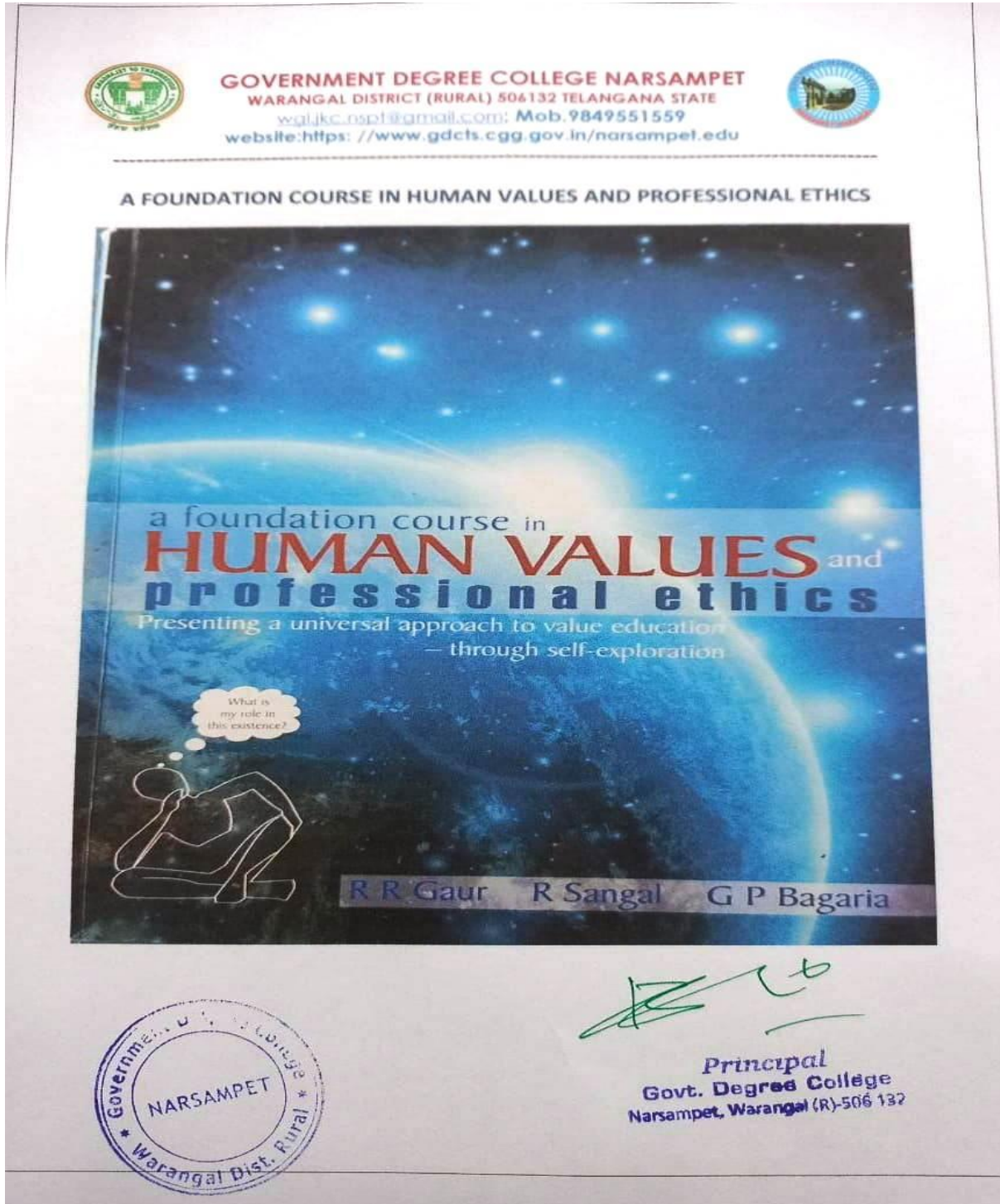




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A FOUNDATION COURSE IN HUMAN VALUES AND PROFESSIONAL ETHICS



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CHAPTER FOURTEEN

Professional Ethics in the Light of Right Understanding

Profession is a significant domain of human activity targeted towards participating in the larger order which includes the society and nature around. Thus, it is a meaningful participation for each one in one or more of the five domains of human endeavour needed for a harmonious society. Of this, one important domain happens to be in the form of production and production related activities. It also makes available the necessary physical facilities (livelihood) for oneself and one's family. Here, one has to interact with other human beings as well as the living and non-living entities of rest of nature. Through professional education, one acquires the specific skills and knowledge in order to make this contribution in the larger order. Ethical conduct of profession implies the right utilization of one's professional skills towards the fulfilment of comprehensive human goal and thus, meaningfully participate in the larger order. Therefore, it is expected from a competent professional to carry out one's profession with right understanding, dexterity and commitment so that the effort is conducive to human welfare i.e. conducive to the happiness and prosperity of all and also to the enrichment of rest of nature. However, to be able to achieve this, it is essential to develop the value competence or the ethical competence in the human beings along with the requisite skills. Presently, there is an increasing thrust on sophistication of professional skills and most of the effort in education is directed towards this objective. There is hardly any emphasis on developing the ethical competence which is acquired through appropriate Value Education. It may be easily appreciated that a significant implication of the right understanding is to develop this ethical competence and thereby facilitate professional ethics.

