

Navoday Shaikshanik Sanstha Dhule's

UTTAMRAO PATIL ARTS AND SCIENCE COLLEGE

Dahivel, Tal-Sakri, Dist-Dhule.424304



Manual of Human Values, Professional Ethics and Code of Conduct

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Preface

Human values and professional ethics are essential in development of a human being. It forms a character and social persona. It is also noteworthy in the formation of personality. Educational institute offers value education and ethics to develop citizens of the country. It has become a need to state values and ethics so that pupils will be able to understand and render. Uttamrao Patil Arts and Science College has stated Human Values and Professional Ethics for all stakeholders. Human Values and Professional Ethics are very essential for each and every human being in the development of moral character. It would help to develop and form the characters of students, inculcate values and disciplines in their lives.



VISION

“Aiming for the best through amalgamation of attitude and acumen”

MISSION

“To provide higher education in the faculties of arts and science to the students from tribal and rural sections of the society to groom them to be responsible citizens ,who will torch for disseminating knowledge in the tribal and rural masses and sustained socio-economic development of the society with conservation of environment”

Core Values

1. **Academic Excellence** –Setting high performance standards, being accountable for and responsible towards work. Endeavour to excel in research, education and student activities.
2. **Integrity and honesty** – Conduct all activities in an ethical manner. Commit to practices that are fair, honest and objective in dealing with students, faculty members, staff, and stakeholders at all levels of the community.
3. **Diversity and Mutual Respect**- In our culture and intellectually diverse community, we appreciate differences in one another as well as similarities and aspire to be an increasingly inclusive educational institution that attracts, retains and values talented people from all backgrounds. We believe in diversity in intellectual approach and outlook.
4. **Expand horizons of knowledge**- Provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership and service to the community.
5. **Social Responsibility**-Social spirit is promoted through active engagement of students and faculty in several social programs.
6. **Service to Nation**- Commit to provide well-cultured, morally valued and trained manpower for the betterment of the people of India.

Human Values and Professional Ethics

Human values are fundamental core beliefs that direct once personal behaviour in a society. It teaches how to correct ones behaviour and lead a moral and ideal life which further creates an ideal society. Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

Sincerity: Sincerity we all wish to see more of in ourselves, or in teachers, colleagues, and politicians; sincerity is our deep desire to be genuine and is based on our true, original nature, which is entirely good. This original nature comes from divine good itself – from God. Sincerity is a divine quality, refers to goodness, and therefore it's something that we each naturally express. Sincerity is so much more than simple honesty. Sincerity is the virtue of one who communicates and acts in accordance with the entirety of their thoughts and desires in a manner that is honest and genuine all the time.

Truth: Truth is a foundational value. Truth is important to build up a strong character whereas untruth always leads to increase anti-social behaviour. Self-respect, equability, concentration, non- violence, gentleness are the example of truth. Truth is such kind of value, which does not depend upon the will or the wish of individual. It is independent of desires and their related interest and opinion. Truth consists both individual and communal aspects. Just as individual truthfulness is the basis of secure a society, the common efforts towards truth about life and the cosmos is represented, for example, by the sciences, by jurisprudence and philosophy.

Non-Violence: Avoiding causing harm to anyone or anything in our thoughts, words, and deeds. Non-Violence allows us to appreciate diversity, cultivate tolerance, and recognize the unity of all beings and respect for all life. Nonviolence is the zenith of human achievement, the practice of which is the ultimate expression of the harmony of head, heart and hands (thought, feeling and

action). It can be understood on three levels: personal, societal and universal. Personal nonviolence involves respect for one's personal well-being, as well as that of others. Self-control over negative thoughts and the importance of forbearance and pardon, social non-violence encompasses a sympathetic regard for all life. It includes refraining from bad company, criticism and inconsiderate speech. Universal non-violence is kindled by a sense of kinship with all forms of life and the earth itself, and brings understanding of unity in diversity. Nonviolence instills a sense of morality, equality and respect for the rights of all human beings; it fosters appreciation of all cultures and religions, as well as ecological concern and awareness. It is an expression of universal love that promotes unity among people and a sense of being part of a whole.

Integrity: Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions. Integrity in an individual indicates; soundness of moral principles, the character of uncorrupted virtues, uprightness, honesty and sincerity.

Respect: Respect means that you accept somebody for who they are, even when they're different from you or you don't agree with them. Respect in your relationships builds feelings of trust, safety, and wellbeing. Respect doesn't have to come naturally – it is something you learn. Respect is an overarching consideration and represents recognition of each human being's intrinsic value

Honesty: Lying, cheating, lack of trust, steal, greed and other immoral attributes have no part in Honesty. Honest people are sincere, trustworthy and loyal, throughout their life. Honesty is valuable and it is the habit of utmost importance. Honesty is the awareness of what is right and appropriate in one's role, one's behaviour and one's relationships. Honesty or truthfulness is a facet of moral character that connotes positive and virtuous attributes such as integrity, truthfulness, straightforwardness.

