



**SH. SHIV CHARAN MATHUR
GOVERNMENT COLLEGE
MANDALGARH- 311604 (Raj.)**

HANDBOOK
On
Human Values,
Professional Ethics
And
Code of Conduct

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1. Prelude

The Constitution of India has placed 'education' as the fundamental right of every citizen of the country. 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. Great role and responsibility is entrusted to the Higher Education Institutions (HEIs) in building strong leadership and well-knit society through excellence in academics, ethical curricula and community engagement. Higher Education provides an opportunity to the students to reflect on social, economic cultural, moral and other issues, humanity is facing and to seek its solution and to contribute in national development through specialized knowledge and skill. It also cultivates new ideas and knowledge while interpreting old knowledge in the light of new discoveries and researches. It helps the youth to extract their potential and apply it to individual progress and subsequently for over all development. It prepares leaders in different walks of life and promotes human values and moral attitudes in society. The main objective of higher education is the integral development of a person and betterment of society through awareness, wisdom and skill. To fulfill this great responsibility and achieve the set goals Higher Education Institutions (HEIs) are required to create quality practices and healthy environment along with professional ethics. '*The Handbook of Human values and Code of Professional Ethics*' of Shri Shiv Charan Mathur, Govt. College, Mandalgarh delineates the principles and guidelines which are supposed to be practiced by all the stakeholders of the organization.

2. Human Values

Human values and professional ethics serve as a pre-requisite for the successful and effective functioning of an organization. Human values are innate qualities and virtues of a human being that guide us in our interaction with other human beings. These are the basic moral inclinations reflecting the natural goodness of human beings and helpful attitude build a healthy and peaceful society. Kindness, compassion, empathy, peace, truth, honesty, commitment, righteousness, diligence and discipline are some of the human virtues which enrich the performance of human being individually as well as collectively. Sense perception, behavioral understanding and correct attitude are some of the ethical aspects considered important in any profession especially in the spectrum of higher education as these values and ethics are further transmitted to future generations eventually making the society a better and beautiful place to live in. Affection, truthfulness, purity of thought and action, sincerity, determination, devotion and a positive approach are the basic human values which need to be fostered and practiced in our daily performance in every aspect. Principal human values can be discussed as follows:

- 2.1. **Peace:** Human values such as equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. are derived from peace. Scope of peace may levels at individual, society, and the globe.
- 2.2. **Love & Compassion:** It manifests in sincere care of people, kindness, empathy and compassion. True unconditional love leads to compassion. Love may be seen in operation in human acts of generosity, kindness and charity.

- 2.3. **Discipline:** Discipline indicates regulated values followed by the individual for each. It contains values like regulation, direction, order, etc.
- 2.4. **Service:** Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.
- 2.5. **Honesty:** Honesty is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.
- 2.6. **Renunciation:** Renunciation connotes caring attitude towards all living beings devoid of any selfish aims. Renunciation may be seen in austerity, self-control, and selflessness of a person.
- 2.7. **Non-Violence:** Non-violence discusses to control from consciously making harm through one's opinions, speech or action to any one, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all human beings.
- 2.8. **Co-Existence:** Peaceful co-existence pronounces cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.
- 2.9. **Truth:** Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

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. Shri Shiv Charan Mathur, Govt. College, Mandalgarh adheres to certain principles which reflect the promotion of human values and professional ethics. The core values are as follows:











-  Mutual Respect
-  Student Centric Academic Environment
-  Quality Education and Research Throughout the Session
-  Striving for Excellence in All Areas of Education
-  Social Well-being through Extension Activities
-  Emphasis on Personality Development
-  Inculcating Excellence in Students through Extra-Curricular Activities
-  Career Counseling, Placement and Employment
-  Environmental Consciousness
-  Development Strong Professional Ethics