The issues pertaining to the unethical conduct of profession are presently becoming a matter of widespread concern. With increase in skills and know-how and with the availability of sophisticated technologies and systems for large scale networking to harness these skills, the human beings have acquired tremendous power to influence the lives of their fellow beings as well as the state of nature on this planet. In such a situation, it becomes crucial to

a professional career? What do we consider as a good profession? What is the general view of the parents in regard to an appropriate profession for their children? In what way do the people in society give value to various professions? This is very important for us to find out. The general perception in which the professions are presently looked at, is in terms of being able to earn more and more money, getting more power, getting more perks or comforts etc. Isn't it? Verify this yourself.

Such a view which is widely prevailing inherently comes in conflict with the expectations of professional ethics to ensure the sustained welfare of all. These aspects will be discussed subsequently when we will have a look at the current scenario in detail. Here, it may suffice to sum up that the real way to ensure ethical conduct of profession is to have a correct understanding of profession, a correct understanding of happiness and prosperity and then to develop the competence to fulfil this notion. The whole purpose of value education is to enable the development of this understanding and competence which is essential to ensure professional ethics.

Ensuring Competence in Professional Ethics

Having understood the profession in right perspective, let us clearly demarcate what we mean by developing ethical competence or the value competence of an individual which is the only effective way to ensure professional ethics. In absence of such a competence, administering oaths and prescribing codes of conduct etc. become mere formalities. Before proceeding further, let us also try to visualize as to why a person acts unethically. It is primarily because of lack of correct understanding about happiness and prosperity. If a person views happiness in terms of maximization of sensory enjoyment and prosperity in terms of accumulation of physical facilities, then the motivation naturally becomes that of wealth maximization. In this pursuit, all other considerations become secondary. Therefore, it leads to more and more unethical practices as these seem to cater well to the above misconceived notion of happiness. Immediate attractiveness of the outcome of such pursuits tends to make people adhere to this wrong notion firmly. As many other people seem to be following the same path and apparently 'gaining' from it, this is believed to be the only pragmatic way of living. In this context, the ethical considerations are considered to be too idealistic to follow in real life.

As already mentioned, the development of ethical competence is a long-term process to be achieved through appropriate value education. As profession is only a subset of the life activities, the competence in profession will only be the manifestation of one's right understanding.

అధ్యాయం 3 - విజయనగరం, సమాజంలోని సామరస్యం

13. సమీప సమాజాలైన విజయనగరం సామరస్యం.
14. మనీషీ మనీషీ మధ్య సంబంధాల విలువలు (మూల్యము), వ్యాయము అనుచానికి అర్థం, ఉత్తములనా తృప్తి కలగటానికి అవసరమైన విధానం. సమ్యక్, గౌరవం (విశ్వాస్, సమాన్) బాంధవ్యాలను మరలమైన విలువ.
15. విశ్వాసము - బంధుత్వానికి పునాది. ఉత్తము, సమర్థతలో గల తెజా
16. సమాజము - ఒక పరైన అందనా బంధుత్వంలో ఒక ముఖ్యమైన విలువ.
17. సమాజంలో సామరస్యానికి అర్థం. విజయనగరం పాడిగింపే సమాజం, సమాధానం, సమృద్ధి, అభయం, సహా అస్తిత్వం- జే సృష్టించగా మనవాళి లక్ష్యాలు
18. విశ్రాంతి వ్యవస్థను ప్రణాళిక అభివృద్ధి సమాజం, సామరస్యం వ్యవస్థ. విజయనగరం నుండి సమర్థత విజయనగరం

నాల్గవ అధ్యాయం - స్పష్టత సామరస్యం - స్పష్టత సామరస్యం

19. ప్రకృతిలోని సామరస్యాన్ని అర్థం చేసుకుంటాం
20. ప్రకృతిలోని నాలుగు వ్యవస్థలలోని అంతర్బంధం, ప్రకృతిమణి విధానంలో తిరిగి యుద్ధానికి చేరుకోవటం (రిసైక్షన్), ప్రకృతిలో స్వయం సమర్థత
21. అన్ని స్థాయిల్లోనూ ప్రకృతిలో సహజమైన అనుకూలమైన విశ్వంలో భాగ్యంలో ఉంటూ స్పష్టతలో మనీ ఒకదానికే మరొకటి సంబంధ బాంధవ్యాలు కలిగివుంటే సహజమైనం చేస్తున్నాయి.
22. స్పష్టత అన్ని స్థాయిల్లోనూ సామరస్యం - ఒక భాగ్యమగాన

