

## **HUMAN VALUES & PROFESSIONAL ETHICS FOR STAFF (2021-22)**

### **HUMAN VALUES & ETHICS:**

Human values are basically inherent in inclination of attitude towards honesty, peace, loyalty, truth, kindness, love, sympathy etc. that fundamentally help in betterment of human beings and society. Good human values and moral ethics help in influencing the behaviour, and influence the viewer's perception about the world for a utopian society. It helps in interpretation of "right and wrong" and provide the ways to understand value of human beings and organizations. Values are to be learned through practices that lay in strong foundation of better human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and students should learn values from their conduct and behaviour.

The principal human values are discussed in brief as follows: Righteousness, Service, Discipline, Belongingness, Truth, Commitment, Peaceful co-existence, Sustainability, Non-Violence, Peace and Integrity:

## **I. CODE OF PROFESSIONAL ETHICS FOR TEACHING STAFF:**

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

1. A teacher should perform his basic duties like teaching, tutorial, practical's, conduct seminars, pursue research work given to him by the college/ higher authorities with sincerity, dedication and punctuality.
2. Teacher should Create a conducive atmosphere of teaching–learning environment through innovative practices and knowledge sharing.
3. He/ She should act as friends, philosopher, guide and mentors for students in identifying and bringing out their potentials and encourage them to improve their personality in the interests of community welfare, environment and national heritage.
4. Co-operate and assist in the process of admission, examination, invigilation and evaluation process of the college. Co-operate in the policy formulation of the college by accepting various office duties and discharge their responsibilities.
5. Contribute to professional growth through active research by attending and presenting in conferences, seminars and professional meetings.
6. Abide by rules, regulations, policies, procedures of the institution and respect its ideals, vision, mission and cultural practices.
7. Teacher should encourage students to actively participate in activities conducted by the college. Deal justly and impartially without any discrimination of their religion, caste, and political, economic, social and physical characteristics.
8. behave with dignity and courtesy with staff and colleagues by respecting their rights and dignity of the students in expressing his/her opinion.
9. Act as role models for students by displaying good conduct and character and not to take any other employment and should commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
10. Teacher should also maintain confidentiality of the records and other sensitive matters.

## **II. CODE OF PROFESSIONAL ETHICS FOR NON-TEACHING STAFF:**

1. Non teaching staff should act timely to readdress the genuine grievances.
2. They should not show any form of discrimination among students and staff.
3. Facilitate congenial atmosphere in the college.
4. Not to accept bribes or indulge in any corrupt practices.
5. Make every effort to complete the assigned work in a given time.
6. Encourage the staff to maximize their efficiency.
7. Respect the rights and dignity of the students in allowing them to express his/her opinion and refrain from harassment of students in any form.
8. Adhere to responsible conduct and behaviour expected of them by the society and create a conducive teaching–learning environment through innovative practices and knowledge sharing.
9. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
10. Co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the college
11. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and traditions. To adhere to responsible conduct and behaviour expected of them by the society.

### **III. CODE OF ETHICS FOR STUDENTS COMMUNITY:**

1. Behave with dignity and courtesy with teachers, staff and fellow students.
2. remain punctual, disciplined and regular in attending class lectures, tutorials and research.
3. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
4. Contribute towards cleanliness of the campus and its surroundings.
5. Maintain good health and refrain from any kind of intoxicants.
6. Strive to keep campus ragging free.
7. be honest in providing truthful information about all documents.
8. be sensitive to gender issues and be sensitive to societal needs and development.
9. Observe proper behaviour while on educational tour/visit or excursion.
10. Help teachers in maintaining learning environment conducive for all students.