



**Sarojini Naidu Government Girls Post Graduate
(Autonomous) College, Shivaji Nagar,
Bhopal - 462016 M.P.**

Handbook of Human Values and Professional Ethics



Internal Quality Assurance Cell (IQAC)

Telephone : 0755-2552560 (Office)

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Editorial

The Foundation of Indian society is based on the principal:

सर्वजन हिताय, सर्वजन सुखाय

'Sarvejan Hitay, Sarvejan Sukhay'

(May All Be Benefitted, May All Be Happy)

From ages immemorial following prayer
echoes in the life of Indian citizens:

सर्वे भवन्तु सुखिनः ।

सर्वे सन्तु निरामयाः ।

सर्वे भद्राणि पश्यन्तु ।

मा कश्चित् दुःख भार्भवेत् ॥



(May all be happy,
May all be healthy,
May all perceive the good,
No one may ever get dejected)

For attainment of above said happy, healthy and progressive life, the essential element is establishing, nurturing and abiding by high values and ideals at personal, institutional and social levels.

The students leaving this college, are endowed with knowledge and modern skills, ready to enter into the main stream of society, must be laced with high moral values. Then only, we will succeed in our efforts. This document is an endeavor to give a practical dimension to our vision.

Editorial
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कार्यालय आयुक्त, उच्च शिक्षा, मध्यप्रदेश शासन
सतपुड़ा भवन, भोपाल -462004



-: MESSAGE :-

My compliment to the committee for addressing an issue that otherwise is getting side-lined in the quest for so called growth.

We are born like rough, uncut diamond with potential for evolving into a fine human being and education is the much needed tool. Value and ethics are integral to a good education system- one that can develop a man in to a meaningful citizen with a strong national character.

The history of civilization is filled with countless examples of the heroes who sacrificed their lives for the sake of their values and ethics. They are respected, remembered, recognized and even revered as their deeds always strengthened the very foundation of the society.

The need to reinvigorate the ethics and value based education is more significant than ever. In present times, leaving ethics and values aside, everybody seems to be in a hurry to become rich and successful overnight.

I wish that this effort will work upon the young minds, add a fresh perspective to their thought process and lead to creation of a better society driven by ethics.

"Best wishes again"

Deepak Singh,
IAS
Addl. Commissioner
Higher Education
M.P- Bhopal

Message by the Principal

A holistic approach to education goes beyond core academics and taps the physical, social, intellectual, emotional, artistic, creative as well as spiritual potential of the learner during the process of learning. At Sarojini Naidu Government Girls Post Graduate (Autonomous) College, Bhopal, our "vision" is to create "new paradigms of progressive, inclusive and ethical education". To materialize this "vision" into reality we work incessantly with our "mission" "to empower young women with multi-skill education and prepare them for a responsible and dynamic role in society". To achieve this aim we need all stakeholders viz. the Principal, the Teaching Staff, the Administrative Staff, as well as our students to adopt a comprehensive approach to education by inculcating human values and instilling a sense of professional ethics at every level in our institution. Keeping this as our core concern, we are bringing out a handbook of "Human Values and Professional Ethics" as an integral part of our education system.



I strongly believe that the essence of this booklet will definitely percolate down the soul of our entire system and facilitate all its members to have a wider and meaningful role to play.

A handwritten signature in green ink, which reads "Pratibha Singh". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Pratibha Singh
Principal

Message by the IQAC Coordinator

As the old niti Shloka goes-

विद्यां ददाति विनयं,
विनयाद् याति पात्रताम्।
पात्रत्वात् धनमाप्नोति,
धनात् धर्मं ततः सुखम्॥

(Knowledge grants Sobriety
Sobriety makes a man worthy
A worthy man can amass wealth
Which eventually gives prosperity
and happiness)



Any Educational Institution is a microcosmic totality which subsumes different components which make it into an ethical whole. This document lays emphasis on these constituents and concomitantly delineates ethical and moral behaviour which should govern these constituents.

It aims to ensure the ethical, emotional and moral growth of the students along with intellectual excellence and thereby empower them to develop self esteem, self awareness and self confidence.

The "Guru-Shishya Parampara" has been an integral part of the Indian Cultural fabric. Special emphasis has been laid on this rich tradition taking cues from the 'New Education Policy' and revamping these aspects to give 'Shiksha' and 'Deeksha' a new meaning.

