

**CENTURION UNIVERSITY OF TECHNOLOGY  
AND MANAGEMENT,  
ODISHA**



**HUMAN RIGHTS AND PROFESSIONAL VALUES  
A HANDBOOK**

**CENTURION UNIVERSITY OF TECHNOLOGY  
AND MANAGEMENT, ODISHA**

OFFICE: AT/PO: R.SITAPUR, VIA: UPPALADA PARALAKHEMUND, GAJAPATI-  
761211, ODISHA (INDIA)

Date-November 2016

# VISION

A globally accredited human resource center of excellence catalyzing “sustainable livelihoods” in the “less developed markets across the globe”.

# MISSION

Provision of quality, globally accredited academic programmes in technology and management.

Provision of globally accredited employability training for less endowed segments of the population.

Promotion of entrepreneurial culture and enterprise in the target areas.

Facilitating improved market access to goods and financial services to the target population.

Promotion of lighthouse project interventions in the target area.

# CORE VALUES

Shaping Lives, Empowering Communities...

The underpinned value system is Inclusivity, Integrity, Equity, Respect and Sustainability in all that we do.

## **Introduction:**

Human Values and Professional ethics are critical for the development of a truly civil society. This policy framework reiterates the need and process to create high-quality practices and an eco-system backed with human values and professional ethics at Centurion University of Technology and Management, Odisha so as to guide the stakeholders to achieve excellence and reputation. Abiding by the guidelines of values and professional ethics the university will achieve the highest personal, professional and ethical standards.

## **Human Values:**

*“A value is defined as a principle that promotes well-being or prevents harm”.*

Human values are those universal concepts, drivers of action which are found in all cultures, all societies, all times and in all places where human beings seek their lives and eke their livelihoods. Human values refer to the virtues people strive for such as honesty, integrity, compassion, helpfulness, love, respect, hard-work, etc. Values or moral are the broad framework which allows individuals to distinguish between right and wrong in society. This leads to the building of personality or character building of an individual.

## **Significance of Human Values:**

- Makes available the understanding of attitudes, motivation and behaviour of individuals
- Impacts the consciousness of the world around.
- Signifies clarification of “factual and erroneous”.
- Offers a strategy to realize humans and organisation.

## **Types of Values:**

At Centurion University of Technology and Management, Odisha we focus on providing education to the most marginalised and excluded persons in difficult geographies. The founders, faculty and staff are fully committed to its credo: Shaping Lives. Empowering Communities. This credo is underpinned by a value system of Inclusivity, Integrity, Equity, Respect and Sustainability in everything we do. We believe in innovation and disruption and we enable all to participate in this by focusing not just on education that leads to employability and employment, but also to entrepreneurship.

We lay emphasis on our core value i.e. Integrity, and seek from our faculty and non-teaching staff the maintenance of the highest personal, professional and ethical standards. We believe that all academic and non-teaching staff operate with honesty, courage and trust through transparency and fairness in all that they do.

In terms of Leadership, we believe in promoting women at all levels, cultivating a culture of genuine sincerity, trust and collaboration. Further, the University while believing in inclusion, has trained and engaged several hearing impaired students. The University has always believed in making education relevant by working with real life problems related to the industry or community/ society at large.

We strive to bring to the forefront of the debate values such as protecting the environment, promoting the creation of wealth from waste, recognising the importance of finite resources (reuse, reduce and recycle), and, striking a balance between individual rights and social justice principles so that the interests of the marginalised are served. In pursuance of this, the University is focussed on contributing to the attainment of the 17 sustainable development goals Professional Ethics

A set of standards adopted by professionals in a particular discipline (engineering, basic sciences, management, pharmacy, medical and allied health sciences, law, etc) is known as professional ethics. It is a code of conduct pertinent to diverse occupations and is established by the proficient associates of such professions or professional organizations. At the Centurion University, a code of professional ethics has been implemented to assist in mentoring students, and, support faculty members and staff in performing their job appropriating while adhering to a comprehensive and reliable set of ethical principles. Some of the important components of professional ethics like integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc. are described in the core values of Centurion University.

### **Objectives:**

The objectives of this policy framework is to inculcate human values and professional ethics in Centurion University:

- To reinstate the rich cultural legacy and human values of which we are the custodians.
- To focus on professional ethics which are broader indicators of desirable and appropriate actions.
- To lay down broader guidelines of values and ethics for internal and external stakeholders.
- To suggest operational guidelines for value-based and ethical practices in the university leading to implementation and monitoring.
- To indicate the outcomes of creating a value-based and ethical culture
- To suggest indicative faculty development programmes for nurturing human values and ethics at Centurion University.

### **Outcomes:**

The first and foremost outcome of this endeavour is to inculcate values and ethics. This is dealt with at different levels:

- Transparent and Accountable Governance,
- Effective Administration and Management
- Well laid out system of rewards and penalties
- A learning process that is structured around the 5S methodology designed to help build a quality work environment, both physically and mentally. The 5S methodology is derived from five Japanese terms beginning with the letter 'S'. The pillars of 5S are simple to learn and important to implement: *Seiri*: Sort, *Seiton*: Set in Order, *Seiso*: Shine, *Seiketsu*: Standardise, *Shitsuke*: Sustain.

