HOD and UHV Cell members. They are told about their role, duties and rights. Everyone has to work towards the vision and mission of institute and to meet the objectives.

SENSITIZATION OF STUDENTS ABOUT CODE OF CONDUCT OF SKIT

Every year Induction programme of new entrants is organized in which a session of Incharge/ Senior Faculty member is held to make all the students aware of CODE OF CONDUCT. They are told Importance of discipline, regularity, punctuality etc. Why is it imp to wear uniform, is told to students. Uniform gives belongingness and maintainperity among students. How to behave with juniors, seniors, elders in the campus and outside too, all these points are the part of discussion of chief guest/ honored guests/ institute management and Principal.

S. No.	Date	Event
1.	1st to 15th August, 2019	The Two Week INDUCTION PROGRAMME for B. Tech. I Year Students
2.	17th August 2019	Seminar on Training for Ethics in Practical Training
3.	February 18, 2020	Seminar on "Human Values and Professional Ethics"
4.	20th March,2020	Symposium on Building a Culture of Ethical Behavior in Organization
5.	13th April, 2020	Ethics workshop on why professionals do wrong and how to avoid it held
6.	7th December, 2020	Three days Workshop on "Enhancement of Personal Skills and Personal development for Supporting Staff

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT & GRAMOTHAN, JAIPUR

Human Values & Professional Ethics Committee

NOTICE

SKIT/HV-PE/2019-20/01　　　　　　　　　　　　　　　17/09/2019

Induction Programme On Code of conduct of SKIT for Newly joined faculty and Staff Members

Programme

Date: September 18, 2019 (Wednesday)

Time: 1:30pm – 3:00pm

Introduction: Prof. Dr. Archana Saxena

Induction session: Prof. S.L. Surana (Director Academics)

Vote of Thanks: Dr. Nidhi Sharma

All the newly joined faculty and staff members are requested to join the programme. Other interested persons are also welcome

Prof. (Dr.) Archana Saxena

Professor- Chemistry Department

Convenor - Human Values & Professional Ethics Committee

Prof. S.L. Surana

Director (Academics)

Copy to: Director, Registrar, Principal, Convener - Human Values & Professional Ethics Committee.

Following persons are requested to attend the Induction Programme.

S. NO.	NAME	DESIGNATION	DEPARTMENT
1.	DEEPAK KUMAR HARITWAL	ASST PROFESSOR	CIVIL
2.	LALIT KUMAR GUPTA	ASST PROFESSOR	CIVIL
3.	NIKHIL KUMAR SHARMA	ASST PROFESSOR	CIVIL
4.	NITESH AMBERIA	ASST PROFESSOR	CIVIL
5.	PRADEEP KUMAR GAUTAM	ASST PROFESSOR	CIVIL
6.	SAURABH AGARWAL	ASST PROFESSOR	CIVIL
7.	VISHISHT BHAIYA	ASST PROFESSOR	CIVIL
8.	ASHISH PANT	ASST PROFESSOR	CS
9.	MAYANK KUMAR JAIN	ASST PROFESSOR	CS
10.	PALIKA JAJOO	ASST PROFESSOR	CS
11.	ANSHIKA MALSARIA	ASST PROFESSOR	IT
12.	PRIYANKA PAYAL	ASST PROFESSOR	MBA
13.	RAVISH PANDEY	ASST PROFESSOR	MBA
14.	DEEPAK KUMAR	ASSO PROFESSOR	ME
15.	OM JI SHUKLA	ASSO PROFESSOR	ME
16.	PRAKASH BHARADWAJ	ASST PROFESSOR	ME

THE TWO WEEK INDUCTION PROGRAMME FOR B. TECH. I YEAR STUDENTS

Every year an induction/ Orientation programme is organized for newly joined students.

The objectives of the Induction Programme is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature.

The following are the major activities under the induction programme

1. Physical activity: This would involve a daily routine of physical activity with games and sports including yoga which will help them to develop team spirit.

2. Extra Curricular Activities: Every student would choose one skill related to the extracurricular segment whether technical or non –technical activities like music, dance, drama, robotics, entrepreneurship etc.