బదవ అధ్యాయం - సంపూర్ణమగాన పర్యవసానం

23. మానవ విలువల సహజమోదం
24. విజయనగరం కచ్చితత్వం

25. మానవతా దృష్టితో రూపొందించిన విద్య, రాజ్యాంగం, విశ్రాంతిమీద వ్యవస్థల అవకాశకత

26. స్పష్టత నైతికతకు అర్థతలు
 1. మానవీయ వ్యవస్థను అనిష్టపరిచటానికి సాంకేతిక పరిజ్ఞానాన్ని ఉపయోగించే సామర్థ్యం.
 2. మానవులకు, పర్యావరణకు అనుకూలంగా మనచేసే ఉత్సాహము, సాంకేతిక వాస్తవ్యం, అదర్శప్రాయమైన సంస్థలు- వీటిని గుర్తించటం
27. సంపూర్ణమైన సాంకేతిక, ఉత్సాహనా విధానాలు, అదర్శప్రాయమైన సంస్థలు - కొన్నివార్షిక విశ్లేషణలు
28. బహుమతి స్థాయినుంచి విలువలతో కూడిన జీవన విధానం, వ్యాపారం రూపొందించే ప్రణాళికలు
 1. వ్యక్తిగత స్థాయిలో - సామాజిక స్పృహ, వాతావరణ పరిరక్షణ స్పృహతో మనచేసే అంకిత్య
 2. సమాజ స్థాయిలో - ఒకదానికొకటి సహాయ సహకారం మనచేసే సంస్థలు

గమనిక - ప్రతి రెండు ఉపన్యాసాల తర్వాత తెలుసుకున్న విషయాలను ప్రత్యక్షంగా అధ్యాపకులకు తెలుసుకుంటూ గుంటుం సమయాన్ని కేటాయించాలి. దానికి సంబంధించిన సామరస్యాన్ని విడిగా అవ్వటం జరిగింది.

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a foundation course in
HUMAN VALUES and
professional ethics

Presenting a universal approach to value education
through self-exploration

This textbook, designed for a foundation course on Human Values and Professional Ethics, is an outcome of the long-drawn search, visualization and extensive experimentation by the authors and their colleagues towards evolving an effective and universally acceptable methodology for introducing value education in the present curricula of technical and other professional institutions. Thus, it is in response to a long-felt and urgent need to integrate value education with professional skills in the present-day education system. A unique methodology focusing on the right understanding of the human reality vis-à-vis rest of existence has been systematically presented. This involves the discovery of the inherent harmony and co-existence in the existence through self-exploration, forming the basis of universal human values and facilitating transformation towards a holistic world-view or the 'human consciousness'. The book is presented in three main sections, namely:

- Introduction to Value Education
- Understanding the Harmony at various Levels
- Implications of the Right Understanding in Life and Profession.

Unlike the conventional treatment, the issues in Professional Ethics are analyzed in the context of right understanding with the main focus on the development of Ethical Competence in the individuals. The book concludes by proposing several salient steps to undertake the journey towards holistic and value-based living.

Salient Features

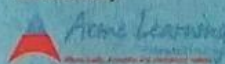
The unique features of this book are:

- It presents a universal approach to value education by developing the right understanding of reality through the process of self-exploration.
- The whole course is presented in the form of a dialogue, whereby a set of proposals about various aspects of the reality are presented and the students are encouraged to self-explore and self-verify these on the basis of their natural acceptance and experiential validation.
- The prime focus throughout the book is towards affecting a qualitative change in the consciousness of the reader, a change in the world-view rather than on mere information transfer.
- While introducing the alternative holistic world-view and its implications, a critical appraisal of the consequences of the prevailing world-view is also made to enable the students to discern the difference in their own right.
- The style of presentation is kept simple and student-friendly with ample repetitions to bring home the core concepts. Each chapter ends with a summary and selective review questions to facilitate understanding.
- A model course syllabus along with exercises and guidelines for practice sessions is given in the appendix and a glossary for key terms is also appended. A Teacher's Manual for this course is also available.

This innovative book along with the Teacher's Manual will go a long way in facilitating the introduction of value education inputs in the professional institutions, technical universities and other institutions of higher learning.

