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Handbook on Human Values and Code of Professional Ethics		



Handbook on Human Values and Code of Professional Ethics

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

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Director
Mangalmay Institute of
Management & Technology
Greater Noida

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Administrative Authority


It would include Heads/Incharges of Departments/Cells/Committees etc.

The Authority would:

- Be accountable for adhering to the provisions of the affiliating University's/Statutory Bodies' Acts/Statutes/Ordinances and Regulations.
- Inspire and motivate academic and executive leadership through policy development, operational management, human resource optimization & environmental concerns.
- Make decisions in the best interests of the Institute with the highest level of ethics.
- Strive to provide a suitable atmosphere for teaching, learning, research, and development that maximizes the institute's potential in order to bring about social transformation and, as a result, national development.
- Comply with the Institute's aims and policies, and contribute constructively to the achievement of its purpose and vision.
- Maintain the privacy of documents and other sensitive information.
- Strive to foster a work culture and principles that foster excellence, professionalism, and satisfaction.

Administrative Staff

- Administrative personnel will indeed:
- Promote and encourage collaboration.
- Resolve genuine grievances as soon as possible.
- Maintain the privacy of documents and other sensitive information.
- Work together and establish deep bonds with coworkers.

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- Take care of the property of the institution.
- Promote a pleasant atmosphere.
- Avoid all forms of discrimination.
- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers would:

- Perform duty & responsibility allocated by the Institute in the form of teaching, tutorial & practical and research work with effort, dedication, and punctuality.
- Continued research and presentations at conferences, seminars, and professional meetings contribute to professional progress.
- Assist and cooperate with the Institute's admission, examination, supervision, invigilation, and evaluation processes.
- Assume various positions and fulfill the responsibilities that such offices may entail in order to assist in the creation of Institute policies.
- Follow the Institute's rules, policies, and procedures, as well as its goals, vision, mission, cultural customs, and traditions.
- Adhere to the society's expectations for appropriate conduct and behavior.
- Using creative methods and knowledge exchange, create a favorable teaching-learning environment.
- Serve as role models for pupils by demonstrating good behavior.

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Students

Students of the Institute are expected to devote their energy in learning and developing a wholesome personality.

The students would:

- Follow the Institute's rules, policies, and procedures, as well as its goals, vision, mission, cultural customs, and traditions.
- Attend class lectures, tutorials, and research on time, in a disciplined and consistent manner.
- Pay attention to their entire appearance and demeanour.
- Treat teachers, staff, and fellow students with decency and courtesy.
- Serve as role models for younger students by upholding the highest standards of morality and values.
- Maintain unity among students from various socioeconomic backgrounds, communities, castes, faiths, and geographic locations.
- Assist with maintaining the cleanliness of the campus and its environs.
- Treat the institution's assets with respect and care.
- Behave properly when on an educational tour, visit, or excursion.
- Be truthful when providing information about all papers.
- When presenting one's work, uphold the highest standards of academic integrity.

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