Fig.1: Core Human Values

3. Professional Ethics

Human values and professional ethics are complementary to each other. Where human values are the natural inherent virtues and refer to personal conviction, professional ethics are the principles, standards of conduct about moral duties and virtues which are to be observed while being part of an organization. Values are part of human culture and the administration and teachers in higher education radiate and transmit these values to the peer group and the learners of the institution. 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. Similarly their professional ethics help in growth of the institution as well as the society at large. The vision, philosophy and objective of higher education can be achieved through these human values and professional ethics by its committed faculty members, officers, staff and students. Such institutions flourish and acquire premier position in society and contribute to the enrichment of socio- economic and other aspects of human life. Code of professional ethics guide the members of an organization about the desirable and undesirable acts related to a profession. Our Institute is committed to promote and practice these standards to maintain a peaceful and harmonious environment in the campus and it also strives to radiate and transmit these values to future generations and society.

Shri Shiv Charan Mathur, Govt. College, Mandalgarh holds repute in terms of human values and is a recognized institute of Rajasthan state where it comes to the observation of professional ethics and code of conduct.

Following are some of the vital components of professional ethics that our Institution includes in its code of conduct:

- 3.1 **Respectfulness**: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
- 3.2 **Belongingness**: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- 3.3 **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.
- 3.4 **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 **Harmony**: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
- 3.7 **Integrity**: Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
- 3.8 **Trusteeship**: Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- 3.9 **Sustainability**: Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