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ప్రాథమిక శిక్షణ

మానవ మూల్యాలు వృత్తి ధర్మాలు

మూల్య శిక్షణలో సర్వమానవానుకూల విధానం

- స్వఅధ్యయనం ద్వారా

అధ్యాపకులకు మార్గదర్శకాలు

ఆర్. ఆర్. గౌర్

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మొదటి అధ్యాయం - విలువల విద్య - పరిచయం

1. విలువల విద్య ఆవశ్యకత, మార్గదర్శకాలు, అందులోని ముఖ్యాంశము, విలువల విద్యా బోధనా విధానము.
2. స్వయం పరిశీలనా విధానం, అందులోని ముఖ్యాంశాలు. స్వయం పరిశీలన చేసే పద్ధతి - సహజసిద్ధమైన ఆమోదము, ప్రత్యక్ష సాధనతో దాని ఆవశ్యకతను గ్రహించటం.
3. నిరంతర ఆనందస్థితి, అభివృద్ధి - మనిషి మౌలికమైన కోరికల పరిశీలన.
4. సరైన అవగాహన, మానవసంబంధాలు, భౌతికపరమైన సౌకర్యాలు - ప్రతి మనిషీ తన కోరికలను తీర్చుకోవటానికి మౌలిక అవసరాలు.
5. ఆనందాలు, సుఖసంపత్తి- ప్రస్తుతమున్న స్థితిని పరిశీలించటం
6. మానవుల మౌలికావసరాలు తీరే మార్గం - అవగాహన, వివిధ స్థాయిలలో సామరస్యంతో జీవించటం

రెండవ అధ్యాయం - మానవునిలో సామరస్యం

7. "నేను" అనబడే (Self(I)), భౌతిక శరీరంతో సహజీవనం చెయ్యటమే మానవుడు అన్న అవగాహన.
8. "నేను", భౌతిక శరీరాల అవసరాలను గుర్తించటం - సుఖసంతోషాలు
9. "నేను" కి శరీరం ఒక పరికరమని అర్థం చేసుకోవటం. చూసేవాడు, చేసేవాడు, అనుభవించేవాడు "నేను".
10. "నేను" గుణాలు, కార్యకలాపాలు, అందులోగల సమతౌల్యత
11. శరీరంతో కలిసి "నేను (Self(I))" లో సమతౌల్యత. సంయమ, స్వాస్థ్య. భౌతిక అవసరాల మీద సరైన అవగాహన. సంపదకు అసలు అర్థం- వివరణాత్మకంగా.
12. సంయమ, స్వాస్థ్యలను సమకూర్చుకునే ప్రణాళిక

అధ్యాయం 3 - విజయనగరం, సమాజంలోని సామరస్యం

13. సమీప సమాజాలైన విజయనగరం సామరస్యం.
14. మనీషీ మనీషీ మధ్య సంబంధం విలువలు (మూల్యము), వ్యాయము అనుచానికి అర్థం, ఉత్తములనా తృప్తి కలగటానికి అవసరమైన విధానం. సమ్యక్, గౌరవం (విశ్వాస్, సమాన్) బాంధవ్యాలను మరలమైన విలువ.
15. విశ్వాసము - బంధుత్వానికి వున్నది. ఉత్తము, సమర్థతలో గల తెజా
16. సమాజము - ఒక పరైన అందనా బంధుత్వంలో ఒక ముఖ్యమైన విలువ.
17. సమాజంలో సామరస్యానికి అర్థం. విజయనగరం పాడిగింపే సమాజం, సమాధానం, సమృద్ధి, అభయం, సహా అస్తిత్వం- జే సృష్టించగా మనవాళి లక్ష్యాలు
18. విశ్రాంతి వ్యవస్థను ప్రణాళిక అభివృద్ధి సమాజం, సామరస్యం వ్యవస్థ. విజయనగరం నుండి సమర్థత విజయనగరం

నాల్గవ అధ్యాయం - స్పష్టత సామరస్యం - స్పష్టత సామరస్యం

19. ప్రకృతిలోని సామరస్యాన్ని అర్థం చేసుకుంటాం
20. ప్రకృతిలోని నాలుగు వ్యవస్థలలోని అంతర్బంధం, ప్రకృతిమణి విధానంలో తిరిగి యుద్ధానికి చేరుకోవటం (రిసైక్లింగ్), ప్రకృతిలో స్వయం సమర్థత
21. అన్ని స్థాయిలోనూ ప్రకృతిలో సహజమైన అనుకూలమైన విశ్వంలో భాగ్యంలో ఉంటూ స్పష్టతలో మనీ ఒకదానికే మరొకటి సంబంధ బాంధవ్యాలు కలిగివుంటే సహజమైనం చేస్తున్నాయి.
22. స్పష్టత అన్ని స్థాయిలోనూ సామరస్యం - ఒక భాగ్యమగాన

