



# SANATAN DHARM COLLEGE MUZAFFARNAGAR (U.P.) INDIA

Affiliated to Maa Shakumbhari University, Saharanpur



# ETHICS & VALUES POLICY

---

To sole meaning of life is to serve Humanity.

# From the Principal's Desk

Our Ethics and Values Policy outlines the principles and standards that govern our actions, decisions, and interactions, both within and outside the college. Therefore, I am delighted to introduce our Ethics and Values Policy, which serves as a guiding framework for upholding integrity, ethical conduct, and fostering a culture of respect and inclusivity within our college community.

Through this policy, we are committed to promoting integrity, honesty, fairness, and accountability in all aspects of college life. It sets expectations for ethical conduct, academic honesty, and professional behavior among students, faculty, and staff. It prohibits discrimination, harassment, and any form of unfair treatment based on factors such as race, gender, religion, nationality, or any other characteristic protected by law.

Additionally, our policy encourages a commitment to intellectual honesty, originality, and the responsible use of information and resources. We uphold the principles of academic integrity and discourage plagiarism, cheating, and any dishonest practices that undermine the pursuit of knowledge.

(Sudhir Kumar Pundir)

# Contents

---

One

**Purpose  
Objective**

Two

**Coverage**

Three

**Values & Ethics - Academic  
-Individual  
-Research**

Four

**Code of Conduct for Stakeholders  
-Administrative Staff**

Five

**Code of Conduct for Stakeholders  
-Administrative Staff**

Six

**Code of Conduct for Students**

Seven

**Code of Ethics for Research**



# PURPOSE

S.D. College aims to enhance higher education and uphold the fundamental right to education as its guiding principle. To that end, it must institutionalize the best ethical and value-related practices. The Principal's goal is to develop strong leadership and a close-knit society by fusing academic brilliance with a curriculum that emphasizes ethics and community involvement. Develop high-quality practices that are based on the fundamental principles of human worth and professional ethics for the faculty, staff, and students.

# OBJECTIVES

The college has established a Values and Ethics committee with the following goals:

- To create a proposal for the institution's code of ethics and plan how to comprehend and explain it in a better way to all employees and students.
- To create policies for remedial actions.
- To coordinate the periodic modification of the Code of Ethics and associated implementation procedures.
- To report to the Principal any kind of breach of the Code of Ethics or non-compliance with ethical practices among students, professors, and staff.
- To develop institutional management capabilities for a sustainable sociocultural environment in the college and to promote human values, including peace, love, compassion, truth, and honesty, among students, employees, and faculty.
- To foster the best social environment possible for the professional human resource development necessary for nation-building.
- To enhance institutional performance through efficient mechanisms built upon official practices with regard to ethics and values.
- To increase internal morality and discipline in the college and departments to prevent any type of human rights infringement.

# COVERAGE

In order to fulfill the college's vision and mission, all units must adhere to the official practices for ethics and values.

## VALUE AND ETHICS

Value and ethics policy validates the ability to distinguish between good and evil and the dedication to acting in a way that is appropriate, good, and proper for each individual. The policy assures the application and upkeep of the code of conduct and ethics that are recommended to both staff and students through:

1. Academic Ethics
2. Individual Ethics
3. Research Ethics

**“If you want to shine like a sun. First burn like a sun.”**

***A.P.J. Abdul Kalam***


## ACADEMIC ETHICS

- Establish an environment where moral behavior is the rule
  - Amplify each person's potential, dignity, worth, and originality within the organization so that they can better serve society as a whole.
  - Commit to expanding knowledge of student growth and development, human rights protection, and comprehensive student education.
  - Increase the efficiency of institutional programs, services, and organizational structures
  - Place a focus on your dedication to environmental protection, public health, safety, and sustainable development
- 

## PERSONAL ETHICS

- An individual's behavior and attitude must adhere to the Six Pillars of Character, which are: trustworthiness, respect, responsibility, fairness, caring, and citizenship.
  - Ensure moral conduct by exercising self-control and encouraging tolerance. Treat everyone equally, regardless of their caste, religion, gender, or nationality.
  - Treat others how one would like to be treated by others.
- 