3. Universal human values: It gets the student to explore on self and allows one to experience the joy of learning stand up to peer pressure, take decisions with courage etc.

4. Literary Activities: Literary activities would encompass reading, writing, debating and enacting a play.

5. Lectures by Eminent People: This period can be utilized for lectures by eminent people it would give the students exposure to people who are socially active or are in public domain.

1. ORIENTATION SESSION

Day one of the induction session started with a formal orientation programme. The programme was inaugurated by lamp lighting done by IAS KK Pathak and venerable members of the management committee. The inaugural speech was delivered by Shri Surja Ram Meel, Chairman, SKIT. He told about the importance of programme. The programme also showcased a variety of cultural performances from senior students. After the speech a video was played for showing the journey of college. Prof. Rohit Mukherjee, In charge B.Tech first Year welcomed the students focusing on time management and conveyed that success has no short cuts. Other senior dignitaries of the college were also present during the Orientation Program.

MOTIVATIONAL SPEECH WAS DELIVERED BY IAS KK PATHAK, COMMISSIONER OF INDUSTRIES, GOVERNMENT OF RAJASTHAN.

He mentioned the importance of human values and the importance of spirituality, discipline and meditation in our lives. He emphasized on the need of strengthening the time tested values of time management, self-respect & dignity, abstaining from peer pressure and vices and most importantly, the determination to rise in life with the help of dreams and hopes. He exemplified his own life to establish the values of integrity and discipline.

Seminar on Training for Ethics in Practical Training
17th August 2019

A hands on training session on Practical Training for Ethics was held on 17th August, 2019. The event was hosted by Human Values and Professional Ethics Cell in collaboration with Smile NGO. It was discussed that the assessments of ethics risks and training needs should be carried out in order to adapt the training programmes to the needs of the target groups. Specialized ethics related surveys could be a

useful tool for such needs assessment. Close cooperation between the agency that provides the training and the agency that employs the public officials at the stage of developing the training programme is also important in order to adapt the programme to the specific needs of an institution. To make the training less formalistic and more practice oriented, and to use the limited time allocated for ethics training to its best, it is very important to apply modern training methods. This can include a combination of theoretical lectures and practical tailor-made case studies and workshops. It is also recommended to use evaluation methods to assess both the knowledge received by the participants of the training and to identify ways to further improve the training. Finally, countries could consider developing follow-up measures, such as individual ethics action plans for participants in the training programmes, and additional coaching in the workplace to support the implementation of such plans.

Seminar on "Human Values and Professional Ethics" February 18, 2020.

Human Values and Professional Ethics cell , SKIT has organized a One day workshop of "Human Values and Professional Ethics" for the students of PGDM batch (2018-2020) & (2019-2021) on February 18, 2020, under the kind patronage of Prof. (Dr.) SL Surana, Director Academics, SKIT. The Workshop witnessed the presence of the expert speaker, Mr. Dharmesh Sharma from ISCON, Jaipur who highlighted the corruption prevalent in the Indian society and advised students to avoid stepping on other's feet.

Around 60 students took part in the workshop and the focus was on the awareness of the need for Human Values and Professional Ethics.

Expert Speaker introduced the students to the Holistic Development and Role of Education in Life and its application in solving the problems of life. The primary goal of the session was to give the exposure and understanding of how values give worthiness and respect to life.

In the end, Prof. Archana Saxena, Convenor of the cell and the coordinator of the workshop concluded the session with "Vote of Thanks" to the august gathering.

Ethics workshop on why professionals do wrong and how to avoid it
13th April, 2020

No organization can afford to leave ethical decision making to chance. One hasty or ill-conceived action by an employee can harm the reputation of the entire organisation and destroy a career. In a new initiative by the Human Values and Professional Ethics Cell had organized a workshop on ethics for the students of management on "Why professionals do wrong and how to avoid it" held on 13th April, 2020. Its prime objective was to develop effective ethics training focused on setting expectations of behavior for quality professionals in a variety of contexts. For example, how do you react when a client requests a change to your data in a report? How do you establish boundaries with a client that can't be crossed? Given client confidentiality, when and how can you report lawbreaking or misbehavior?