Ethical values, moral integrity and discipline being the foundation of the institution, let us strive for the holistic development of our students through our diligence, devotion and dedication.


Dr. Shailbala Singh Baghel
Coordinator
IQAC

PRELUDE

“We want education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.” —Swami Vivekanand

Teachers in Higher Educational Institutions shape the life of students by offering subject related skills, knowledge and attributes which transform the students into responsible citizens contributing to socio-economic growth and progress of the nation. However, it is of utmost importance to inculcate in students a sense of social responsibility which is reflected in generosity, empathy, harmony and respect in interpersonal behavior. These are critical to students' success and career growth in the ever-changing, multicultural, global and information-laden society.

However, in present scenario a blazing issue in educational institutions is declining ethical values amongst students. This is a cause of great concern for parents, academicians, and professionals. Therefore, propagating and developing value-based ethical behavior amongst students is urgently needed.

Teachers play a crucial role in formation of moral values, character building and mental strength of students. Once this base is formed, their values will guide them in decision-making and problem solving. Mankind follows a trail of action in life depending upon the values imbibed in life. Decisions will not be taken based on immediate needs and short cuts; as it is an easy path. In this context, it becomes essential that educational institutions make conscious efforts, to nurture values and ethics for wholesome personality of students. As citizens of this country our students should contribute to society thereby, facilitating the maximum output of human potential in nation building.

On the other hand, values and ethics are important aspect of any organization/institution. They give a purpose to work and help in goal accomplishment. Adherence to values entails benefits, such as,

high level of motivation, job satisfaction and happiness in life.

Ethical principles and value guidelines need to be explicit and there has to be a written mandate, which every member of the institution/organization must follow. It is a good idea to articulate and codify the norms of professional behavior. When ethical standards are explicit, members of the academic organization/community are more likely to act in accordance with the set norms/standards. An attempt is hereby made to spell out the meaning and types of values & ethics, the professional ethics in teaching profession, and code of conduct for the principal, administrative staff, teachers and students.

VALUES

"Keep your values positive, because your values become your destiny."- Mahatma Gandhi

Values are certain guidelines which help us define our identity; they guide us to achieve our goals and provide a direction to success. They are the core of human personality, which moulds the character. Values are made up of influences from parents and family, friends and peers, religious affiliation, education and reading. Values can change over a life-time as our experiences change our view. Our actions reflect our values. They help us grow and develop as a conscious citizen, take right decisions and turn our future dreams into reality. Successful people identify and develop a clear, concise and meaningful set of values and beliefs.

Following are a few important characteristics of values:

1. Values are qualities, characteristics or ideas about which we feel strongly.
2. Value is a belief or feeling about someone or something as worthwhile.
3. Values define what is beneficial (worth) and what is harmful.
4. Values are standards which define character.

Once defined, values impact every aspect of our life. Values influence our:

- ★ Personal behavior
- ★ Work behavior
- ★ Decision making
- ★ Priorities in work and home life
- ★ Interpersonal interaction
- ★ Actions, judgments and attitudes
- ★ Self awareness and self knowledge
- ★ Goal and life purpose
- ★ Direction and consistency in behavior
- ★ Accomplishment of goals, dreams and success.

The principle human values can be broadly categorized into four areas, viz., Social, Religious, Work / Education and Moral.

Social Values

Social values consist of fairness, non-violence, freedom and equality. The most important social values are :

- ★ Dignity and Respect
- ★ Altruism
- ★ Generosity
- ★ Honesty
- ★ Empathy
- ★ Peaceful co-existence

Religious Values

Religious values are based on beliefs and faith which people hold around the expectations that people have about themselves. Three main religious values are :

- ★ Humility
- ★ Compassion
- ★ Modesty

Work Values

Work values include attitude towards job, finances and progress in work. For students, these values include how they approach school and education. Examples of work values are mentioned below :

- ★ Punctuality
- ★ Discipline
- ★ Adaptability / Adjustment
- ★ Competitiveness

- ★ Dedication
- ★ Achieving success

Moral Values

Moral values are individual judgments about what is right and wrong. Moral values provide a foundation for decision making. These are learnt from parents as well as personal experiences. The important moral values are as under:

- ★ Courage
- ★ Perseverance
- ★ Patience
- ★ Responsibility
- ★ Truth
- ★ Righteousness

If the above mentioned human values are wisely nourished and nurtured, it culminates into a society worth living. Apart from family, educational institutions play a major role in inculcating, promoting and developing human values. Therefore, teachers as mentors, shoulder a serious responsibility to mirror a personality endowed with the best of human values which students would idolize. Today's students will be our responsible citizens of tomorrow. Values are important because through family, and higher educational institutions, it becomes a legacy to be passed on from one generation to another.

