

HANDBOOK
OF
HUMAN VALUES
AND
PROFESSIONAL ETHICS



SONAPUR COLLEGE: SONAPUR

CONTENT

Section	Title
1	Prelude
2	Human Values
3	Professional Ethics
4	Code of Professional Ethics
4.1	Administrative Authority
4.2	Administrative Staff
4.3	The Teachers
4.4	The Students

1. PRELUDE

The Right to Education has been stressed as a fundamental right for the citizens of India by the Constitution of India. Higher education plays a pivotal role in the growth of a nation as it enables the citizens of a country to tap into their skills and intellectual resources for developing their career and thereby contribute to the socio-economic development of a nation. Therefore, the Higher Education Institutes (HEIs) have to shoulder a great responsibility in terms of laying the foundation of a strong and resilient nation by forming well-knit societies. The HEIs will be equipped to handle this mammoth task only when the human potential is optimised by making its stakeholders, specially the higher educational administrators, teachers, and learners conscious of human values and professional ethics. Therefore, it becomes pivotal for the HEIs to forge an ambience of high moral values, ethics and professionalism so that every individual associated with it receives these qualities through induction and can equally disseminate. This is also important to maintain their integrity and dignity thereby setting examples for the communities at large. In this light, the Handbook of 'Code of Ethics' describes the principles and guidelines to be followed by the stakeholders of HEI.

2. HUMAN VALUES

Human values refer to the features that guide individuals to take into account the human element when one individual interacts with another. These features guide people to take into account the human element when one interacts with another human. Human values can be described as universal and are shared by all human beings irrespective of nationality, religion or culture. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values that are required amongst the teachers and administrators to foster an environment of peace and learning are briefly discussed below: respect, acceptance, consideration, appreciation, listening, openness, affection, empathy, and love towards other human beings.

2.1.1.1.1. Love & Compassion: Love manifests in sincere care of others, kindness and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.

2.1.1.1.2. Empathy: Empathy is the ability to understand and share the feelings of others. It manifests itself in human actions that are directed towards minimising the problems and sufferings of others.

2.1.1.1.3. Affection: It is the feeling that makes an individual fond of others and can translate into a feeling of admiration. It plays a significant role in building an environment that facilitates mutual understanding and co-operation.

2.1.2. Openness: This is an important quality that fosters trust and helps in the process of communication. It leads to develop understanding amongst individuals and a sense of fairness and truth.

2.1.3. Listening: This is a basic quality that creates a sense of safety amongst individuals. It helps in strengthening relationships through motivation and inspiration.

- 2.1.4. **Appreciation:** Appreciation for individuals, their qualities and for everything can change the outlook of an individual. It is marked by feeling of brotherhood, camaraderie, motivation and inspiring oneself and others to achieve better.
- 2.1.5. **Respect:** Respect for all living beings is an inherent requirement in all relationships. It is marked by appreciation, obedience, giving importance etc. that are some of the prime requisites for maintaining a quality environment and ambience conducive for learning.
- 2.1.6. **Acceptance:** Acceptance of self and others helps one in embarking on the route of self- improvement. It can lead to increased productivity, empathy, helping attitude towards others, etc.
- 2.1.7. **Consideration:** Consideration of situations and circumstances develops an understanding that helps in finding solutions to problematic solutions which leads to development of problem-solving skills leading to peace and harmony.
- 2.1.8. **Discipline:** Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition.

Sonapur College has attained the status of a premier HEI of Assam by following the above mentioned human values. The core values followed by Sonapur College are mentioned below:

- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development
- Respect for All

3. PROFESSIONAL ETHICS

Human values and professional ethics are complementary to each other. While human values can also be termed as morals that govern an individuals thinking and behaviour, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students.

Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

- 3.1. **Integrity:** Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.

- 3.2. Trusteeship: Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- 3.3. Harmony: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
- 3.4. Accountability: Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
- 3.5. Inclusiveness: Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.
- 3.6. Commitment: Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
- 3.7. Respectfulness: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
- 3.8. Belongingness: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- 3.9. Sustainability: Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

4. CODES OF PROFESSIONAL ETHICS

4.1. Administrative Authority

It would include Governing Body, Principal, Heads/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc. The authority would:

1. be responsible to observe that the guidelines as laid down by the University Grants Commission and Government of Assam in the Service Manual are followed.
2. comply with laws, rules, and regulations of the government applicable to the Higher Education Institutes.
3. provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. follow the highest degree of ethics in its decision making in the best interest of the College.
5. strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the College in order to bring the social change and hence national development.
6. follow objectives and policies of the College and contribute constructively to achieve its mission and vision.
7. maintain confidentiality of the records and other sensitive matters.

8. endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
9. refrain from any misappropriation of financial and other resources.
10. building goodwill amongst the local communities where the College is located through empathy and respect towards the communities.
11. involve the local communities in College processes as they are one of the major stakeholders.

4.2. Administrative Staff

Administrative staff would:

1. follow the official decisions and policies faithfully and impartially thereby contributing to the overall performance of the College.
2. through adherence to the decisions and policies seek to attain the highest possible standards of performances.
3. encourage the staff to maximize their efficiency.
4. create conditions that inspire teamwork.
5. act timely to redress the genuine grievances.
6. maintain confidentiality of the records and other sensitive matters.
7. co-operate and form strong liaison with colleagues.
8. show care for the institution's property.
9. facilitate congenial environment.
10. refrain from any form of discrimination.
11. not accept bribes or indulge in any corrupt practices.
12. make every effort to complete the assigned work in a time-bound manner.
13. manifest a sense of belongingness towards the institution.

4.3. Teachers

Teaching is a noble and devout profession which tends to instill in students — knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the College with diligence, dedication and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the College.
4. co-operate in the formulation of policies of the College, whenever applicable, by accepting various offices and discharge responsibilities which such offices may demand.
5. abide by guidelines, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and traditions.
6. adhere to responsible conduct and behaviour expected of them by the society.
7. create a conducive teaching–learning environment through innovative practices and knowledge sharing.

8. act as role models for students by displaying good conduct and character.
9. act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
10. encourage students to actively participate in activities of national priorities.
11. respect the rights and dignity of the students in expressing his/her opinion.
12. refrain from harassment of students in any form.
13. deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
14. behave with dignity and courtesy with staff and fellow colleagues.
15. devise ways of engaging with the communities in a positive way and support the authority in such endeavours.

4.4. Students

Students of the College are expected to devote their energy in learning and developing a wholesome personality. The students would:

1. abide by guidelines, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and the traditions.
2. remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. observe modesty in their overall appearance and behaviour.
4. behave with dignity and courtesy with teachers, staff and fellow students.
5. act as role models for junior students by attaining the highest level of values and morality.
6. maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. contribute towards cleanliness of the campus and its surroundings.
8. show respect and care for the institutional properties.
9. observe proper behaviour while on educational tour/visit or excursion.
10. be honest in providing truthful information about all documents.
11. maintain the highest standards of academic integrity while presenting one's own academic work.
12. help teachers in maintaining learning environment conducive for all students.
13. strive to keep campus ragging free.
14. be sensitive to gender issues.
15. be sensitive to societal needs and development.
16. maintain good health and refrain from any kind of intoxicants.