బదన అధ్యాయం - సంపూర్ణమగాన పర్యవసానం

23. మానవ విలువల సహజమోదం
24. విజయనగరం కచ్చితత్వం

25. మానవశా దృష్టితో రూపొందించిన విద్య, రాజ్యాంగం, విశ్రాంతిమీదు వ్యవస్థల అవకాశకత
26. స్పష్టతలో నైతికతకు అర్థతలు
 1. మానవీయ వ్యవస్థను అనిష్టపరిచటానికి సాంకేతిక పరిజ్ఞానాన్ని ఉపయోగించే సామర్థ్యం.
 2. మానవులకు, పర్యావరణకు అనుకూలంగా మనచేసే ఉత్సాహము, సాంకేతిక వాస్తవ్యం, అదర్శప్రాయమైన సంస్థలు- వీటిని గుర్తించటం
27. సంపూర్ణమైన సాంకేతిక, ఉత్సాహనా విధానాలు, అదర్శప్రాయమైన సంస్థలు - కొన్నివార్షిక విశ్లేషణలు
28. బహుమతి స్థాయినుంచి విలువలతో కూడిన జీవన విధానం, వ్యాపారం రూపొందించే ప్రణాళికలు
 1. వ్యక్తిగత స్థాయిలో - సామాజిక స్పృహ, వాతావరణ పరిరక్షణ స్పృహతో మనచేసే అంకిత్య
 2. సమాజ స్థాయిలో - ఒకదానికొకటి సహాయ సహకారం మనచేసే సంస్థలు

గమనిక - ప్రతి రెండు ఉపన్యాసాల తర్వాత తెలుసుకున్న విషయాలను ప్రత్యక్షంగా అధ్యాపకులకు తెలుసుకుంటూ గుంటుం సమయాన్ని కేటాయించాలి. దానికి సంబంధించిన సామరస్యాన్ని విడిగా అవ్వటం జరిగింది.

(Handwritten signature)

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Notifications

- A One-Week National Online FDP on "Sustainability of Institutions of Higher Learning in the context of Covid- 19:Challenges and Perspectives" 6-11 July 2020
- One Day National Conference 31-01-2020. Spot Registration allowed
- Declaration of Originality
- Registration Form
- Our College Activities

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GOVERNMENT DEGREE COLLEGE NARSAMPET
 WARANGAL DISTRICT (RURAL) 506132
 TELANGANA STATE
 Affiliated to Kakatiya University, Warangal

College Code: 2024



7.1.10 Monitoring Committee to the code of conduct



GOVERNMENT DEGREE COLLEGE NARSAMPET

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES (2020-21)

Sl. No.	Name of the Committee	Functions of the Committee	Convenor/Co-convenor & Members
1	Code of Conduct Committee	<p>To review the code of conduct for Teachers, Students and other staff members.</p> <p>To display the code of conduct on college website.</p> <p>To conduct awareness programmes on code of conduct.</p>	<p>Convenor: Dr.A.Srinath, Asst. Prof of English</p> <p>Members:</p> <ol style="list-style-type: none"> 1. G. Srinivas, Asst. Prof. of Commerce 2. G.Prasoon, Asst. Prof of Chemistry 3. Dr R. Kumaraswamy, Asst. Prof of Library Science 4.P. Tyagaiah, Asst. Prof of Physics

Dr.A.Srinath

IQAC Coordinator

PRINCIPAL
 Govt. Degree College
 Narsampet, Warangal-506 132

Dr.BChandramouli

Principal



Principal
 Govt. Degree College
 Narsampet, Warangal (R)-506 132

Minutes of the meetings

28/31

STAFF MEETING

12/04/2021

A meeting of the staff members of the college is conducted in the principal chamber under the chairmanship of Mr. D.S. Bichandramoni ji on 12/04/2021 at 2:00 pm. To discuss about the academic matters. The following points are discussed in the meeting.

At the outset principal sm greeted all the staff members and wished all a advance happy ugadi.

- 01) In view of NAAC preparations all the faculty members are requested to complete and update all the academic records and shall submit it to the principal on or before 17/04/2021. Sri T. Ramethi, vice principal of the college shall monitor the updation of academic records.
- 02) All the faculty members are requested to upload the details of the classes handled in the Digital Teaching Diary.
- 03) The syllabus of the first semester shall be completed as early as possible and a revision of important topics is to be done to prepare the students for the upcoming university examinations.
- 04) The classes for Fourth and Sixth Semester shall be started from 15/04/2021.
- 05) The incharges of all the departments shall prepare the departmental profile as per the proforma provided by DS.A. Srinath, IQAC Co-ordinator. The departmental profile shall be prepared for the last two academic years and shall be submitted to Sri. T. Ramethi, vice principal on or before 19/04/2021.
- 06) As part of the admissions campaign for the year 2021-22 the staff members shall visit all the surrounding Junior Second year students. The data shall be collected on or before 17/04/2021. The faculty members shall visit the respective college to which they are made incharge as per the details given earlier.



Principal
Govt. Degree College
Narsampet, Warangal (R)-506 137

07) AS per the guidelines issued by NAAC for having code of conduct and professional ethics at the college level a committee is formed with the following faculty members for framing the same:

(I) Professional Ethics:

- a) Dr. B. Vishnu Kumar, Asst. prof. of Commerce - Convener
- b) Dr. T. Sumathi, Asst. prof. of Hindi
- c) M. Shailaja, Asst. prof. of Political Science
- d) Dr. J. Lakshmi Singh, Asst. prof. of Zoology
- e) M. Sammath, Asst. prof. of Economics.