This one-day workshop, run in collaboration with the Institute of Business Ethics, explains the concept of ethics both in theory and in practice, providing examples of when things have gone wrong for other organizations. Targeted solely at air quality professionals, we will use dilemma and scenario-based training of complex ethical problems to help you develop frameworks to deal with dilemmas. The workshop aimed at helping to fully understand the purpose and clause of the IAQM and IES Codes of Conduct so that the future aspirants can avoid professional complaints and use the Codes as a framework to weave into one's professional practice.

Symposium on Building a Culture of Ethical Behavior in Organization 20th March, 2020

One day symposium was held on "Building a Culture of Ethical Behaviour in Organisation held on 20th March, 2020. A Practical Ethics Tools and Strategies Suitable for All Staff was disseminated to Improve Conduct in the Workplace [with Real-Life Examples]

The chief speaker of the session shared that one way of helping protect the integrity of your organization is to keep ethics in the forefront with your employees. Ethics At Work Workshop is about helping your staff identify and resolve ethical issues and establishing a foundation for a strong and successful workplace and life.

As we've all seen in the news, it seems that ethical choices are more complex when people are under pressure. In the public sector, we need to understand that while something might be legal, it doesn't mean it's ethical. In these challenging times, everyone could use a refresher to help build skills and learn practical strategies for making ethical choices. Ethics At Work Workshop is based on the values of public service, and will provide a framework for addressing everyday ethical issues and serve as a platform for participant discussion about many common ethical concerns, such as:

- balancing what's legal versus what's ethical
- addressing perceived and/or real conflicts of interest
- accepting gifts / favors
- ethics and the Internet: Facebook, Twitter, and texting in the workplace
- how your actions affect the ethics climate in your organization

You will tackle real-world case studies to give you and your staff an eye-opening perspective on a topic that sometimes gets taken for granted. You'll be surprised at how difficult a seemingly simple ethical choice can be—especially in local government, where your choices need to build trust and confidence with the public you ser

Three days Workshop on "Enhancement of Personal Skills and Personal development for Supporting Staff Held on 7th December, 2020

The programme commenced with the lighting of the Ceremonial lamp with examples for goal setting and achieving them. Second session of work ethics and etiquettes was delivered by eminent speakers of the session covered the conversational model of learning, which emphasised the participation of people in a dialogue that generates knowledge. The speakers also explained the importance of professional discipline in every aspect of life in order to be successful. It also allows one to have power and control in life. A disciplined person is free of the chaos that people without the skill experience. A disciplined person adheres to and abides by certain rules and norms which are meant to reduce corruption among the government servants and to increase transparency and public accountability. After this a lecture

on stress management & causes of stress delivered by, which comprised of general awareness and self-help on stress issues. Presented managerial skills to understand how to create a communication strategy and elaborated about characteristics of managerial communication explained further about managerial skills and self-development, He advised that we should break our long term goals into smaller ones and complete them in parts.

Session on development of attitude towards social responsibility. Valedictory Function initiated by the explanation personality development which was followed by a discussion about The "Self", one's desires, dreams, passions and motivations. Participants were explained about importance of their dreams and desires for developing the personality. It was stressed that they need to have a passion in life. Participants were also given tips on how to increase their self-esteem. They were also encouraged to be optimistic and to have a positive approach about everything in life. Most importantly, it was emphasized that they should love themselves and never lose confidence. At the end of the Workshop, the Valedictory session was held at 3.30 pm. Dr. Ramesh Pachar, Principal congratulated all the participants and organizers for successful completion.

CODE OF CONDUCT (SKIT, JAIPUR)

<u>CORE VALUES, ETHICS & CODE OF CONDUCT</u>

<u>Core values of the Institute:</u>

1. **Respect for Nation**: Every member of SKIT family should abide by the constitution of India and respect its ideals and institutions, the National Flag, National Antem, its heritage, and uphold and protect the sovereignty, unity and integrity of the country.

2. **Responsibility:** Every one 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.

6. **Faculty Development:** Institute believes in the individual academic development of its faculty and shall encourage them to undertake higher studies, provide faculities 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. **Environmantal stewardship**: Committed in 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 interactingwith others.