### **Values and Ethics for Stakeholders:**

The success of Centurion University's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Thus, the university is committed to imbibe core value and ethical behaviour into the daily interactions of various stakeholder groups. These stakeholders of the university are faculty, students, parents, alumni, administrators, industry partners/ representatives and others, should be guided by the following core values:

- Integrity*– adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
- Trusteeship*– Operating in an efficient, ethical and true manner while ensuring that the interests of all groups within the institution are served.
- Harmony*– Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

*Accountability*– Enabling the environment of openness and trust to accommodate mistakes and to encourage individuals in taking responsibility for one’s action.

*Inclusiveness*– Adopting standards, policies and procedure to promote and ensure equal opportunity, without any discrimination against an individual or a group, for education, employment, promotion and other activities in an institution

*Commitment*– Dedicating to the vision and mission of the institution while cultivating one’s knowledge, skill and attitudes to achieve excellence in due time and within the regulatory boundaries.

*Respectfulness*– Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.

*Belongingness*– Fostering a shared vision of institute to make everyone feel secure, supported, accepted and included.

*Sustainability*– Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

### ***Board of Governors***

The function of the board of governors is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. The members will

Work in the best interest of the university

Work co-operatively with fellow members in carrying out their responsibilities.

Act honestly and in good faith at all times in achieving the University’s intended outcomes.

Maintain the confidentiality of information

### ***University Level Academic Administration:***

It would include Vice-chancellor, Pro Vice-chancellor, Deans of Various Schools, Heads of Departments, Director of Institute, Registrar, Comptroller of Finance, Academic Statutory Bodies, etc. The authority would

Be responsible, as the principal academic and administrative officer of Centurion University, to see that the provisions of Acts/ Statutes/ Ordinances and Regulations of the university are duly observed and business of the university is carried out in strict adherence thereto.

Comply with laws, rules, and regulations of the government applicable to the university as Higher Education Institution (HEI).

Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university.

Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research (including the development of IP) and production for development of the potential of the university to the maximum extent.

Follow the objectives and policies of the University and contribute constructively to their ongoing evaluation and reformulation.

Maintain the confidentiality of the records and other sensitive matters.

Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

Refrain from any misappropriation of financial and other resources.

Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

### ***Administrative/ Support Staff***

Administrative/ Support Staff will:

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximize their efficiency.
- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances.
- Maintain the confidentiality of the records and other sensitive matters.
- Co-operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
- Care for the University's property.
- Facilitate congenial environment.
- Refrain from any form 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***

A teacher has a very crucial role in shaping the character, personality and career of the students.

A teacher will

- Act as a role model for students by displaying good conduct, set a standard of dress, speech and behaviour worthy of example to the students.
- Act as friend, philosopher and guide to students.
- Help students in identifying their potential and support through counselling and mentoring.
- Create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
- Observe punctuality in teaching and other duties.
- Exhibit decent behaviour with all.
- Refrain from harassment of student in any form.
- Actively participate in institutional development.
- Refrain from any type of discrimination
- Inculcate human values, scientific outlook and concern for the environment among students and others.
- Develop an understanding of our heritage.
- Encourage students to actively participate in scheme/ activities of national priorities.
- Cooperate with the university authorities for betterment of the university.
- Actively work for national integration and communal harmony.
- Be sensitive to societal needs and development.
- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

### ***Students:***

Students form the backbone of the University and spend their formative years in the University with the aim to imbibe knowledge and skills and developing a wholesome personality so as to facilitate their trajectory into the workforce. Students will:

- Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
- Stay in an academic institution with the joyful learning experience.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behaviour.
- Behave with dignity and courtesy with teachers, staff and fellow students.

Act as a role model for the junior students by attaining the highest level of values and morality.

Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.

Contribute towards cleanliness of the campus and surroundings.

Respect and care for the institutional properties.

Observe proper behaviour while on outside activities (educational tour/ visit or excursion).

Be honest in providing only truthful information on all documents.

Maintain the highest standards of academic integrity while presenting own academic work.

Help teachers in maintaining the learning environment conducive for all students.

Strive to keep campus ragging free.

Be sensitive to gender issues.

Be sensitive to societal needs and development.

Maintain good health and refrain from any kind of intoxicants.

### ***Alumni:***

Alumni are an important stakeholder group for any University. They can contribute immensely to the promotion of the University and the students. Alumni will

Work in the best interest of the University by promoting it and support in brand building

Bring in the best practices from the Industry and support existing batches of students in upgrading their knowledge and skills and securing employment

Work at securing resources and providing scholarships to current students

### ***Parents:***

Parents can contribute immensely to the progress of the University. They will

Work in the best interest of the University by promoting it and support in brand building

Conduct themselves properly when interacting with faculty and administration

Will follow the rules when bringing grievances to the University administration

Will instruct their wards to follow the rules

### ***External Stakeholders:***

Industry partners/ External experts/ invitees on various committees will

Support decisions with an approach such that they have no axe to grind.

Help to take the right decision through their expertise and impartial views

Help an institution to enable attaining highest quality and standards.