The faculty of higher education institution are ambassadors who inculcate human values in students such that they have thirst for knowledge, quest for peace, adherence to truth, right conduct, non-violence, empathy, tolerance, compassion for living beings, respect for the mother-land and feeling of pride for our culture and traditions.

Environmental Values

Environmental values are based on application of ethical standards to relate between human and non-human entities:

- ★ Love, save and protect environment
- ★ Carefully using environmental resources
- ★ Avoid use of non-biodegradable materials
- ★ Plantation of trees
- ★ Preserve the environment and its resources.

Professional Ethics

The term Ethics is derived from a Greek word 'Ethos' which refers to character, guiding beliefs, standards or ideals that prevail in a group, community or people. Ethics are about what is right and what is wrong and implementing the right in a right manner. Professional / work ethics can be called a set of values, which include right attitude, ideals of discipline, persistence and hard work. Building strong work ethics allows a person to stay focused, motivated, committed and completes the task within stipulated time line.

All professional codes of conduct are underlined by ethical principles which are universal across all professions and are integral part of individual responsibilities. In other words these are guidelines which govern our behavior in professional surroundings. Professional code of conduct is inevitable to all the members of all professions as they provide a supportive framework for resisting inappropriate pressures and making acceptable decisions especially in "gray areas". Professional ethics contribute to the success of any institution. The mission and vision of an organization is achieved by its committed faculty members and administrative staff.

Professional Ethics in Teaching

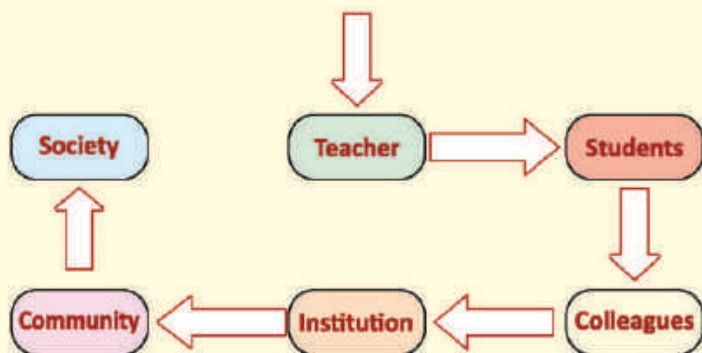
"Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations."

---Bob Beauprez

Professional ethics in teaching are defined principles put into practice by teachers. These are valuable code of conduct, exhibited and enforced by teachers in relation to students, college, community and to oneself; which leaves profound impact in educational field. Teaching profession demands commitment to deliver and improve learning levels which will consequentially lead to enhancement of living standards. In other words, a dedicated teacher leaves indelible

influence upon society in general and students in particular. This can be further explained with the help of a flow chart:

Flow Chart Showing Teachers' Influence upon Society



A few major ethics in teaching profession are discussed here.

1. Punctuality:

Importance of punctuality is very succinctly depicted by Franklin, by saying "Time is money".

It is a sign of professionalism and helps to stand out a person as reliable & trustworthy. Being punctual establishes a person's reputation as a dependable and serious worker. Developing the habit of being on time (or early) is first step for accomplishment of goals. Punctuality speaks of a person's respect for others. Morale in a workplace is higher when everyone is on time. In Educational institutions, admission process, tests, examinations and lastly the result announcement; everything has to follow a definite time-line. This leads to credibility and reliability of the institution.

2. Integrity:

"The greatness of a man is not in how much wealth he acquires, but his integrity and his ability to affect those around him positively".... Bob Marley

By definition, integrity means a code of expected moral, the quality or state of being complete, honesty and soundness. Integrity means abiding by unwritten rules and doing the right thing. It is the backbone of character. In other words, integrity is one of the self-imposed and self-directed virtues.