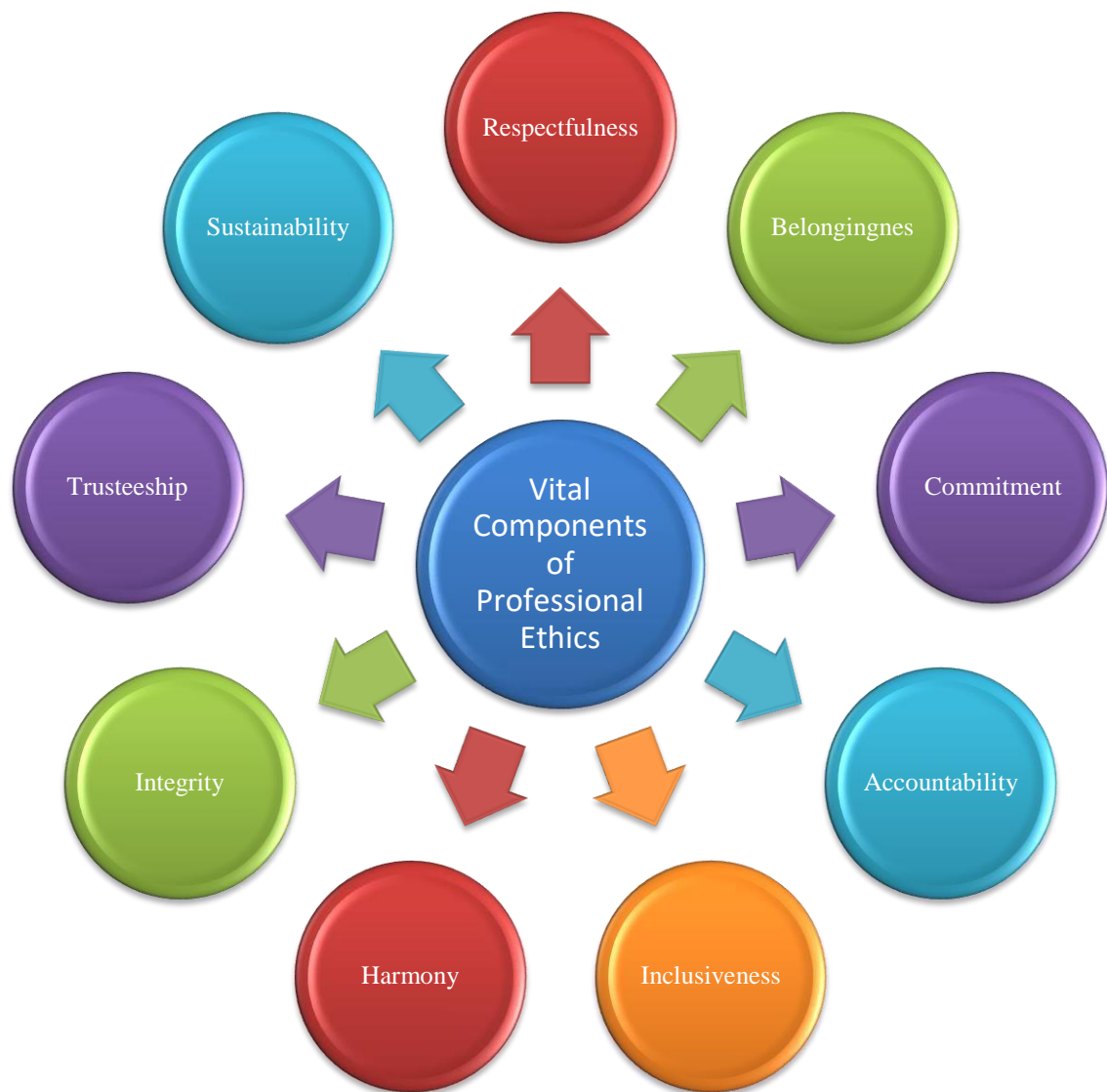


Fig.2: Vital Components of Professional Ethics

4. Code of Conduct

Code of conduct applies to all the stakeholders. Integrity, transparency, tolerance, harmony, accountability, inclusiveness, belongingness and adherence to sustainability are the basic values which are the guiding factors of all our participants in their respective role performance. We follow the rules, regulations, statutes, orders and circulars of the Commissionerate College Education, Rajasthan and also of the M.D.S. University, Ajmer with which our college is affiliated. Also within organization the faculty, staff and students comply their assigned duties and abide by the behavioral expectations of the institute. Adopting policies and standards for quality education and personality development and ensuring a harmonious environment is what our institution seeks to promote. It also ensures optimal resource utilization – human as well as material for the betterment of all its beneficiaries. All the participants follow the code of conduct with commitment for a safe and

respectful environment in the campus. It includes the Administration, Faculty, Non-Teaching Staff and Students.

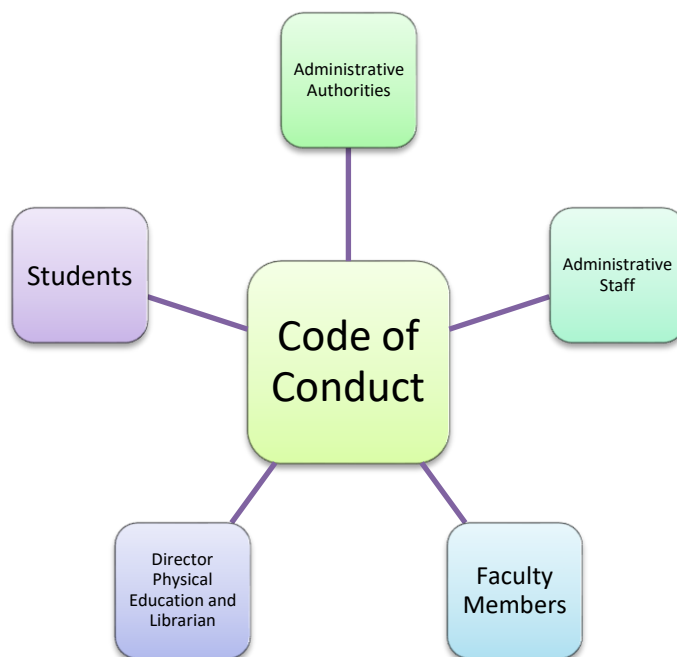


Fig.3: Code of Conduct for Stakeholders

4.1 Administrative Authorities

Principal is the apex administrative authority of the organization. The Deans, the Academic Incharge, the Incharge of Establishment, The Incharge of Accounts and Finance, IQAC, HODs, Nodal Officers of Various Programs, Conveners of Committees/Cell/Incharges of Auxilliary Bodies, all assist the Principal in executing the academic as well as extra-curricular endeavors.