(II) Code of Conduct:

- a) Dr. A. Srinath, Asst. prof. of English - Convener
- b) G. Srinivas, Asst. prof. of Commerce
- c) G. Prakasa, Asst. prof. of Chemistry
- d) Dr. R. Kumaraswamy, Asst. prof. of Library Sciences
- e) P. Tyagaraj, Asst. prof. of Physics

The above two committees shall be monitored and supervised by Sri. T. Ramesh, Vice Principal.

08) All the incharges of various departments shall give the details of the certificate courses to which are already in progress and the courses to be started. The details shall be provided to B. Ramesh, Asst. prof. of History.

09) In order to have access of internet in the entire college, the wifi connectivity shall be provided in all the departments as well as all the classrooms. V. Prasadachandrababu, faculty in Computers shall make necessary arrangements towards the wifi availability in the college.

1) (2) (3)
 (4) (5) (6)
 (7) (8) (9)
 10) (11)

12/11/2021



Principal
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 Narsampet, Warangal (R)-506 132

GOVERNMENT DEGREE COLLEGE NARSAMPET

WARANGAL DISTRICT (RURAL) 506132

TELANGANA STATE

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A Handbook of

CODE OF CONDUCT

(for stakeholders)

INTERNAL QUALITY ASSURANCE CELL

(IQAC)



GOVERNMENT DEGREE COLLEGE NARSAMPET
WARANGAL DISTRICT (RURAL) 506132 TELANGANA STATE
wgl.jkc.nspt@gmail.com; **Mob.9849551559**
website:<https://www.gdcts.cgg.gov.in/narsampet.edu>



CODE OF CONDUCT

Government Degree College, Narsampet was established on 3rd December, 1984 in Warangal District of united Andhra Pradesh. Narsampet is a major town located 45 Kilometers away from District headquarters. The college is affiliated to Kakatiya University, Warangal and it was admitted by UGC under 2(f) & 12(B) in 1991. The college was accredited with NAAC Grade 'C' and it is going for reaccreditation of Cycle 3. The goal of the institution is to provide higher education to the socially, economically, and downtrodden sections of the society. After formation of separate Telangana State on 2nd June 2014 and reorganization of new Districts in October 2016, Government Degree College, Narsampet is conferred as Identified College of Warangal Rural District. The other two colleges come under this District are Govt. Degree College, Parkal and Govt. Degree College, Wardhannapet. The college, in its endeavour of nation building, gives top priority to overall development of the students besides inculcating the character building. The college always strives hard for imparting quality and skill-based and need-based education to the students.

Vision:

- To impart quality education to the socially and economically disadvantaged students who hail from rural areas.

Mission:

- To cater to the academic needs of the students of various sections of society with career orientation and multi-skill development programmes
- To encourage the innate talents of each student and help experience the 'pleasure of learning'
- To help students build self-confidence and face the challenges of life in present and future

The Principal and the teachers strictly follow the Service Rules framed by the Government of Telangana and the instructions of the Commissioner of Collegiate Education, Telangana State. Further the Principal and the teachers of the college are required to imbibe the following points of the Code of Conduct. Similarly, the institution has prescribed separate Codes of Conduct for the Students and the Parents.

Code of Conduct for the Principal

The Principal is the Head of the Institution. His/her behavior, attitude and the conduct can have positive or negative impact on the entire college. The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. In addition, the following traits of conduct are expected from the Principal. He / She has

- ❖ To chalk out a plan and policy and to execute the Vision and Mission of the college.
- ❖ To inculcate research development activities among the teachers and the students.
- ❖ To execute any other qualitative and quantitative work for the welfare of the institution.
- ❖ To listen to the student's ideas and judge the appropriate suggestions with the help of the Staff Council.
- ❖ To ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them.
- ❖ To Recommend and forward communication to the authorities on time.
- ❖ To monitor, manage and guide the entire college administration and initiate appropriate remedial measures on the basis of the feedback received from the stakeholders.
- ❖ To be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- ❖ To carry out himself or herself with the highest integrity and s/he needs to exhibit outstanding and strong leadership skills.
- ❖ To empower all his or her staff and students to realize their potential.

Code of Conduct for the Teachers

It is widely accepted truth that teaching is one of the noblest professions and it can shape the character and caliber of the youth who are future builders of the Nation. A teacher can inspire and ignite the students and instill amongst them a sense of love for learning. Hence, the teachers of the college are expected

- ❖ To love his/her students and love his/her profession by upholding the honour and dignity of the teaching profession.
- ❖ To abide by the rules and regulations of the institution.
- ❖ To abide by the procedures to ensure student's safety.
- ❖ To provide an innovative, informative and quality education to students.
- ❖ To interact with the students in a friendly manner.