Integrity directly relates to the recognition at workplace because without it a person loses trust and credibility. A person with high degree of integrity in the profession is perceived as:

- ★ Trustworthy and reliable
- ★ Responsible for his actions
- ★ Dependable
- ★ Loyal
- ★ Open & honest in communication

Workplace integrity is absolutely crucial for any profession / business, but it is also beneficial to the individual. He gains respect, trust to the individual. He gains respect, trust from peers, managers and move up the ladder of career success. It is concisely quoted by R. Buckminster Fuller..... "Integrity is the essence of everything successful."

3. Commitment:

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning and focused efforts."
.....Paul J. Meyer

Commitment is an inner driving force, directing and sustaining interest, firmness, fervent attitude and hope that ultimately lead to success. In other words, commitment reflects the level of enthusiasm an employee has towards the assigned task. It is the feeling of responsibility towards the goals of the institution/organization.

If the people at the top positions are committed, the junior employees automatically get encouraged to be committed. When commitment becomes habit; it generates a quench for excellence, and

excellence leads to job satisfaction.

4. Accountability:

It is readiness to have one's actions judged by others, accept responsibility for errors, judgment, intention and actions. Accountability means living in integrity, where the thoughts, words, and actions are consistent and in alignment.

When people, may it be, in administrative capacity, students, staff (employees) are made accountable for their actions, they value their work.

Accountability increases skill and confidence in students and employees. It brings acceptance. It keeps a person focused on results without allowing excuses to enter the process. An educational institution which follows the principles of accountability, transparency, participation, evaluation and feedback attains high accords and long term success.

5. Resourcefulness:

Resourcefulness is defined as "the ability to find quick and clever ways to overcome difficulties."

This trait is considered very important in accomplishment of success. When the set goals are difficult or when clear-cut direction is not envisioned, resourcefulness mindset /attitude looks beyond the obvious ways and brings in a generation of new ideas.

In present times, the teacher is required to be resourceful by using wisdom and vision; to see things beyond what they used to see, to imagine and create useful things out of nothing. A teacher is required to learn new skills, keep an update with the fast growing knowledge trail in this global and information-laden society. A resourceful person respects others' views, thoughts and ideas.

6. Inclusiveness:

Inclusiveness means offering equal opportunity for educational

progress. UNESCO promotes inclusive education system that
“remove the barriers limiting the participation and achievement of all learners, respect diverse needs, abilities, characteristics and eliminate all forms of discrimination in the learning environment.”

Inclusion is seen as a universal human right. The aim of inclusion is to embrace all people irrespective of their race, gender, disability or other needs. In other words, It is giving equal access and opportunities to everyone.

Higher Educational Institutions offer a wider platform of knowledge for the students. Every human being is unique not only in physiological characteristics, but more so in psychological attributes. This explains students' diversity of needs. Creating inclusiveness at workplace brings in many benefits:

- I. Higher job satisfaction
 - II. Higher employee morale
 - III. Increased creativity or innovation
 - IV. Higher productivity
 - V. Improved problem solving ability
- 7. Honesty:**

E. J. Morris, has rightly quoted – “Academic integrity means acting with values of honesty, trust, fairness, respect and responsibility in learning & teaching”.

In educational institutions 'Academic Honesty', elaborates upon demonstrating and preserving the highest integrity and honesty in all the academic work each faculty is deputed to do. Honesty in an institution means performing all given task with utmost sincerity and dedication. To build a trust with the authority, to thrive and maintain a long term relationship 'Honesty' is the first brick of foundation. Honesty of the teachers gives faith to the authority that they can trust in the things you say and do. The administration then believes the teacher's promises and commitment.

B. Approachability:

The faculty and staff of an Educational Institution has to be approachable. By being approachable, a teacher encourages students to open up and ask questions. Student-teacher bond becomes stronger with positive approach. In student-teacher relationship the teacher is in a position of authority. Students always look up to the teacher to get the needed knowledge, information and direction. Being approachable is a key to building good relationships with others. It creates a strong team in which members have trust, confidence and ideas. Employees who have approachable administrator are able to contribute their views in a conducive environment which encourages open communication.

Ethics for Principal

"Ethics must begin at the top of an organization. It is a leadership issue and the leader must set an example"....E. Hennessey

As proclaimed by the UGC, the Principal is academic and administrative head of the institution, who has to act in accordance with the guidelines of the State Government. The principal has to play multi-dimensional roles. He/She has to carry out many responsibilities/duties in the role of the supervisor, administrator, motivator, patron, guardian etc.