Love: Love seeks many and various channel of realizations. Its essence can be characterize by the words 'love is unselfish care and concern for the well-being of others and the world at large'.

It singing a child may experience the sweetness of love. In wide sense love can be taken as a sense of care and concern. It's a kind of value which generates respect also. Love as care does not only refer to an emotion or a state of mind which relates sympathy with all beings, creation and of divinity. It is also understood by sharing, kindness, concern, helping and forgiveness.

Peace: Absolute Peace manifests as inner mental calm, and the ability to maintain equanimity in all situations. When we feel peaceful within ourselves we will naturally feel peaceful towards others.

Loyalty: Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly inter personal and only other human beings can be the object of loyalty.

Commitment: It means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

Valuing Time: Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, "Time and tide wait for nobody and "Procrastination is the thief of time". Time management is the key to increase effectiveness, efficiency or productivity.

Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work

enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

Code of Conduct for Teachers

Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his 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.

Teacher should:

- 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 behaviour in teaching and research;

- Abide by the Act, Statute and Ordinance of the University 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 counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Teachers and Students Teachers should:
 - Respect the rights and dignity of the student in expressing his/her opinion;
 - Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics;
 - Recognise 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 Teachers should:
- 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 endeavour.
- Teachers and Authorities Teachers should:
- 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 should handle the subjects assigned by the HoD and complete the syllabus in proper as well as produce good results.
- Mentor- Mentee system must be implement effectively teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course must to be given in time to the students
- Teachers must be good counsellors and facilitators and have responsibility to guide, encourage and assist the students.
- Teachers should maintain decorum of both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organize national activities that may be assigned to them from time- to- time.
- Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
- Teachers should remain in the college campus as per the guidelines of UGC.
- Teachers should sign the attendance register while reporting for duty. Teachers should report their attendance by biometric thumb Machine also.

Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Teachers and Guardians

Teachers should:

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

Teachers should:

- 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.

College Principal

College Principal should:

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization 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 steward of 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 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 consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.
- Principal should conduct the meetings of the communities duly constituted by him for the development of the college.
- Coordination and motivation to the faculty as administrative authorities may be the mandatory role of Principal.
- Principal shall also ensure quality assurance and he/she should be assisted by the Coordinator, IQAC.
- The principal should promote industry-institution interface for better employability of the students.
- Principal should involve faculty members at different levels for various institutional activities
- Principal should closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty-in-charges.

- Responsibility to observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Principal should hold meetings of Heads of Departments to analysis the development of academic work, suggest active procedures to attain the desired academic outcome and supervise for all co-curricular activities.
- Efforts to guise after global well-being of staffs and students.

Director Physical Education and Sports / Librarian

Director Physical Education and Sports Librarian should:

- 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;

Code of conduct for Non-Teaching

1. Non-Teaching staff working in the College office or departments should report for duty at least 30 minutes in advance
2. Non-Teaching staff remain on Duty during College hours.
3. Non-Teaching staff should wear the uniform as per the norms.
4. Non-Teaching staff must always wear their identity cards during working hours.
5. Non-Teaching Staff assigned to laboratories should keep the Labs clean.
6. Any Loss or damage to any article in the Lab or Class room should be reported to the HOD in writing immediately.
7. Non-Teaching Staff, working in the Lab. shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

8. For articles damaged by the students a separate register should be maintained and if any money is collected item the student towards damages, as per the direction of the HoD, the amount shall be handed over to the College Account Staff for deposit in the College account.
9. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
10. Non-Teaching staff shall not leave the College campus without permission before the prescribed time

Code of Conduct for Students

- A student should carry his/her identity card in the college campus and produce it wherever he is asked by any teaching or non-teaching staff member of the college.
- A student must be present in the class at least 75 percent of the college instructional days.
- Any misuse, damage or loss of college property by a student shall be considered a serious offence and it will stand a legal punishment.
- Any indecent behaviour by male students towards female students is a serious offence and shall be dealt with legal action.
- Any indecent and rash behaviour towards college staff members shall be considered a punishable offence.
- It is obligatory on the part of every student to abide by the rules and regulation made time-to-time.
- A student should place his/her difficulties, complaints and demands through the prescribed channel and manner.
- A student must never provide any wrong information to the college. Any such attempt shall be legally persecuted.

- Disrupting normal functioning of the college by any sort of fund raising or social, political demonstrations on the campus will be dealt with legal action.
- Ragging is a serious crime in the college campus and it shall be legally dealt as per government rules and regulations.