The Principal is the Head of the institute and he/ she should provide a value- based and high standard academic and administrative leadership through policy framing and management. He/She should endeavor to create ethical work culture and be kind and compassionate towards all members of the organization. A fair, transparent, just and impartial approach is expected from the administrative head to maintain a peaceful and harmonious environment in the institute and attain a high standard work culture.

All administrative authorities are expected to:

- ✚ Assure that all rules and regulations are to be followed while performing their responsibilities.
- ✚ Comply with laws, rules, and regulations of the government applicable to the College.
- ✚ Comply with rules, statutes and ordinances circulated by competent authority like Commissionerate College Education, Higher Education, and University.
- ✚ Provide an inspirational and motivational environment while formulating policies and executing program.
- ✚ Implement and observe the vision, philosophy and objectives of higher education.

- ✚ Emphasize on academics, research and value based learning and skill development of the students.
- ✚ Promote optimal utilization of human resources and sustainability.
- ✚ Cherish concern for environment and clean and green campus.
- ✚ Maintain the records and confidentiality in sensitive matters along with transparency in behavior
- ✚ Promote work culture, professional ethics and commitment.
- ✚ Refrain from any misappropriation of financial or other resources.
- ✚ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability
- ✚ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- ✚ Act as the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
- ✚ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas
- ✚ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- ✚ Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ✚ Manage their private affairs in a manner consistent with the dignity of the profession;
- ✚ Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research
- ✚ Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ✚ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

4.2 Administrative Staff

The non- teaching ministerial staff and subordinates fall in this category. They respect to:

- ✚ Abide by the orders and directives of the Principal and other administrative authorities.
- ✚ Execute the orders faithfully, impartially and timely and try to establish high standards in their performance.
- ✚ Observe team spirit and positive approach.
- ✚ Work with utmost care, efficiency and honesty.
- ✚ Act instantly on grievance issues.
- ✚ Maintain good relations with fellow staff and promote co-operation.
- ✚ Refrain from any type of discrimination on any ground.
- ✚ Not indulge in any form of corruption or financial irregularity
- ✚ Work on the behavioral aspect to promote human values and ethics in the office.
- ✚ Maintain all records and ensure their timely updating
- ✚ Create gender sensitive work culture.

- ✚ Be punctual and available to the officer and administrative authorities.

4.3 Faculty Members

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. All faculty members including the Associate Professors and Assistant Professors are responsible to take their regular classes as per their time table. This noble profession of teaching provides a very wide platform to them to inculcate human values, impart knowledge and contribute in making the students good human beings and attain success in life. Teachers are expected to have an amiable disposition and they would:

- ✚ Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ✚ Manage their private affairs in a manner consistent with the dignity of the profession
- ✚ Seek to make professional growth continuous through study and research
- ✚ Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- ✚ Maintain active membership of professional organizations and strive to improve education and profession through them
- ✚ Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- ✚ Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research
- ✚ Abide by the Act, Statute and Ordinance of the University/Department of Higher Education/Institute and to respect its ideals, vision, mission, cultural practices and tradition
- ✚ Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- ✚ Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ✚ Perform their duty of teaching as per norms very punctually and diligently.
- ✚ Promote teaching practices like discussions, seminars, tutorials, class tests and motivate students for research.

- ✚ Guide the students in such a way that their potential is used for their future and for the development of society and humanity.
- ✚ Help and cooperate students in participating in different academic and extracurricular activities.
- ✚ Adhere to responsible conduct and behavior and be compassionate and kind to the students as well as other employees.
- ✚ Introduce innovative ideas to enrich teaching learning environment.
- ✚ Inculcate high ideals of social justice, equality, democracy, environmental protection and scientific vision.
- ✚ Be completely impartial and refrain from all sorts of prejudices and discrimination.
- ✚ Act as role model for students and help in their character building and personality development.
- ✚ Be a mentor and guide to students and promote interactive and communicative environment in the campus.
- ✚ Impartial and just attitude towards all regardless of caste, religion, gender or any other ground.
- ✚ Refrain from any type of harassment of students.
- ✚ Manage all affairs professional as well as personal with dignity consistent with their profession.
- ✚ Respect the rights and dignity of students and other staff members.
- ✚ Teacher – guardian interaction should be promoted.

