



**BAOU**  
Education  
for All

**Dr. Babasaheb Ambedkar  
Open University**

(Established by Government of Gujarat)

# Policy on Core values, Ethics and Code of conduct



## CODE OF CONDUCT



**Preamble:**

Universities are institutions for providing knowledge and skills, but along with it for inculcating values and virtues. Today's higher education is dominated by performance in terms of marks, merit positions, placements and awards etc. Development of skills required to earn livelihood has taken prominence in the higher education system. In this rat race, inculcation of human values has taken a back seat. Higher education should not only lead to the development of skills but should also imbue values, traditions, culture, societal norms and committed to sustainable progress. For this, it is very essential that the heritage, culture and human values be thoroughly studied, analyzed and incorporated comprehensively in the higher education system.

UNESCO has identified four pillars of education namely,

1. Learning to know: To equip with tools and skills to acquire knowledge for coping with the challenges of the world and life in ethical ways.
2. Learning to do: To acquire skills for effective participation in world affairs.
3. Learning to live together: Living in harmony with nature and society upholding the highest level of human values.
4. Learning to be: To inculcate social and analytical skills for overall exploration of hidden potential of individuals.

UGC and other professional associations have highlighted code of conduct and rules of discipline for its all segments. Some of the core values which are considered necessary and important include Honesty, Caring, Accountability, Pursuit of excellence, Fairness, Respect for others, Responsible citizens, Non-violence, Love, and Inner peace. The workplace values are also necessary for creating work culture, an environment of mutual trust and respect. A few of the workplace values are – Integrity, Diligence, Transparency, Perseverance, Responsibility, Honesty, Loyalty, Strong Self Confidence, Dependability, Strong Work Ethics, Motivated to Grow, Adaptability for Governance, Teamwork, Mutual Trust and Respect, and Law Abidance.

Dr. Babasaheb Ambedkar Open University has always committed itself for values and ethics in its governance and teaching. At the same time it has strived over the years to churn out citizens who are not just skill strong but character and value strong also. The University has always aimed at making its students responsible towards society at large and its faculties, officers and support staff sensitive, honest, trustworthy and accountable.

Dr. Babasaheb Ambedkar Open University's - Policy on Core values, Code of conduct & Ethics is an attempt to move systematically towards inculcating human values amongst all the segments – faculty, officers, staff and students of the university. This policy will aim at making an individual's value strong as well as skill and character strong for the betterment of the society at large.

**Objectives:**

Dr. Babasaheb Ambedkar Open University's - Policy on Core values, Code of conduct & Ethics addresses itself to value imbued holistic education and processes for faculties, officers and students. Objectives of the Values and Professional Ethics Policy are as follows:

- Help students, staff, officers and faculties to understand the importance of Values and Professional Ethics to ensure long lasting happiness and prosperity.

- Sensitize the stakeholders of the University towards the problems of the society and enable them to develop sustainable solutions.
- Make faculties who are role models.
- Make officers who are sensitive, accountable and honest and could work with transparency and concern.
- Make students who are keen knowledge seekers and disciplined.
- Promote core values and workplace values.
- Formulate strategies / programmes to be taken up for inculcating human values and practicing professional ethics in the University.
- Develop pedagogy / methodology to be adopted for inculcating value education in students.
- Monitoring adherence to code of conduct by all in the University life.

### **Promotion of Values:**

The University's commitment to its vision and mission is reflected by value based conduct and behaviours of faculty, staff and students in all areas of performance. Values serve as the guiding philosophy in all walks of university life. The University is committed to imbibe following values through its activities:

Core Values are fundamental and universal in nature that act as invisible force guiding through processes, conduct and behaviour of faculties, staff and students.

Following core values are adopted by the University:

1. **Accountability:** The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards society and our actions add values to the university.
2. **Responsibility:** Everybody in the University is expected to discharge his/her duties with due responsibility.
3. **Trusteeship:** Acting as a custodian or trustee while discharging responsibilities, exerting power and authority, utilizing resources for the welfare of stakeholders.
4. **Integrity:** Practicing duties in a truthful and justifiable manner, displayed through righteous conduct in all accomplishments.
5. **Transparency:** The general records of maximum aspects of the functioning are maintained online to encourage transparency.
6. **Respect of Individual:** While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
7. **Faculty Empowerment:** University promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
8. **Excellence:** Continuously delivering outstanding quality in all areas of performances by fostering intellectual growth.
9. **Equality:** Involving all cross-sections of society by providing equal opportunity to all in pursuit of higher education, job and other activities.
10. **Respect:** Being respectful to the organization, job, its functionaries and beneficiaries and while dealing with other people.
11. **Sustainability:** Having concern for nature, environment and resource utilization for a long lasting, safe and better future.

