



The quality of an individual in particular and a society in general reflects through the values and ethics practiced. Human values and ethics are the keys for the progress and enlargement of Civil Society. These values and ethics can be learnt from life experiences and through the educational institutions. The goal of higher education is to help people reach their full potential by instilling human values and professional ethics in its stakeholders-administrators, professors, and students. Keeping in view the importance of education in formation and progression of civil society, the Indian Constitution guarantees Rights to Education as a fundamental right to its people. Thus the institution of Higher Education need to be values and ethics personified.

### **Human Values and Ethics**

Human values relate to the intrinsic moral dispositions toward compassion, honesty, loyalty, love, peace, sympathy, truth, and other virtues that increase human beings' and society's fundamental goodness. Human values aid in the comprehension of one's attitude, motivation, and behaviour, as well as influencing one's vision of the environment. They make it possible to interpret "good and wrong" and to comprehend people and organizations. The following are few important human values which can be incorporated in an educational institute like Truth, Discipline, Peace, Love, Compassion, Righteousness, Renunciation, Service, Discipline.



## Professional Ethics

Professional ethics and human values are inextricably linked. Ethics is defined as a set of guidelines for how one should act based on moral obligations and virtues derived from principles of right and wrong. Professional ethics is concerned with the notion and framework of moral right and wrong as it relates to professional organizations, policies, and behaviour. The success of an institution's mission and vision is determined by the devoted faculty members, officers, employees, and students' value-based ethical behaviour. As a result, an institute should strive to instil fundamental values and ethical behaviour in stakeholder interactions on a daily basis. The following basic principles should govern all stakeholders in an institution, whether they are faculty, students, administrators, or outsiders.

### Types of Values

- Moral
- Ethical
- Professiona
- Social
- Aesthetic
- Psychologic



- ❖ Integrity
- ❖ Trusteeship
- ❖ Accountability
- ❖ Harmony
- ❖ Inclusiveness

- ❖ Commitment
- ❖ Respectfulness
- ❖ Belonging
- ❖ Sustainability

## **FOR STUDENTS**

Students of the college are expected to spend their time and effort to learning and developing a good citizenry. Students would abide by the rules, regulations and principles of the college.

1. They shall be regular in attending class lectures, tutorials and remedial classes.
2. They must come to the college in uniform and carry the identity card issued by the institution.
3. He/she shall be sincere and truthful in providing information about all documents.
4. He/She observe modesty in behaviour and uphold respect to others.
5. He/She must help the teachers in creating and maintaining a healthy learning environment.
6. He/She shall remain punctual, polite and disciplined.
7. He/She must uphold empathy.
8. He/She shall endeavour to be a role model for his/her junior fellows by achieving the highest level of values and morality.
9. He/She is not permitted to smoke.
10. He/She shall strive to build to ragging-free campus.
11. He/She shall endeavour to maintain harmony among the students coming from divergent socio-economic background.
12. He/She shall promote gender equality and shall be sensitive towards gender issues.
13. He/She shall extend co-operation in running the Students` Body Election and shall not indulge in any activities that hampers the electoral process.
14. He/She shall be sensitive towards environment and contribute for building Green Campus.
15. He/ She must not indulge in sexual harassment such as sexual assault, unwanted touching, eve-teasing, unwelcome comments, messages, and pictures of sexual nature.
16. He/She shall strive to maintain cleanliness within the campus.
17. He/She shall be touchy towards societal needs and development.
18. He/She shall take care of the institutional properties.

## **FOR TEACHERS**

Teaching is an instrument that accomplishes learning. Teaching is a social and cultural process and the primary goal of teaching is to make effective learning. It's an intimate interaction between the teachers and students where the teacher intends to effect certain changes on the students. The teachers would

1. Be punctual.
2. Attend the classes regularly.
3. Perform his duties related to teaching, tutorials, classroom counselling and any other activities assigned to him.
4. Treat all the students with respect and dignity irrespective of caste, colour, gender, language, religion, region and economic status.
5. Act like a friend, philosopher and guide to identify the potentials, uniqueness, individuality of the students and encourage them to develop their personality and contribution towards social well-being.
6. Extend co-operation and assistance in the admission, examination, and invigilation and evaluation process.
7. Uphold empathy and respect the rights of the students to express their opinion.
8. Seek to build a conducive teaching-learning environment.
9. Build a cordial relation with parents/ guardians to make learning a tri-polar process in real sense.
10. Support and encourage the students to participate actively in activities of national priorities.
11. Participate in programs of professional growth such as in-service education and training, workshops, faculty development program, seminars, conferences, self-study.
12. Refrain from any form of harassment.
13. Uphold Social Responsibility and make effort to build a health campus-community interaction.
14. Take care of the institutional properties.

## **FOR ADMINISTRATIVE STAFF**

1. Endeavour to boost administrative efficiency.
2. Sincerely and impartially carry out official decisions and policies, striving for the highest achievable performance standards.
3. Keep any confidential information safe.
4. Prepare all reports, vouchers, bills, invoices, records, and other necessary papers in a timely and accurate manner.
5. Safeguard the secrecy of the records and any sensitive information.
6. Embody effort to finish the assigned works and duties in a time-bound manner.
7. Not indulge in any corrupt practices.
8. Create strong co-operation with the colleague and faculty.
9. Safeguard the secrecy of the records and any sensitive information.

## **FOR ADMINISTRATIVE AUTHORITY**

1. Follow the objectives and principles of the institution.
2. Adhere to the highest ethical standard in the decision making process.
3. Encourage the teachers for taking up research, research projects and other professional activities.

4. Make effort to ensure availability of resources needed to fulfil the aims and objectives of the institution.
5. Treat the teachers, office staff and students equitably and impartially.
6. Strive to create a healthy learning and intellectual environment.
7. Not engage in any activities that are inconsistent with the role as College Leaders.
8. Make effort to promote work culture that bring professionalism and enhance quality.
9. Not misuse financial and other resources.