

*Rajarshi Shahu Education Society's*  
**Yeshwantrao Chavan College of Arts, Commerce &  
Science, Sillod.**



A Manual of

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Human Values

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Professional Ethics

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Code of Conduct

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Core Values



## INTRODUCTION

In contemporary world, the Higher education has acquired much significance. The values and ethics practiced in higher education field have the potential to promote humanitarian and leadership qualities among the students. Many institutions of higher education strive to show excellence in academic subjects as well as in community engagement and social attachment. Moreover, it is also imperative to provide value orientation to all stakeholders. It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a set of human values and code of Professional ethics which may prove very useful for the teaching community and for overall performance of the institution. There are a few prominent areas of professional activities which encompass the work of a teacher. For these areas certain principles have been identified to serve as guidance for teachers conduct. The institution has identified a set of Human Values, A Code of Professional Ethics and the Core Values of the Institution.

## Human Values


Human Values refer to those virtues that guide us to consider the human element while interacting with other human beings. The following are the Human Values: **Truth, Honesty, Loyalty, Love, Peace, Sincerity, Respect, Appreciation, Sympathy, Proper Conduct, Discipline** etc. These human values bring out the fundamental goodness of human beings in particular and society in general.

### Importance of Human Values

- Provides understanding of the attitudes, motivation and behaviours
- Influences our perception of the world around us.
- Represents interpretation of “what is right and what is wrong”
- Provides a way to understand humans and organisation.

The five human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are

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- **Right conduct** -contains values like self-help skills (modesty, self-reliance, hygiene etc.) social skills(good behavior, good manners, environment awareness etc.) Ethical skills (courage, efficiency, initiative, punctuality etc.) and ownership.
  - **Peace** – contains values like equality, focus, humility,optimism,patience, self-confidence, self-control, self-esteem etc.
  - **Truth** -contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.
  - **Peaceful co -existence** – contains values like psychology (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)
  - **Discipline** – Contains values like regulation, direction, order etc.  
Human values are integral part of one's personality and affects employability quotient. Many employers are inclined to hire those who have better human values.

**Importance of Value Education:** The value education enables us to understand what is valuable for human happiness and harmonious society.

- The value education helps to improve value system among human beings.
- Human values help us to examine and control the various choices we make in our life.
- Enables us to understand our needs and visualize our goal more effectively.
- Helps to remove our confusions and contradictions and bring all humans at same level
- Enables us to rightly utilize the technical innovations
- Values form the basis for all our thoughts, behaviors and actions
- Helps to understand the universality of various human values.
- Helps to definite necessity for value education.
- Value education can assure happy and harmonious human society.



## **Code of Professional Ethics**

A Code of Professional ethics refer to professionally accepted standards of professional and business behavior, values and guiding principles. Course of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles. Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the person's performing in such jobs to follow the sound, uniform ethical conduct. Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.

### **Professional Ethics:**

- ❖ Ethics means character or manners .
- ❖ It can be defined as the moral values, rule and standards, governing the conduct of a particular individual, group, profession and culture.
- ❖ Ethics can be termed as science of character of a person expressed as right or wrong conduct or action.
- ❖ Professional ethics deals with applications of ethical standards of an individual at different levels of professional life.
- ❖ Professional ethics helps professional to maintain integrity as to choose what do when faced with problems at workplace that raises moral issues.
- ❖ In teaching profession all stakeholders related to teaching has to follow an established set of professional ethics including social, moral and ethical values to develop harmony of an individual in all aspects.

### **Importance of Professional Ethics :**

- ❖ Ethics correspond to human needs.
- ❖ Human has to be ethical not only in his personal life but also in his professional life.



- ❖ In the field of educational behavior and decision of an individual may directly or indirectly affect the lives of many people and may benefit the society.

Professional Code of Ethics: Professional code of ethics helps to act in a professional and ethical manner at all times. Some of the professional principles of code of ethics are as follows:

Interaction with students:

- ❖ Do not show favoritism or discriminate any student/students from others based on race, caste or religion.
- ❖ Must interact with students appropriately.
- ❖ Contact with students outside the classroom or college campus.
- ❖ Must focus on institute-related activities and events.
- ❖ Must accept personal responsibility in developing students' character and qualities.
- ❖ Must follow public virtues such as integrity, persistence, responsibility, cooperation, loyalty, commitment and respect for everyone.
- ❖ Must keep students safe.
- ❖ Must enhance performance and professional practices.

