

Professional Ethics and Human Values

(A Handbook)



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13. Uphold Social Responsibility and make effort to build a health campus-community interaction.
14. Take care of the institutional properties.

For Administrative Staff

1. Endeavour to boost administrative efficiency.
2. Sincerely and impartially carry out official decisions and policies, striving for the highest achievable performance standards.
3. Keep any confidential information safe.
4. Prepare all reports, vouchers, bills, invoices, records, and other necessary papers in a timely and accurate manner.
5. Safeguard the secrecy of the records and any sensitive information.
6. Embody effort to finish the assigned works and duties in a time-bound manner.
7. Not indulge in any corrupt practices.
8. Create strong co-operation with the colleague and faculty.
9. Safeguard the secrecy of the records and any sensitive information.

For Administrative Authority

1. Follow the objectives and principles of the institution.
2. Adhere to the highest ethical standard in the decision making process.
3. Encourage the teachers for taking up research, research projects and other professional activities.
4. Make effort to ensure availability of resources needed to fulfil the aims and objectives of the institution.
5. Treat the teachers, office staff and students equitably and impartially.
6. Strive to create a healthy learning and intellectual environment.
7. Not engage in any activities that are inconsistent with the role as College Leaders.
8. Make effort to promote work culture that bring professionalism and enhance quality.
9. Not misuse financial and other resources.
10. Safeguard the secrecy of the records and any sensitive information.

Prologue

“Your beliefs become your thoughts, Your thoughts become your words, Your words become your actions, Your actions become your habits, Your habits become your values, Your values become your destiny.”

-Gandhiji.

The quality of an individual in particular and a society in general reflects through the values and ethics practiced. Human values and ethics are the keys for the progress and enlargement of Civil Society. These values and ethics can be learnt from life experiences and through the educational institutions. Education is the prominent pillar of a civilized and dignified society. Education is not limited to the imparting of information or training of skills. It has to give the educated a proper sense of values. The goal of higher education is to help people reach their full potential by instilling human values and professional ethics in its stakeholders-administrators, professors, and students. Keeping in view the importance of education in formation and progression of civil society, the Indian Constitution guarantees Rights to Education as a fundamental right to its people. Thus the institution of Higher Education need to be values and ethics personified.

1. Human Values and Ethics

Human values relate to the intrinsic moral dispositions toward compassion, honesty, loyalty, love, peace, sympathy, truth, and other virtues that increase human beings' and society's fundamental goodness. They are the ideals that most people cherish and hold in common, consciously or unconsciously, in most places and eras, and put into practice. Human values aid in the comprehension of one's attitude, motivation, and behaviour, as well as influencing one's vision of the

14. He/She shall be sensitive towards environment and contribute for building Green Campus.
15. He/ She must not indulge in sexual harassment such as sexual assault, unwanted touching, eve-teasing, unwelcome comments, messages, and pictures of sexual nature.
16. He/She shall strive to maintain cleanliness within the campus.
17. He/She shall be touchy towards societal needs and development.
18. He/She shall take care of the institutional properties.

[N.B. Students are informed to approach the Students` Grievance Redressal Cell, Khowang College in case of any act of sexual harassment.]

For Teachers

Teaching is an instrument that accomplishes learning. Teaching is a social and cultural process and the primary goal of teaching is to make effective learning. It's an intimate interaction between the teachers and students where the teacher intends to effect certain changes on the students. The teachers would

1. Be punctual.
2. Attend the classes regularly.
3. Perform his duties related to teaching, tutorials, classroom counselling and any other activities assigned to him.
4. Treat all the students with respect and dignity irrespective of caste, colour, gender, language, religion, region and economic status.
5. Act like a friend, philosopher and guide to identify the potentials, uniqueness, individuality of the students and encourage them to develop their personality and contribution towards social well-being.
6. Extend co-operation and assistance in the admission, examination, and invigilation and evaluation process.
7. Uphold empathy and respect the rights of the students to express their opinion.
8. Seek to build a conductive teaching-learning environment.
9. Build a cordial relation with parents/ guardians to make learning a tri-polar process in real sense.
10. Support and encourage the students to participate actively in activities of national priorities.
11. Participate in programmes of professional growth such as in-service education and training, workshops, faculty development program, seminars, conferences, self-study.
12. Refrain from any form of harassment.

environment. They make it possible to interpret "good and wrong" and to comprehend people and organizations. The following are a few of the most important human values:

- a) **Truth-** Because it deals with ultimate and unchanging reality, truth is everlasting and unchangeable. It is characterized by characteristics such as correctness, fairness, honesty, sincerity, justice, bravery, integrity, curiosity, and determination, among others. Sincerity, which can be perceived in terms of commitment to work, is the most basic embodiment of truth in professional life.
- b) **Discipline-** Discipline refers to the individual's regulated values for all beings. It includes values such as regulation, direction, and order, among others.
- c) **Peace-** Peace encompasses values such as equality, humility, optimism, patience, self-assurance, self-control, and self-esteem, among others. Its breadth covers peace at the individual, societal, and global levels.
- d) **Truth-** Because it deals with ultimate and unchanging reality, truth is everlasting and unchangeable. It is characterized by characteristics such as correctness, fairness, honesty, sincerity, justice, bravery, integrity, curiosity, and determination, among others. Sincerity, which can be perceived in terms of commitment to work, is the most basic embodiment of truth in professional life.
- e) **Love and Compassion-** Love displays itself in genuine concern for others, kindness, empathy, and compassion for all. Compassion is a result of true unconditional love. Human actions of generosity, mercy, and charity are examples of it in action.
- f) **Non-Violence-** Non-violence refers to refraining from doing what you don't want. Nonviolence necessitates the absence of hatred and the cultivation of love and compassion for all living things.
- g) **Righteousness-** Righteousness is the foundation of essential human values since it entails living a life of decency and decorum at all times. It includes ethical principles, ethical conduct, and moral ideals.
- h) **Renunciation-** Renunciation implies a compassionate attitude toward all sentient beings that is free of selfish intentions. It can be observed in a person's austerity, self-control, and selflessness.
- i) **Service-** Service is an act of love performed. It also represents empathy and self-sacrifice for others. The value of service

necessitates impartiality, devoid of any conditions or prejudice based on caste, creed, race, geography, or religion.

- j) **Peaceful coexistence**- Peaceful coexistence refers to partnerships that are harmonious and consistent. It contains psychological information.
- k) **Discipline**- Discipline refers to the individual's regulated values for all beings. It includes values such as regulation, direction, and order, among others.

2. Professional Ethics

Professional ethics and human values are inextricably linked. Personal conviction is concerned with a core concept or desire that guides or motivates attitudes and actions. Ethics is defined as a set of guidelines for how one should act based on moral obligations and virtues derived from principles of right and wrong. Professional ethics is concerned with the notion and framework of moral right and wrong as it relates to professional organisations, policies, and behaviours. Though education is not a profession in the literal sense, we will refer to it as such for the purposes of developing an institutional framework of ethics in higher education.

The success of an institution's mission and vision is determined by the devoted faculty members, officers, employees, and students' value-based ethical behaviour. As a result, an institute should strive to instil fundamental values and ethical behaviour in stakeholder interactions on a daily basis. The following basic principles should govern all stakeholders in an institution, whether they are faculty, students, administrators, or outsiders.

- a) **Integrity**- adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
- b) **Trusteeship**- Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- c) **Harmony**- Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders
- d) **Accountability**- Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action.
- e) **Inclusiveness**- adopting standards, policies and procedure to promote and ensure equal opportunity, without any

discrimination against an individual or a group, for education, employment, promotion and other activities in an institution

- f) **Commitment**- Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries.
- g) **Respectfulness**- Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.
- h) **Belongingness**- fostering a shared vision of institute to make everyone feel secure, supported, accepted and included.
- i) **Sustainability**- Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

For Students

Students of the college are expected to spend their time and effort to learning and developing a good citizenry. Students would abide by the rules, regulations and principles of the college.

1. He/She shall be regular in attending class lectures, tutorials and remedial classes.
2. He/She must come to the college in uniform and carry the identity card issued by the institution.
3. He/shall be sincere and truthful in providing information about all documents.
4. He/She observe modesty in behaviour and uphold respect to others.
5. He/She must help the teachers in creating and maintaining a healthy learning environment.
6. He/She shall remain punctual, polite and disciplined.
7. He/She must uphold empathy.
8. He/She shall endeavour to be a role model for his/her junior fellows by achieving the highest level of values and morality.
9. He/She is not permitted to smoke.
10. He/She shall strive to build to ragging-free campus.
11. He/She shall endeavour to maintain harmony among the students coming from divergent socio-economic background.
12. He/She shall promote gender equality and shall be sensitive towards gender issues.
13. He/She shall extend co-operation in running the Students` Body Election and shall not indulge in any activities that hampers the electoral process.