## RESEARCH ETHICS

- Maintain S.D. College standing as a hub for effectively executed, high-caliber research in the focus areas.
  - Encourage integrity, caution, careful publication, and respect for intellectual property and non-impingement of intellectual property rights.
- 

## Code of Conduct for Administrative Staff

- An employee of the college is required to devote all of his or her time to serving the college and is not permitted to work in any capacity that could potentially interfere with the appropriate performance of his or her obligations, whether directly or through another institution or business. Academic activity, such as providing guest lectures, presenting talks, and any other work conducted with the prior written consent of the Principal should not be subject to this requirement.
- Every employee must always act with the utmost integrity and devotion to duty, and they must never take any action that will harm the college's reputation or standing, especially in their interactions with the principal, staff members, students, visitors, and other stakeholders.
- Except for routine farewell and felicitation functions related to the college, no employee may request, accept, or participate in any way in the raising of any subscription or other financial assistance in furtherance of any object whatsoever without first obtaining the permission of the Principal.
- Nobody on the college faculty is allowed to work with students privately for pay of any kind.
- No employee may accept any paid or honorary employment that is unrelated to the college without the principal's consent.
- No employee may edit or manage any newspaper or other periodical publications in whole or in part without the prior approval of the Principal. This approval must be in writing and must come from the appropriate authority.
- No employee shall engage in political activity, including party affiliation, election to the State Legislature or the Parliament, or participation in any other election as an independent candidate or on the platform of any political party, without seeking permission of the management committee.

- No employee shall engage in any activity that could disrupt the college's operations or bring dishonor upon it, such as participating in a strike or inciting others to engage in similar activity. Nor shall any employee, whether directly or indirectly, use the media to air their grievances.
- When seeking redressal for his complaints, an employee may not do so without the knowledge and consent of the management (Joint Correspondent/Correspondent), the HOD, the principal, or another person the management designates.
- After giving the affected employee a chance to present his or her case, the Governing Body may act in accordance with the requirements of these regulations.
- Employees are not permitted to skip work without informing the authority. When taking unapproved leave in an emergency, the employee must return to work after explaining why the situation was out of their control.
- Except when specifically authorized by his or her superior, every employee is required to report regularly for work during the assigned hours.
- No employee shall remain absent from work after reporting for duty and for the duration of the shift that has been given to him.
- However, the aforementioned guidelines do not apply to individuals who are hired temporarily for a set amount of time on a contract basis.



## Code of Conduct for Students

- Respect the institute's ideals, vision, mission, cultural practices, and traditions while abiding by its Acts, Statutes, Ordinances, regulations, policies, and procedures.
- Continue to receive a rewarding education at the college.
- Continue to attend classes on time, with discipline, and regularity.
- Take note of their general demeanor and behavior.
- Act respectably and courteously towards faculty, staff, and fellow students.
- Serve as an example for younger pupils by achieving the highest moral and value standards.
- Promote harmony among pupils from various socioeconomic backgrounds, communities, castes, religions, or geographical areas.
- Make an effort to keep the campus and its surroundings clean.
- Treating the institutional property with respect and care.
- Engage in appropriate behavior while participating in outdoor activities (excursions or educational tours).
- Be truthful in all documentation.
- When presenting one's own academic work, uphold the highest standards of academic integrity.
- Assist teachers in keeping a welcoming environment for learning for all juniors.
- Work to prevent ragging on campus.
- Consider gender issues carefully.
- Pay attention to the growth and requirements of society.
- Take care of your health and abstain from all intoxicants.
- Preserve rather than destroy college property and plantation.

## CODE OF ETHICS FOR RESEARCH

The college has a mechanism to handle UG Projects, PG Dissertations, and Ph.D. theses. Plagiarism and copyright violations in project reports, theses, and dissertations are taken very seriously. The supervisor looks into allegations of document or article misuse or plagiarism. For instance, when a project report, dissertation, or thesis is discovered to have copied another person's work without their consent or with insufficient acknowledgment, or when the authorship of the document is disputed. The institution requires these students to revise their papers and reports with proper citations.



0131 - 2602354



principalsdcollegemzn@gmail.com



www.sdcollegemzn.ac.in