



BABU JAGIVAN RAM GOVERNMENT DEGREE COLLEGE

Narayanaguda, Hyderabad



**A Hand Book on
Human Values and Professional Ethics**

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PREFACE

B.J.R. Government Degree College, Narayanaguda, in accordance with its vision and mission of building responsible citizens and professionals, has brought out the *Handbook on Human Values and Professional Ethics*. It contains the code of conduct that has been formulated for different stakeholders, that is, the teaching staff, the non-teaching staff and the students. Accordingly, the Internal Quality Assurance Cell in consultation with the Principal, has laid down institutional mechanisms to monitor the observance of code by all the stakeholders. Any violation will be viewed seriously by the institution.

HUMAN VALUES

Human values are the virtues that guide us to take into account the human element when we interact with other human beings. Education should impart the human values, like respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other human beings. Value education meets the social and emotional learning needs of the students. While academics shape our sense of who we are, human values shape our sense of what we actually become. These human values make the students to put into practice their ethical values such as justice, integrity, refusal of violence. They convey a positive change. Human values enable us to live together in harmony and peace. They are the tools needed to manage human relations and act as a weapon for peace in crisis. Quality education should include human values. B.J.R. Government Degree College is committed to impart quality education along with human values.

Objectives:

- To inculcate values among the students
- To adopt right attitude in their personal life and career
- To bring awareness on ethics in diverse professions
- To make the students to take decisions based on their individual value system
- To develop positive values to guide their behavior

Human values are basic and fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us. Values are the motive behind purposeful action. They are the ends towards which we act and they come in many forms. They build the character. Human values refer to good virtues such as the following:

- Respect
- Honesty
- Integrity
- Truthfulness
- Compassion
- Love
- Hard work
- Reliability
- Open-mindedness
- Efficiency

PROFESSIONAL ETHICS

Professional ethics are principles that govern the behaviour of a person or group in a business environment. Like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment. Professional ethics establishes a baseline for common decency, respect, fairness, and integrity in a given business area. Our behaviour is governed by different norms. They dictate what we ought or ought not to do. The norms governing the behaviour of a professional are:

- Individual morality
- Positive morality
- Legal norms
- Public Law
- Private Law
- Formal Law
- Common Law

Objectives:

- To inculcate ethically motivated interest in caring about community.
- To uphold the dignity and reputation of the profession
- To provide work or services of quality with accepted standards and practices in the profession.

CODE OF CONDUCT

B.J.R. Government Degree College, Narayanaguda, has formulated a code of conduct for all the major stakeholders. Any violation will be viewed seriously by the institution.

Code of conduct for the Administration:

- To run the administration in a transparent manner
- To maintain college timings
- To be answerable to your superiors
- To maintain all the records properly
- Keep all the records for auditing at the end of the financial year
- Maintain Cooperation and coordination to keep good environment
- To obey all directions from the Commissionerate of Collegiate Education, T.S., Hyderabad
- To abide by the guidelines of University Grants Commission and Telangana State Council of Higher Education
- To strive for quality sustenance in all the institutional activities and processes
- To maintain decency and discipline on the college campus
- To be impartial towards staff and students
- To always act in good faith and the best interests of the college
- To be fair and reasonable and act in a just manner
- To involve all the stakeholders in the functioning of the college

Code of conduct for the student:

- Do not indulge in ragging activities. Ragging is a punishable offence.
- Use polite language and behave with decorum with faculty, staff, students and guests of the college.
- Be regular and punctual in attending the classes and college programmes.
- Read notices, circulars of the college every day.
- Follow the time schedules, rules and regulations of the institution examinations
- Attend all the examinations
- Understand the evaluation system of the college
- Complete the chosen course within the stipulated time schedule.
- Always possesses student identity card.
- Attend meetings, national festivals and other activities of the college in time.

Code of conduct for Teaching staff:

- Be punctual and always report in time to duty as per the working hours.
- Be well prepared before you stand in front of the students.
- Complete the syllabus in time.
- Use of teaching aids is a must for a teacher.
- Teachers should be good counselors, facilitators, mentors and role models.
- Teachers should help, guide, encourage, and assist the students to ensure that the Teaching-Learning process is effective and successful
- Teachers should carry out other academic, co-curricular and institutional activities that may be assigned to them from time to time
- Any instructions issued by the competent authority by way of circulars and notices from time to time must be complied with.

Code of conduct for Non-teaching Staff:

- Non-Teaching staff working in the college office or departments should be available in campus during the college hours.
- Maintain absolute integrity and absolute devotion to duty in all times.
- Maintain impartiality in the discharging of duties.
- Render prompt service to the students.
- Non-Teaching staff assigned to the laboratories should keep the labs clean.
- Non-Teaching staff shall sign in the attendance registers while reporting for duty.
- Non-Teaching staff working in office should maintain the service records of all employees and periodically update them.
- All the staff members should display the professional behavior that is required in educational institutions.