12. Innovation: Having an unending quest for discovering new ideas in all areas of performance, enriched by diversity in thoughts, actions and leadership.
13. Service to Nation: University is committed to developing the skilled manpower to serve the Nation.
14. Environmental stewardship: Committed in practicing green technologies for sustainable development of the Nation.

### **Workplace Values:**

Workplace values act as a set of guiding principles describing general code of conduct for moral and ethical behaviour of faculties, staff and students in all endeavours. Following workplace values are adopted by the University:

1. Accountability - Being responsible and answerable for all accomplishments.
2. Transparency - Visibility and accessibility of information and practices to all concerned.
3. Discipline - Being sincere, regular, punctual and rule abiding.
4. Just - Being honest, fair and righteous guided by conscience and wisdom.
5. Perseverance - Putting continuous and sincere efforts to achieve targets despite all challenges.
6. Competency – Acquiring knowledge and skills for doing things efficiently and successfully.
7. Empathy - Being humane and treating each individual with dignity and respect.
8. Teamwork - Working together to achieve a common goal in all ebbs and tides.
9. Conservation - Optimal utilization of resources and energy so as to reduce, reuse, recreate, rethink and recycle entirety in the best possible way.

### **Strategy for Promotion of Values and Professional Ethics**

#### **I. Programmes for Faculty and Staff**

The role of faculty members and staff is extremely important in creating an environment in the University which is driven by the principles of human values. Hence it is very essential that the conduct and orientation of faculties and staff should be value based.

In order to strengthen this, following measures will be taken up:

- Organize workshops / symposia / seminars / conferences on the theme of human values and ethics for faculty members and staff.
- Organize lectures by eminent personalities working in the area of human values and ethics and those who are well known for their commitment to human values.
- Engage them in social and community based activities by providing a platform within the University.

#### **II. Course on Human Values and Professional Ethics for Students**

All departments / schools of the University in order to propagate human values amongst its students will start an appreciation course on Human Values and Ethics. This will enable students to become responsible citizens with character and values.

The features of the course should be

- Develop a universal approach to value education by creating the right understanding.
- Enable students to explore the Self.
- Bring a qualitative change in the consciousness of the student.

The content of the course can be as follows:

- Basis for universal human values and ethical human conduct.
- Value Education

- Self-exploration
- Human aspirations and their legitimacy
- Concept of harmony within self and family
- Importance of living in harmony with society and nature.
- Holistic view towards universal brotherhood and friendship
- Professional ethics in the light of human values for all the professional courses

The above mentioned topics are not exhaustive. Guest lectures, seminars, workshops, live projects etc. will be integral components of the course apart from the classroom interactions. All the schools of the University may offer a compulsory course in the early semesters/year of the programme. Apart from the formal course students will be encouraged to undertake social service, community projects and such other activities which make them sensitive towards the society.

### **Code of Conduct for Professional Ethics:**

University Grants Commission in its preamble of the Code of Professional Ethics mentions that “the basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution”. The university operates amidst multitude of forces influencing thought processes, conduct and behaviour of faculties, officers, staff and students. It needs to ensure self-regulation, academic ambience, and value based work culture in all walks of university life.

The University will publish, implement and monitor its Code of Conduct (Good Practices) which will serve as a set of guidelines for maintaining professional ethics through self-regulation and an accountable behaviour of all individuals in the University. It will be divided into four subgroups: Code of Conduct – General, Faculties, Officers and Staff, and Students.

### **Code of Conduct**

The university is a community of cultured intellectuals. It is expected that freedom should be with a sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with a sense of morality. All arguments should take place maintaining dignity. Mahatma Gandhi's seven principles are strived to be followed, that is: Wealth with work, Pleasure with conscience, Knowledge with character, Commerce with morality, Science with humanity, Religion with sacrifice and Politics with principle.

The character of the university is built with the discipline and harmony in the functioning. 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.

Students assume an obligation to conduct themselves in a manner compatible with the University's norms. Every individual is held responsible for his/her actions.

Every student in the university is expected to be involved only in activities that are likely to maintain the prestige of the University. Each student should behave respectfully with all.

Following actions constitute the University code of conduct.

1. **Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information** are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
2. **Transparent Administration:** With the help of MIS online information is maintained regarding attendance of students and conduction of classes by faculties. Biometric attendance of staff, leave records, salary slips etc are maintained online.
3. **Disciplined Conduct:** Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.
4. **Respect for women:** Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law. Vishakha Samiti is in place to take care of.
5. **Prohibition of Ragging:** Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
6. **Drugs/ Alcohol/ Tobacco:** Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.
7. **Possession or use of Firearms, Fireworks, Explosives, Weapons or items of destruction** are prohibited.
8. **Conservation of Natural resources, Energy and Environment:** Every student and Staff is expected to be aware of these things and maintain the conduct accordingly.
9. **Cleanliness:** Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.