10. **Fairness:** Every one in the Institute must treat others honestly and without any biasbased on cast, cread, sex, religion, disability or any other matter of personal performance.

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 sprit.

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.

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.

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.

1. **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.

2. **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.

3. **Award of Incentive and certification:** Faculty members are encouraged to publish their research finding in reputed research journals.

4. **Academic Integrity Panel:** An Institutional integrity panel is formed to address any complaint or allegation of malpractice against student/faculty member.

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. All pleasures are to be enjoyed with sense of morality. All 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:

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 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.

1. **Dress code:** The students are required to follow the dress code while they are in the campus on allsix days. This will keep all the students belonging to different economic strata at a common footing.

2. **Discipline:** The students should maintain proper discipline and decorum in the primises of the Institute & hostel. The following will be the acts of indisciline and may invite disciplinary action.

a. Non-compliance of rules, orders and notices of the Institute and hostel.

b. Involvemnent in ragging is strictly prohibited as per the directives of the Govt. of India andthe Supreme Court.

c. Absence from classes and hostels without permission.

d. Misuse or damage of institute and hostel property.

e. Use of drugs/alcohol/tobacco etc in the institute/hostel/city.

f. Involvement in acts against the law of the land and mass bunk from classes.

g. Malpractices/using unfair means during test/examination or knowingly furnishing false information.

h. Possession or use of weapons, explosives, fireworks or items of destruction.

3. **Conservation of natural resourves:** Wastage of water, electricity and other raw material is strictly prohibited.

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

5. **Social media**: 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.

6. **Use of mobile phone:** use of cell phone in classrooms, drawing halls, laboratories and corridors is strictly prohibited.

7. **Participation in Extra-curricular activities:** Every student is expected to participate in one or more co-curricular activity in the institute.

8. **Safety:** Student should understand that upkeep of all equipment, including computers, OHP, LCDetc 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 allsafety precautions required during work in laboratories and workshops.

9. **Respect for others:** Students must take care that his/her behaviour is impeccable toward

10. oppositegender. 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.

11. **Hostel Discipline:** Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.

1. **Social Responsibility:** the life os a student is not about scoring marks or grades and passing through examinations. They have to be social responsible and serve the society. They have to be involved in social services. All are expected to donate blood voluntarily if they can do so.

11. **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:

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 with 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 vlues, duties related with developmental activities of the Institute and their own.

Duties of the teacher:

1. It is expected that all the teachers will take keen interest in the overall development of personality of the students and their own.

2. Teachers should not forget even for a moment that they are the role models of the students andther are being watched in and out of the class rooms by their students.

3. Seek to make professional growth continuous through study and research.

4. Teachers should perform experiments with their own hands before asking the students to perform.

5. For expending knowledge a teacher should utilize all resources and avenues available to him.

6. Teachers should prepare the laboratory manuals and show them to their respective Heads.

7. Teachers must maintain complete record of the experiments performed, report submitted and grades earned by the students.

8. 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.

9. Teachers shouls 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.

10. 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

11. Manage their private affairs in a manner consistent with the dignity of the profession.

12. 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.

Code of Conduct for Faculty:

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

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

   b. Research activities

   c. Extension activities

   d. Administrative activities

   e. Extra curricular activities

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

   a. Failure to perform his/her academic activities to the satisfaction of all stake holders.

   b. Failure to carry out decisions taken by academic dodies, authorities, management etc promptly and within the time frame provided.

   c. Improper behavior with both male and female students and other employees

   d. Refusal to carry out administrative responsibility such as departmental head, conduction ofexamination work, proctorial work, student counseling work, placement work etc.

   e. Indulgence in anti academic activities directly or indirectly such as undrtaking private tuitions, running coaching institute, holding any office of profit etc.

   f. Treating students unfairly by victimizing them on personal ground.

   g. Instigating students against other students, colleagues, administration etc.

   h. Consumption of drugs, alcohol and tobacco etc in the institute/hostel/city.

   i. Involution of the Anti-academic activities directly or indirectly such asi.

      i. Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.

      ii. Undertaking of any office of profit, agency.

