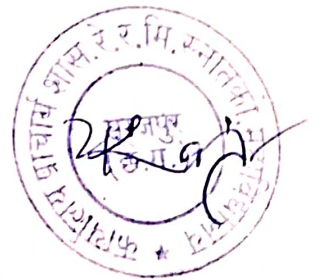


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Handbook
on
Human Values
&
Professional Ethics



1. INTRODUCTION

Education is the fundamental right of every citizen of the country. Higher education is the pillar of career and leadership building which plays a vital role in the social and economic development of a society. The primary role and responsibility of Higher Education Institutions (HEIs) are building strong leadership and culture through excellence in academics, ethical curricula, and community engagement. The purpose of education is to facilitate the actualization of human potential as human resources by making its stakeholders, particularly higher education administrators, teachers, and learners, conscious of human values and professional ethics. Therefore, HEIs are required to create high-quality practices and an environment that is supported by human values and professional ethics to ensure their dignity and integrity. Physical-psychological knowledge and financial infrastructure of HEI need to grow with values and ethical practices. The handbook of 'The Code of Ethics' describes the principles and guidelines to be followed by all the stakeholders of the HEI.



2. HUMAN VALUES

Basic human values refer to those values which are at the core of being human. Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times and practice them. Human values help in understanding attitude, motivation, and behavior, and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

1. Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.
2. Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem, etc. Its scope includes peace at the levels of individuals, society, and the world.
3. Truth: Truth is eternal and unchanging, as it deals with the 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 which can be seen in terms of commitment to work.
4. Love & Compassion: Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy, and charity.
5. Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech, or action to any entity, living or non-



living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.

6. Righteousness: Righteousness is the backbone of core human values as it involves the conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior, and moral values.
7. Renunciation: Renunciation connotes a caring attitude towards all living beings without any selfish motives. It is seen in the austerity, self-control, and selflessness of a person.
8. Peaceful co-existence: Peaceful co-existence describes 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.

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 behavior. Institutions having better human values flourish and get recognition. The college has attained following the above-mentioned human values. The core values followed by the college are mentioned below:

1. Pursuit of excellence through quality education
2. Empowerment through quality education
3. Academic excellence
4. Social responsibility and awareness
5. Honest and moral integrity
6. Faith and trust in its capabilities

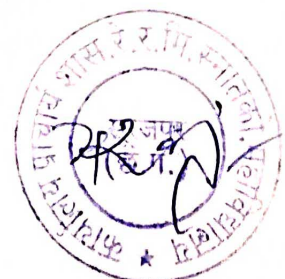


3. PROFESSIONAL ETHICS

Professional ethics are principles that govern the behaviour of a person or group in an educational environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment. In this way, Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. 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 sound uniform ethical conduct. The success of an institution's mission and vision is driven by the value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations necessarily include in their code of conduct:

1. **Integrity:** Adhering to conduct of duties in a righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
2. **Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of checks and balances within an institution.
3. **Harmony:** Balancing diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
4. **Accountability:** Establishing an environment of openness and trust to accommodate mistakes and to encourage individuals in taking responsibility of one's actions.



5. **Inclusiveness:** Adopting standards, policies and procedures 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.
6. **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.
7. **Respectfulness:** Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
8. **Belongingness:** Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
9. **Sustainability:** Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.



4. CODE OF CONDUCT FOR NON-TEACHING STAFF

Being the employees of the Government of Chhattisgarh, all the Non-Teaching Staff of this College Should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the Non-Teaching Staff along the following lines.

Professional Conduct

1. The Non-Teaching Staff, should acquaint themselves with the college policies.
2. Each of them should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information of their absence should be promptly forwarded to the principal.
3. The Non-Teaching Staff, should not. on any account, undertake any other job within the stipulated office hours.
4. They should not engage in remarks or behavior that be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
2. They should also be responsible for the proper use and maintenance of college equipment and furniture.
3. No non-teaching staff, should be under the influence of drugs or alcohol during office hours.
4. The non-teaching staff, often has access to confidential information regarding examination matters and other matters relating to other staff, thorough official records. It is expected that respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no calcification of official documents entrusted to them.
6. The non-teaching staff, should shoe o discrimination on basis of gender, caste and religion.



Professional Relationship

Interaction between non-teaching staff and student are frequent as for example during admission, disbursement of financial aid examination and so on. On a regular basis, the students come into contact with non-teaching staff in libraries and laboratories. It is expected that they behave in a helpful friendly and patient manner toward the student.

1. The non-teaching staff should consider made by the college authorities. Any matter of contention should be settled amicable and not through antagonistic behavior. The progress of intuition depends upon mutual goodwill and trust.
2. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities there should be a harmonious environment.
3. The non-teaching staff is the first to come into contact with the guarding of the students during admission and examination time they must keep in mind the fact that behavior will be considered to reflect that of the institution.



