

# LALA RURAL COLLEGE, LALA



## Human Values & Professional Ethics

Hand Book  
2019– 2020

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## **1. Prelude:**

“Education” is placed as the fundamental right of every citizens of the country by the constitution of India. Higher Education, the pillar of career and leadership building, plays a vital role in the social and economic development of a society and the nation as a whole. Therefore, the higher education institutions shoulder great responsibility in building strong leadership and well-knitted society through excellence in academic, ethical curricula and community engagement. A quality-based education therefore helps in upgrading growth of individuals which intern endorses the growth of the nation. The purpose of education in general and higher education in particular is to felicitate accomplishment of human potential by instilling its state holders viz, administrators, faculties and students with human values and professional ethics. Accordingly, it is considered necessary there should be a code of ethics which maybe evolved by the teaching community itself. This handbook of code of ethics describes the principles and guidelines to be followed by all the stakeholders of Lala Rural College.

## **2. Human Values:**

Human values referred to the basic inherent moral inclination towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings. Some of the basic principles of human values are as follows:

### **2.1. Right Conduct:**

It is the backbone of core human values for it involves conduct of life and action by following property and decorum at every stage of human life. It ranges from ethical guidelines, behavior and moral values.

### **2.2. Discipline:**

Discipline means regulated values followed by the individual for all beings. It indicates values like regulation, direction, order etc.

### **2.3. Punctuality:**

Punctuality builds the path to success. From self-confidence to better preparedness. Punctuality integrates values in every individual.

### **2.4. Peaceful co-existence:**

Peaceful co-existence indicates cohesive and coherent relationships. It also describes psychological and social values such as benevolence, oppression, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness among others.

## **2.5. Truth:**

Truth is eternal and unchanging because it deals with ultimate and unchanging reality. In professional life the simplest manifestation of truth is sincerity that can be seen in terms of commitment and discharge of duties.

## **3. Professional Ethics:**

Professional ethics are characterized by the individual responsibilities, obligation of the individual. It describes the accepted principles and standards about moral duties and virtues applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession. Following are some of the vital components of the professional ethics that professional organizations necessarily include in their code of conduct.

### **3.1. Integrity:**

Integrity is defined as the unity of thought, word and deed and open-mindedness. It includes the capacity to communicate the factual information, so that others can make well-informed decisions. It entices people to not only execute a job well but to achieve excellence and performance. It also helps them to win the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles and moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

### **3.2. Passion:**

Passion is a feeling of intense interest or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their profession, they tend to work more, resulting in more satisfaction.

### **3.3. Commitment:**

Commitment means alignment to goals and adherence to ethical principles during the activities; it is the driving force to realize success. Commitment is a basic requirement for any profession. The commitments of top management naturally lead to committed employees, whatever may be their position. Hence target-oriented efforts are put to reap efficiency.

### **3.4. Attitude:**

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitude is the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. Positive mental attitude characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

### **3.5. Credibility and Responsibility**

This obligation of an individual or organisation to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It is also including the responsibility for money or other entrusted property.

## **4. Code of Professional Ethics**

Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such professions or professional organisations. Some of the important components of professional ethics that professional organisations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

### **4.1. Administrative Authority**

Administrative Authority It would include Coordinator IQAC, Nodal officers and convenors of various cells/ committee etc.

- i. Be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the college are strictly adhered to in all its businesses.
- ii. Comply with laws, rules, and regulations of the government applicable to the college.
- iii. 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.
- iv. Strive for creating an environment conducive for teaching, learning, and development according to the maximum potential of the college in order to bring the social change and hence national development.
- v. Maintains confidentiality of the records and other sensitive matters.
- vi. Refrain from any misappropriation of financial and other resources.

## **4.2. Non - Teaching Staff**

Non - Teaching staff would:

- i. Carries out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- ii. Encourage the staff to maximize their efficiency.
- iii. Create conditions that inspire teamwork.
- iv. Act timely to readdress the genuine grievances. 5. maintain confidentiality of the records and other sensitive matters.
- v. Co-operates and form strong liaison with colleagues.
- vi. Show care for the institution's property.
- vii. Facilitate congenial environment.
- viii. Refrain from any form of discrimination.
- ix. Make every effort to complete the assigned work in a time-bound manner.

## **4.3. Faculties:**

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

- i. Performs duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the college with diligence, dedication and punctuality.
- ii. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
- iii. Co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the college.
- iv. Co-operate in the formulation of policies of the college by accepting various offices and discharge responsibilities which such offices may demand.

v. Abides by Act, Statutes, Ordinances, rules, policies, procedures of the college and respect its ideals, vision, mission, cultural practices and traditions.

vi. Adhere to responsible conduct and behaviour expected of them by the society.

vii. Create a conducive teaching–learning environment through innovative practices and knowledge sharing.

viii. Act as role models for students by displaying good conduct and character.

ix. Respect the rights and dignity of the students in expressing his/her opinion.

x. Refrain from harassment of students in any form.

xi. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.

xii. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

xiii. Behave with dignity and courtesy with staff and fellow colleagues.

#### **4.4. The Students**

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

i. Abides by Acts. rules, policies, procedures of the college and respect its ideals, vision, mission, cultural practices and the traditions.

ii. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.

iii. observe modesty in their overall appearance and behaviour.

iv. Behave with dignity and courtesy with teachers, staff and fellow students.

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

vi. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.

vii. Contribute towards cleanliness of the campus and its surroundings.

- viii. Show respect and care for the institutional properties.
- ix. Observe proper behaviour while on educational tour/visit or excursion.
- x. Be honest in providing truthful information about all documents.
- xi. Help teachers in maintaining learning environment conducive for all students.
- xii. Strive to keep campus ragging free.
- xiii. Be sensitive to gender issues.
- xiv. Maintain good health and refrain from any kind of intoxicants.