The Principal should adopt and abide by the following code of conduct:

- To provide leadership, direction and coordination within the institution.
- To initiate and run effective educational programmes within the institution and promote effective teaching learning methodologies.
- To maintain the essence of social justice for all the stake holders; irrespective of their caste, creed, race, sex and religion.
- To act as a bridge / liaison between the department of higher education and the staff, aiming the welfare and betterment of the institution.
- To promote and enhance harmonious coordination of the

institution with all the stake holders in order to ensure holistic development of students and the institution.

- To provide inspirational and motivational value-based academic / executive leadership through policy formation, operation management and optimization of human resources.
- To follow the highest degree of fairness and transparency in decision making in the best interest of the institution.
- To follow objectives and policies of the State Government, University and contribute positively to achieve institution's mission and vision.
- To maintain confidentiality of the official records and other sensitive matters.
- Contribute sincere endeavors to promote work culture / ethics that bring about quality, professionalism and job satisfaction.
- Refrain from any misappropriation of finances and other institutional resources.
- To provide information regularly to parents, regarding the attainments and shortfalls of their wards and maintain constructive relationship with parents and guardians.
- To strive to create the educational institution as a community and human resource development centre by sharing knowledge and skills for excellence.
- To work actively to strengthen national integration and spirit of togetherness and oneness.
- To participate as a matter of right in the formation of policies of professional organization and contribute to their strength, unity and solidarity.
- To act with probity in work, activities and decision making.
- To be empathetic towards student's problems, but take disciplinary actions in consultation with the institutional committee, as and when there is breach of code of conduct by students.
- Would not instigate or provoke students, administrative staff,

faculty staff in any form of action:

- I. Against the college norms and decorum,
- II. That seeks to violate the academic activities of the college,
- III. Spread the feeling of hatred among different community, religion or linguistic groups.

Administrative Staff

Office administration is one of the key elements associated with a high level of work place productivity and efficiency. Administrative staff is responsible for compliance of all the official decisions, policies with sincerity, great efficiency and truthfulness. Following are the ethical guidelines:

- Create an environment which would motivate the spirit of team work and togetherness in the work place and make every supporting staff realize the goals of the organization.
- Act on time to readdress the serious crisis.
- Maintain confidentiality of official records, legal documents and other sensitive matters.
- Shows care and responsibility in handling institutional property.
- Refrain from any kind of discrimination.
- Extend full cooperation with faculty members when they perform official responsibilities.
- Not accept bribes or indulge in any corrupt practices.
- Maintain orderliness, punctuality and exhibit their level best to complete the assigned task in a timeframe.
- Act as a bridge or connecting link between the administrative authority and the faculty staff.
- Intimating the principal about official letters, orders and information sent by the department of higher education from time to time.

- Disbursing information and intimation of important notices, orders to the teaching faculty.
- Maintain official record of every employee.

Ethics for Teachers

Professional ethics is like a blue print of guidelines for the teachers to provide knowledge and inculcate values among the learners. A teacher enlightens the students and becomes instrumental in bringing about desirable changes in their personality.

Code of Ethics

Every teacher should:

- Perform his / her duties and tasks sincerely, faithfully and efficiently, in accordance with the academic standards and norms lay down by the U.G.C., State Government and institutional administration.
- Remain punctual, committed, disciplined and regular in teaching & research work and thereby contribute to professional growth through academic excellence.
- Play a pivotal role in creating a conducive teaching–learning environment through innovative practices, knowledge sharing and set an example of positivity and consistent progress for students.
- Demonstrate high standards of professional ethics, by paying due respect to institutional decorum, ideals, vision, mission, culture, practices and traditions.
- Guide and motivate the students in physical, social, intellectual, moral and spiritual activities development which ultimately leads to their all-round development.
- Present lectures with enthusiasm and create positive, energetic ambience in class room.
- Develop the art of interactive teaching in the routine pattern and lead the students in a participative learning mode.
- Be accountable for encouraging students to strive for high

standards and value learning.