5. CODE OF CONDUCT FOR TEACHING STAFF

Being the cadres of Chhattisgarh State Higher Education, the teachers of this college should follow the code of conduct laid down in Chhattisgarh State Government Service Rules. They are also subject to the guidelines provide by UGC for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession.

The basic ethical values, underlying the code are care trust, integrity and respect, embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this institution encompasses the following:

1. To uphold and upkeep ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute nourish and enforce meeting equal treatment to all the stakeholders in the college so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the college.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender free atmosphere within the College campus so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among the stakeholder of the college so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.



7. To initiate and propagate the spirit of welfare within all the section of human resource attached directly or indirectly with the college and hence to build mutual confidence among them.
8. To maintain and promote academic activities in the college in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit
9. To uphold and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus serenity required for academics.
10. To promote and maintain the practice of extra-curricular activities among the students.
11. Endeavor for the upkeep of tranquility of the region surrounding the college so that academic practices come to the gradual prevalence and only prevail, eventually.
12. To promote and maintain harmonious relationships of the college with the adjoining society in order to ensure the spontaneous and prosperity of all the students of the institution.
13. To Endeavor and strive for maintaining the vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.

As the academic head of the institution, the principal ensures the existence of an academic environment within the college and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put their best efforts to bring in adequate infrastructural and financial support for the college. The principal should encourage the faculty members of the Institution to take up research projects, publish research papers, organize regular seminars and participate in conferences, symposiums, workshops and seminars.



6. CODE OF CONDUCT FOR STUDENTS

The code depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

1. The student shall be regular in the class and must complete his/her studies in the College.
2. Every student shall wear college uniform.
3. During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
4. The college expects students of both sexes to foster a healthy and relationship both on campus and off campus.
5. During leisure hours students are advised to use the library.
6. Students shall move from on classroom to another or get out of the classroom in an orderly manner, without making any noise.
7. Students should bring prescribed textbooks to the classes every day.
8. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
9. Students should stay away from any anti-social activities.
10. Students should stay wear their identity cards inside the campus daily.
11. Without the permission of the Principal, Students are permitted to circulate any printed materials or pamphlets.
12. Ragging in any form is a serious offense and it will be dealt with severely.
13. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
14. Visitors are not allowed to meet the students in the classrooms.
15. Students should take care of their belongings. The institution will not be



responsible for any loss.

16. In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved form the Institution subject to the written consent of the college Authority.
17. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the College on a scholarship, the grant shall be revoked.
18. The College believe in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons to their rights, to the college property and to the safety of others.
19. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off campus which may affect the College's interests and reputation substantially.
20. Any act of discrimination (physical or verbal) based on an individual's gender, identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability etc. is strictly forbidden.
21. Intentionally damaging or destroying the college property or property of other students and/or Faculty members & Support staffs is punishable act.
22. Possessing, consuming, distributing and selling of alcohol/tobaco in the college campus are a punishable offence.



छत्तीसगढ़ के शासकीय महाविद्यालयों में विद्यार्थियों के लिए आचरण/संहिता

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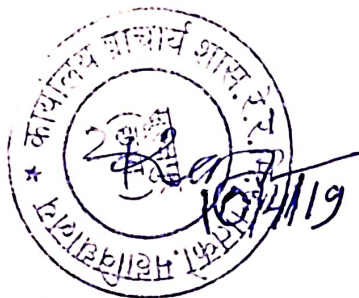
छत्तीसगढ़ के शासकीय महाविद्यालयों में प्रवेश लेने वाले प्रत्येक विद्यार्थी के द्वारा महाविद्यालय के नियमों का आरशः पालन करना होगा। इसका पालन न करने पर वह शासन द्वारा निर्धारित दण्डात्मे कार्यवाही का भागीदारी होगा।

1. विद्यार्थी गणवेश में महाविद्यालय में आयेगा।
2. प्रत्येक विद्यार्थी अपना पूरा ध्यान अध्ययन में लगायेगा। साथ ही महाविद्यालय द्वारा आयोजित पाठ्योत्तर गतिविधियों को पूर्ण करेगा।
3. महाविद्यालय परिसर को स्वच्छ बनाये रखना प्रत्येक विद्यार्थी का भौतिक कर्तव्य है, वह सरल निर्व्यसन और मितव्ययी जीवन निर्वाह करेगा।
4. महाविद्यालय परिसर में वह शालीन व्यवहार करेगा, अभद्र व्यवहार असंसदीय भाषा का प्रयोग, गाली-गलौज, मारपीट या आग्नेय अस्त्रों का प्रयोग नहीं करेगा।
5. प्रत्येक विद्यार्थी अपने शिक्षकों, अधिकारियों एवं कर्मचारियों से नम्रता एवं भद्रता का व्यवहार करेगा।
6. महाविद्यालय एवं छात्रावास की कक्षाओं में किसी भी प्रकार के मादक पदार्थों का सेवन सर्वथा वर्जित रहेगा।
7. महाविद्यालय में इधर-उधर थूकना, दीवालों को गंदा करना सख्त मना है। विद्यार्थी के असमाजिक तथा अपराधिक गतिविधियों में सलिप्त पाये जाने पर कठोर कार्यवाही ही जावेगी।
8. अपनी मांगों का प्रदर्शन आंदोलन हिंसा या आंतक फैलाकर नहीं करेगा। विद्यार्थी अपने आपको दलगत राजनीति से दूर रखेगा तथा अपनी मांगों को मनवाने के लिए किसी राजनीतिक दलो, कार्यकर्ताओं अथवा समाचार पत्रों का सहारा नहीं लेगा।
9. कक्षा के समय में मोबाईल पूर्णतः साइलेण्ट मोड में हो।