Teachers and Students: *The relationship of teachers with students should maintain all dignity and professional morality.*

- ✚ Respect the rights and dignity of the student in expressing his/her opinion
- ✚ Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics
- ✚ Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- ✚ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- ✚ Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace
- ✚ Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason
- ✚ Pay attention to only the attainment of the student in the assessment of merit
- ✚ Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- ✚ Aid students to develop an understanding of our national heritage and national goals and

- ✚ Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues: *Reciprocate harmony and serve for betterment of the Institution.*

- ✚ Treat other members of the profession in the same manner as they themselves wish to be treated.
- ✚ Speak respectfully of other teachers and render assistance for professional betterment
- ✚ Refrain from making unsubstantiated allegations against colleagues to higher authorities and
- ✚ Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Teachers and Authorities: *Respect, obedience and execution.*

- ✚ Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest
- ✚ Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- ✚ Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- ✚ Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- ✚ Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession
- ✚ Adhere to the terms of contract
- ✚ Give and expect due notice before a change of position takes place and
- ✚ Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Teachers and Guardians: *True feedback with compassion.*

- ✚ Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers and Society: *Integrity and values.*

- ✚ Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided
- ✚ Work to improve education in the community and strengthen the community's moral and intellectual life
- ✚ Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole
- ✚ Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
- ✚ Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.
- ✚ Teacher – guardian interaction should be promoted.

4.4 Director Physical Education and Sports/Librarian should

- ✚ Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- ✚ Manage their private affairs in a manner consistent with the dignity of the profession.
- ✚ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- ✚ Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ✚ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

4.5 Students

Students of the college are expected to devote themselves in learning process and development of personality so that they contribute to the progress of mankind. They should:

- ✚ Abide by the rules, regulations, norms, practices and instructions of the institute.
- ✚ Attend the classes regularly and always be punctual and maintain discipline in the campus.
- ✚ Maintain high standards of academic assignments and learning.
- ✚ Observe modesty, courtesy and obedience towards all in the organization.
- ✚ Practice harmony and refrain all sorts of discrimination and prejudices on any personal or socio-economic grounds.
- ✚ Respect teachers and other staff members and be kind and caring to fellow students.
- ✚ Keep campus ragging free and tobacco free.
- ✚ Keep the campus clean and green.
- ✚ Sensitive to gender issues and societal needs
- ✚ Maintain good health and refrain from intoxicants.
- ✚ All the students are expected to be present in the class well within time.

- ✚ Students are not allowed in class room when the session is on without the permission of the teacher.
- ✚ Students shall leave the campus after 5:00 PM or immediately after the last calss.
- ✚ Students are advised not to spend much time in cafeteria and gossiping.
- ✚ Students shall not gather in verandah, corridors and staircases.
- ✚ It is expected that students will attend the College functions with full of dignity and discipline.
- ✚ Students shall maintain silence in academic buildings and misbehavious like hooting, whistling, loitering etc. It will be treated as indiscipline.
- ✚ It is required to bring identity card every day and wear it while they are staying in the campus.
- ✚ Students are advised to use library and common computing facilities beyond class hours.
- ✚ It is strongly advised to refrain from the activities such as scribbling or noting on walls, notice boards, doors or furniture.
- ✚ Students shall use the furniture, equipment, appliances and fixtures carefully. Damage of the College property cost will have to bear by the responsible student (S).
- ✚ Students are not allowed to arrange any unauthorized celebrations.
- ✚ Political activities in any form are not permitted in the campus.
- ✚ Unauthorized meetings, propaganda activities, procession or fund collection is forbidden within the campus.
- ✚ Harassing juniors, ill treatment or any form of ragging is prohibited in the campus. It will be treated as criminal offence as per guidelines of Hon'ble Supreme Court of India.
- ✚ Any sort of violence, threat or misconduct with staff or fellow students will be treated as serious offence.
- ✚ Students should follow all the guide lines, rules, instructions framed by the Central/State Governments, Commissionerate, College Education, University and College Administration.
- ✚ Any violation in code of conduct will lead to suitable disciplinary action by College Administration.

Courtesy:

1. https://www.ugc.ac.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf

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