Interaction with colleagues:

- ❖ Must work together with administration, colleagues and other employees to provide positive learning atmosphere for students
- ❖ Must follow the directives of administrators.
- ❖ Must not disclose confidential information or make false statement about colleagues.
- ❖ Must develop appropriate relationship with colleagues.

Interaction with stakeholders :

- ❖ Must interact positively and respectfully with parents and other stakeholders.
- ❖ Must communicate with parents and provide all information in the interest of the student.



## **Code of Conduct for Various Stakeholders**

### **Code of Conduct for Principal**

- 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, honesty, highest degree of ethics and decision making that is in the best interest of the college
- Act as steward of the assets of the college 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 responsibility 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 extracurricular activities, including the community service
- Refrain from allowing consideration of cast, creed, religion, race, gender or sex in their professional endeavour.

## **Code of Conduct for Teaching Staff**

- Adherence 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
- Seek to make professional growth continuous through study and research
- Express free and frank opinion by participation at professional meetings, seminars, conference etc .towards the contribution of knowledge
- Maintain active membership of professional organization and strive to improve education and profession through them
- Perform their duties in the form of teaching, tutorials, and 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
- Cooperate and assist in carrying out the functions relating to the educational responsibility of the college and the university
- Participate in extension, Co-curricular and extracurricular activities, including the community service.
- 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
- 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 allowing considerations of caste, creed, religion, race or sex in their professional endeavour
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession



- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which such are likely to interfere with their professional responsibilities
- 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 nonteaching staff





### **Code of conduct for Non-teaching Staff**

- Being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining proper interactions with.
- Maintaining professional boundaries with students and staffs
- Dignity by treating students by care and kindness
- Being supportive and cooperate with other staff members
- Responsibility by meeting the required standards for every assigned task
- Mutual respect and trust must be maintained
- Justice by being committed to the wellbeing and the common good of all people
- Respect to the hierarchy in the Administration adherence to the official resumption closing time and must dress decently and appropriately
- Prohibition to use unauthorized persons to perform official duties



## **Code of Conduct for Students**

- Student should carry own identity card in the college campus. On demand of the same from the Principal/College teachers, she/he should show it to the concerned.
- Use of mobiles in college campus is strictly prohibited
- Student should attend college classes regularly
- Student should not roam in veranda/passage while classes are going on
- Student should neither write nor mark anything on college properties like blackboard, bench or walls etc.
- Student is not allowed to meet anyone while class is going on
- Student should sit in library reading hall during free time
- Student should not sit on entrance gate, stair case or parapet walls of the college
- Abiding the timely instructions and laws of the college are obligatory on students. Student's behavior should not harm the reputation of the college.
- Student breaking the peace and harmony of the college by actions like shouting loudly, creating nuisance and causing trouble will be punished severely.
- Things like smoking, ragging is prohibited in college campus. After found indulged in doing such acts will invite strict punishment
- Student will not be allowed to appear for university examination unless he/she shows at least 75% attendance in college classes.
- Those students having abstained due to illness or some other reasons, should take prior consent of the Principal/Vice-Principal. Parents of the concerned absent students will be intimated about the same. If students attendance doesn't improve, he/she will be dismissed from the class.
- Student should carry own identity card while being in reading hall of library
- Books will be issued according to rules
- Student should maintain silence in library and reading hall
- Student will not be allowed to sit in reading hall by skipping the college classes

- Reference books, course books issued for reading in reading hall, will not be permitted to be taken to home student should use it in reading hall. If found carried away, will invite a fine of 5 Rs a day.
- Writing or marking on books with a pen/Pencil is strictly prohibited A student found doing so, will invite a penalty of the price of the book.
- Smoking, spitting, shouting, making noise in college library is strictly prohibited.

Rajarshi Shahu Education Society's

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Dr. Ashok Pandit  
M.Sc. Ph.D.  
Principal

Ref. No. YCCS/


Date :

## Core Values of the Institution

Following Core Values are the guiding principles in all areas of operation of our institution:

1. Contribution to national development
2. Fostering global competencies among students
3. Inculcating a value-based system among students
4. Promoting the use of ICT
5. Commitment to academic excellence
6. Commitment to innovative ideas
7. Commitment to community welfare
8. Commitment to the welfare of the marginalized
9. Creation of Environmental awareness among students
10. Develop a sense of social attachment among students
11. Develop efficiency, creativity & patriotism among students
12. Develop the leadership qualities among students
13. Commitment to holistic development of the students
14. Practice gender equity and equality of opportunities
15. Follow and respect the constitutional values



  
Principal  
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