- ❖ To cooperate and collaborate with fellow teachers.
- ❖ To be responsible, interact positively with parents and other stakeholders in the interest of the students.
- ❖ To be a good friend, and to guide, assist, counsellors and facilitators to his/her pupils.
- ❖ To behave as a role model for his / her students in all respects.
- ❖ To maintain and properly complete Academic records for all semesters.
- ❖ To inculcate the value-based education among the students.
- ❖ To maintain decorum both inside and outside the classroom and set a good example to the students.
- ❖ To handle the subjects assigned by the principal/head of the department.
- ❖ Teachers should complete the syllabus in time and shall train his/her students for better results in the end examinations.

Code of Conduct for the Non-Teaching Staff

The members of the Non-teaching staff are crucial in the college administration since the students need their help for various purposes. Hence the college has prescribed certain Code of Conduct for them. The following traits are expected from the Non-teaching staff. A member of the non-teaching staff has

- ❖ To report to duty at least 30 minutes in advance and remain on duty during college hours.
- ❖ To adhere strictly to the laws and regulations of the institution.
- ❖ To respect and maintain the hierarchy in the college administration.
- ❖ To maintain honesty, integrity, fairness in all activities.
- ❖ To keep confidential matters up to the expectations of the Principal
- ❖ To avoid the practice of hiding, altering or forging official documents / receipts.
- ❖ To exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- ❖ To obtain prior approval of leave from the Principal or Administrative Officer.
- ❖ To avoid social networking sites such as Facebook, WhatsApp, etc during the working hours.
- ❖ To treat the issues related to the students in sympathetic and serious manner.
- ❖ To avoid misappropriation of institutional funds.
- ❖ To update the latest developments in technical and office administration.

Code of Conduct for the Students

The students are the most important stakeholders of any educational organization. Hence for the benefit of the students and in view of the vision and mission of the institution, a separate code of conduct has been prescribed by the Discipline Committee of the college. As per the code of conduct for students, they are expected to abide by the following code of conduct.

- ❖ The Students should not involve in ragging, since ragging in any form is a serious offence and it will be dealt seriously.
- ❖ The use of mobile phones is strictly prohibited in the college class hours. However, the mobile is allowed during online classes or e-content development.
- ❖ During College Hours a student cannot go out of the college premises without the permission of the concerned teacher.
- ❖ It shall be the bounden duty of every student to abide by the rules and regulations of the college.
- ❖ Every student shall attend classes regularly and punctually and update their knowledge in the subjects concerned.
- ❖ To maintain the decorum and neatness in attire, language and behavior.
- ❖ Students shall not enter or leave the class rooms without the permission of the teachers.
- ❖ To avoid inviting or encouraging outsiders to enter the campus.
- ❖ If a student or a group of students have any grievance, it is to be brought to the notice of grievance and redressal cell.
- ❖ Indecent behavior towards the opposite sex will not be tolerated.
- ❖ To maintain 75% attendance in each semester without which the students will not be allowed to appear for semester End Exams.
- ❖ To maintain the Punctuality, discipline and dress code in the College.
- ❖ Students are expected not to involve in any activity causing damage to the property, building, garden and any material in the Institution. Any such violations are noticed the offender shall liable to pay the penalty or the damage or the loss.
- ❖ Students are prohibited from loitering in the corridors, the campus or the classes surroundings during working hours.
- ❖ To bring prescribed textbooks to the classes every day.
- ❖ Every student shall come to the college in time, in clean, formal and decent dress.

- ❖ During leisure hours, students are advised to use the library, Digital library and reading room.
- ❖ Defacing the blackboards, smart boards or walls will be severely dealt with.
- ❖ Students should stay away from any anti-social activities.
- ❖ Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- ❖ Visitors are not allowed to meet the students in the classrooms.
- ❖ Students should take care of their belongings. The institution will not be responsible for any loss.
- ❖ If any student violates the conduct such student will be expelled from the class by the faculty.

Code of Conduct for the Parents

The parents are another important stakeholder for the college and they are expected to maintain the following code of conduct in the interest of their ward and the institution. They are expected

- ❖ To send their children to college daily.
- ❖ To constantly observe the academic and personal progress of their wards.
- ❖ To report to the Principal/teachers any issue related to their children.
- ❖ Not to allow their children to become addicted to smart phones, social media, online games, etc.
- ❖ To attend the Parent-Teacher Meetings without fail and give their feedback on the curriculum offered in the college.
- ❖ To inquire into the progress of their ward with the teachers and the Principal by being in constant touch with them.
- ❖ To spend at least half an hour daily with their children and talk to them asking about the activities in the college and the details of their participation in such programs.
- ❖ To guide their children properly so as to enable them reach higher levels in career.





Awareness Programme to students about code of conduct, Anti-ragging.

CERTIFICATE

This is to certify that the above-mentioned awareness programmes on code of conduct and professional ethics are conducted at this college.