आदेशानुसार
आयुक्त, उच्च शिक्षा विभाग
छत्तीसगढ़ शासन

—: चेतावनी :-

महाविद्यालय परिसर में बाहरी छात्रों का प्रवेश वर्जित है। यदि ऐसे छात्र महाविद्यालय में पाये जाते हैं तो उनके विरुद्ध कानूनी कार्यवाही की जावेगी।



आदेशानुसार
आयुक्त, उच्च शिक्षा विभाग
छत्तीसगढ़ शासन

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ANNUAL AWARENESS ON CODE OF CONDUCT DURING INDUCTION PROGRAMME

आचार-व्यवहार कोष के अंतर्गत न. वि. विभाग में आयोजित प्रारंभिक कार्यक्रम

आचार-व्यवहार



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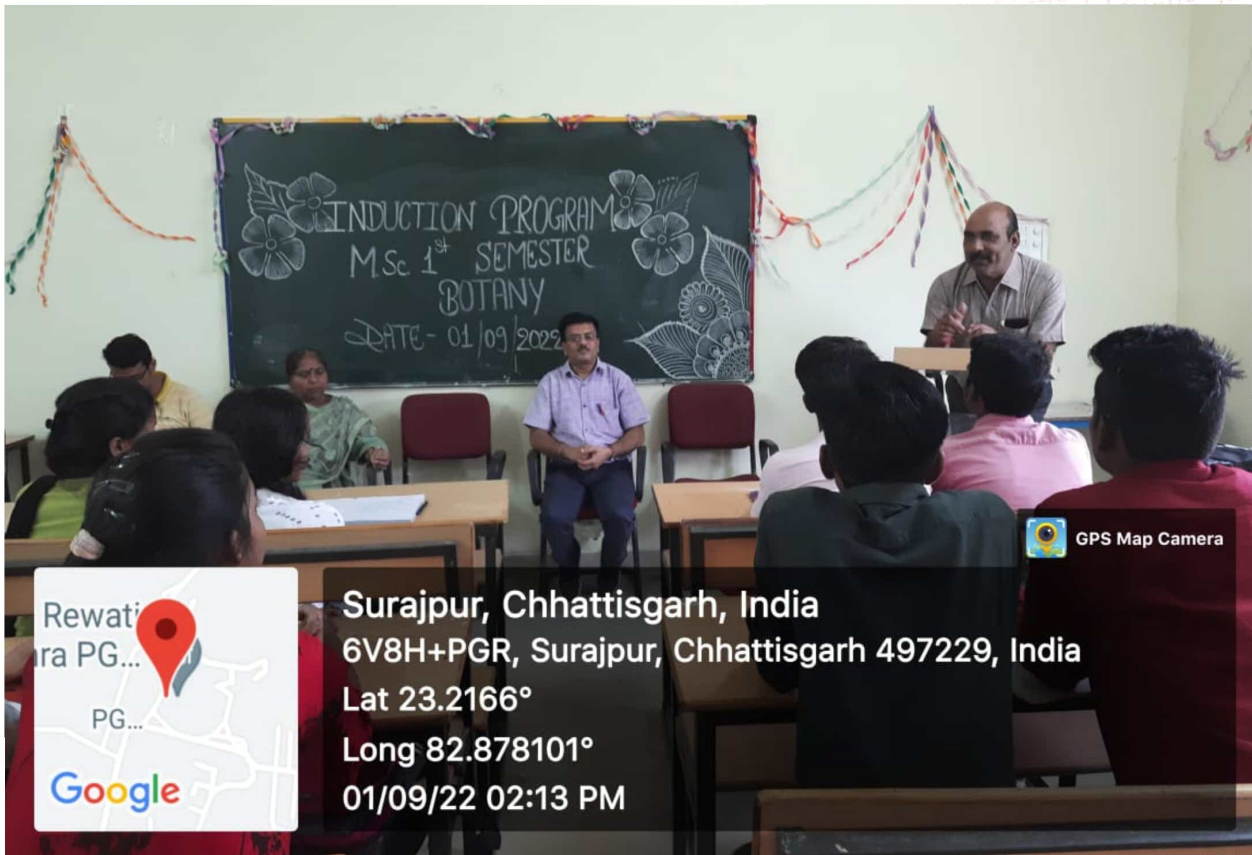
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