- Be supportive in providing teaching material and offering notes to the students.
- Remain impartial and treat all the students equally, irrespective of their caste, creed, socio-economic status, religion, language and place of birth.
- Be a kind of "Walking Resource Centre", ready to offer help. Develop the quality of resourcefulness; satisfying the queries and problems of the students.
- Identify the slow, average and advanced learners and accommodate them while teaching.
- Refrain from accepting offer for private tuitions and coaching classes.
- Have positive attitude towards others and respect the rights and dignity of other's opinions.
- Organize activities and programs for the institution and direct students regarding their roles.
- Act as an "Assessor" to see how well students have performed. Being an assessor gives opportunity to teacher as well as students. Teachers get an indirect feedback and students came to know where they stand.
- Contribute greatly by acting as a "Participant" in any activity; it can be a great way to interact with learners without being too overpowering.
- Act as a "facilitator" for learning, leading discussion, asking open ended questions, guiding tasks and enabling active participation of learners.
- Act as a "Counselor" in bringing about effective change and enhancing student's well being.
- Communicate positive assurance to the students for queries on hold.
- Act as "Philosopher", and "Mentor" of the students; recognizing

their potential and motivating them to progress and groom their personality, thus contributing to society and national heritage.

- Share information with parents / guardians regarding attainments and pitfalls of their wards.
- Act as a “Role Model” for students by displaying good standards of speech, behavior, values and conduct.
- Be friendly, accommodative, helpful and develop the art of openness & sharing with colleagues.

Ethics for Students

Students are the key stakeholders who play an indispensable role in shaping future of the nation. They need to understand the objectives and learning outcomes of their enrolled programmes. Students are expected to be keen & active learners, develop their full potential and grow as responsible citizens of India.

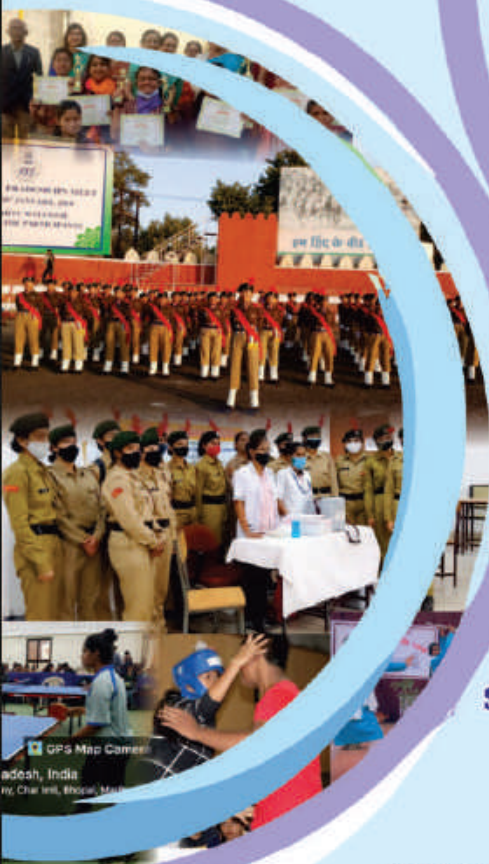
The students are expected to:

- Abide by the act / statutes / ordinances, rules, policies, procedures of the State Government, University and institution.
- Be respectful and behave with courtesy and dignity with the Principal, teachers, staff and classmates.
- Remain disciplined, punctual and regular in attending class, tutorials, research work and exhibit sincerity in fulfillment of tasks.
- Act as a role model for juniors by adhering to the highest level of values and morality.
- Maintain dignity in dressing, behavior and speech.
- Finish and submit the work given by teachers within stipulated time period.
- Uphold academic integrity; respect every one, awareness of their rights, property and safety.
- Use mobile phones, only in mobile zone of the institution.

- Be concerned and contribute towards hygiene and cleanliness of the campus and its surroundings.
- Assist teachers in creating conducive learning environment in class room.
- Maintain peace and harmony among fellow students belonging to different socio – economic strata, communities, castes, religions and regions.
- Practice punctuality and remain aware of the notices and information displayed on the notice boards of the college.
- Be sensitive to gender issues, own duties & rights, societal needs and development.
- Be honest and truthful in providing information about all documents.
- Strive for academic excellence and curricular development for attainment of higher goals.
- Not interact on behalf of the institution with media representatives and should not put any derogatory remarks on social media.
- Strive to be icons / divas by pursuit of knowledge, excellence and become pride of the institution.
- Take part in extra-curricular activities, events, sports and other functions, organized by the institution, from time to time.
- Assist and offer help to classmates who are lagging behind in course work.
- Become role models, good mentors and express empathy towards junior students.

"Building" a Bright Future





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