2. Faculty would not take leave without informing the departments and making alternate arrangements for the classes.

3. Faculty must be fair during evaluation of students in internal assessements, laboratory and sessional work and examinations.

4. The behavior with students and other collegues should be modest. Faculty should maintain properdiscipline and decorum of the Institute.

5. Faculty must undertake additional or administrative duties assigned in the departments and theInstitute.

6. Various forms of misconduct:

   1. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, 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 in the campus that may cause any inconvenience to others

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, corridors, canteen, hostel and the campus in general.

9. Faculty membera and all other staff members are expected to follow all safety precautions required during work in laboratories and workshops. They would follow all rules and regulations related to road safety also.

10. All are expected to donate blood voluntarily if they can do so.

Code of Conduct for Departmental Heads

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.

8. The HODs 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 intheir 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.

16. The HODs will hold a special meeting of the faculty well in advance of the beginning of odd/even semesters and decide about the allocation of teaching load in a fair and democratic manner. The class-wise and faculty-wise teaching load should then be forwarded to the Principal/Director (Academics) and to the time-table 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, carryout 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 daysin advance for planned leave) but discourage recommending of frequent leave without pay. No short leave should be forwarded for faculty/staff if they have 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 arrangement 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 in discipline such as mass cut of classes.

23. The HODs will take strict disciplinary action against the faculty/staff if they do not engage classes in time or leave classes early.

24. The HODs must check the unit/mid term 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/mid term test whether the course outcomes and programme outcomes have been achieved.

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

Principal/Director (Academics) is the executive/academic head of the Institute and shall be responsiblefor –

1. All round academic growth of the Inatitute 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 progrmammes, 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. Planing for admissions of the students and maintenance of discipline in the institute.

5. Correspondance 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 andthe supporting staff.

8. Administration and supervision of curricular, cocurrucular and extra activities conducted in theInstitute.

9. Any other responsibility which may be assigned to him/her by the Management.

10. Grant approval of scholarship/freeship 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 guidelinesspecified by AICTE/UGC.

Responsibilities:

1. The Governing Board will hold its meeting atleast two times in an academic year and frame policyguide lines to be implemented in the institute.
2. It will decide and approve budget proposals of the Institute/Departments.
3. It will take 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 creation of new academic and other positions.

Code of Conduct

1. The members of Governing Board shall maintain their character, mannerism, and good image andobserve 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 opininon freely and fanklybut 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 personal interests and officialresponsibilities.

MORALLY DESIRABLE AND RESPONSIBLE CONDUCT

1. Moral reasonableness i.e., willing and able to be morally responsible.

2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.

3. Respect for persons, which means showing concern for the well-being of others, besides oneself.

4. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives

GOLDEN RULES

1. Always strive for excellence

This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trust worthy

In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable

To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

4. Be courteous and respectful

Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run

smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest, open and transparent

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your personal value to all.

6. Be competent and improve continually

Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behaviour used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

7. Always be religious & ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to "play by the rules". This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

Honorable action is behaving in a way that portrays "nobility of soul,

magnanimity, and a scorn of meanness" which is derived from virtuous conduct

and personal integrity. This is a concept of "wholeness or completeness" of character in line with certain values, believes, and principles with consistency in action and outcome.

9. Be respectful of confidentiality

Confidentiality is respecting the set of rules or promise that restricts you from further an unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues and it is important to be true to such confidences. You gain trust and respect of those confiding in you and increase your influence within the organization.

10. Be grateful

Gratefulness is the key to a happy life that we hold in our hands, because if we are not grateful, then no matter how much we have we will not be happy because we will always want to have something else or something more.

11. Set good examples

Applying the foregoing rules helps you improve your professionalism within your Organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary live within and without the organization.

Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

Outcome of Human Education-Sanskar

Understanding of Harmony
Harmony in Human Being
Harmony in Family
Harmony in Society
Harmony in Nature/Existence
VALUES

Guided   Skills guided by values

Living in Harmony
As an Individual
In the Family
In the Society
In Nature/Existence
SKILLS

MUTUAL HAPPINESS   MUTUAL PROSPERITY
(उभय सुख)   (उभय समृद्धि)