Principal
Govt. Degree College
Narsampet, Warangal (R)-508 132


(Dr. A. Srinath)
IQAC Coordinator

(Dr. B. Chandramouli)
PRINCIPAL & Chairperson of IQAC

A Foundation Course
In
Human Values & Professional Ethics
Syllabus for 1 Year Degree Course

Module 1: Course Introduction - Need, Basic Guidelines, Content and Process for Value Education

1. Understanding the need, basic guidelines, content and process for Value Education
2. Self Exploration—what is it? - its content and process; ‘Natural Acceptance’ and Experiential Validation- as the mechanism for self exploration
3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
6. Method to fulfill the above human aspirations: understanding and living in harmony at various levels

Module 2: Understanding Harmony in the Human Being - Harmony in Myself!

7. Understanding human being as a co-existence of the sentient ‘I’ and the material ‘Body’
8. Understanding the needs of Self (‘I’) and ‘Body’ - Sukh and Suvidha
9. Understanding the Body as an instrument of ‘I’ (I being the doer, seer and enjoyer)
10. Understanding the characteristics and activities of ‘I’ and harmony in ‘I’
11. Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail
12. Programs to ensure Sanyam and Swasthya
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

13. Understanding harmony in the Family- the basic unit of human interaction
14. Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti;
Trust (Vishwas) and Respect (Samman) as the foundational values of relationship

Text Book

R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education. (English)*

Pradeep Kumar Ramancharla, 2013, *A Foundation Course in Value Education (Telugu)*

R R Gaur, R Sangal, G P Bagaria, 2009, *Teacher's Manual. (English)*

Pradeep Kumar Ramancharla, 2013, *Teacher's Manual. (Telugu)*

Reference Books

1. Ivan Illich, 1974, *Energy & Equity*, The Trinity Press, Worcester, and HarperCollins, USA
2. E.F. Schumacher, 1973, *Small is Beautiful: a study of economics as if people mattered*, Blond & Briggs, Britain.
3. A Nagraj, 1998, *Jeevan Vidya ek Parichay*, Divya Path Sansthan, Amarkantak.
4. R.Pradeep Kumar, 2013, *Jeevana Vidya to Na Prayanam*, Hyderabad
5. Sussan George, 1976, *How the Other Half Dies*, Penguin Press. Reprinted 1986, 1991
6. PL Dhar, RR Gaur, 1990, *Science and Humanism*, Commonwealth Purblishers.
7. A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.
8. Subhas Palekar, 2000, *How to practice Natural Farming*, Pracheen(Vaidik) Krishi Tantra Shodh, Amravati.
9. Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III, 1972, *Limits to Growth – Club of Rome's report*, Universe Books.
10. E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
11. M Govindrajran, S Natrajan & V.S. Senthil Kumar, *Engineering Ethics (including Human Values)*, Eastern Economy Edition, Prentice Hall of India Ltd.
12. B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books.
13. B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.

Relevant CDs, Movies, Documentaries & Other Literature:

1. Value Education website, <http://www.uptu.ac.in>
2. Story of Stuff, <http://www.storyofstuff.com>
3. Al Gore, *An Inconvenient Truth*, Paramount Classics, USA
4. Charlie Chaplin, *Modern Times*, United Artists, USA
5. IIT Delhi, *Modern Technology – the Untold Story*

A Foundation Course
In
Human Values & Professional Ethics

Syllabus for II Year Degree Course

Module 3: Understanding Harmony in the Family and Society- Harmony in Human-Human Relationship

1. Understanding the meaning of Vishwas; Difference between intention and competence
2. Understanding the meaning of Samman, Difference between respect and differentiation; the other salient values in relationship
3. Understanding the harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals
4. Visualizing a universal harmonious order in society- Undivided Society (Akhand Samaj), Universal Order (Sarvabhaum Vyawastha)- from family to world family!
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 4: Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

5. Understanding the harmony in the Nature
6. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature
7. Understanding Existence as Co-existence (Sah-astitva) of mutually interacting units in all-pervasive space
8. Holistic perception of harmony at all levels of existence
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Module 5: Implications of the above Holistic Understanding of Harmony on Professional Ethics

9. Natural acceptance of human values
10. Definitiveness of Ethical Human Conduct
11. Basis for Humanistic Education, Humanistic Constitution and Humanistic Universal Order
12. Competence in professional ethics:
 - a) Ability to utilize the professional competence for augmenting universal human order,

- b) Ability to identify the scope and characteristics of people-friendly and eco-friendly production systems,
 - c) Ability to identify and develop appropriate technologies and management patterns for above production systems.
13. Case studies of typical holistic technologies, management models and production systems
14. Strategy for transition from the present state to Universal Human Order:
- a) At the level of individual: as socially and ecologically responsible engineers, technologists and managers
 - b) At the level of society: as mutually enriching institutions and organizations

Text Book

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