Hand Book on
Human Values and Professional Ethics

M.KUMARASAMY
COLLEGE OF ENGINEERING
NAAC Accredited Autonomous Institution
Approved by AICTE & Affiliated to Anna University
ISO 9001:2015 & ISO 14001:2015 Certified Institution
Thalavapalayam, Karur – 639 113.

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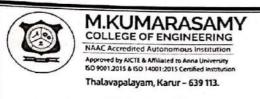Thalavapalayam, Karur – 639 113.

Preamble

The Constitution of India has placed 'education' as the fundamental right of every citizen of the country. Higher education, the pillar of career and leadership building, plays a vital role in the social and economic development of a society and the nation. Great role and responsibility is entrusted to the Higher Education Institutions (HEIs) in building strong leadership and well-knit society through excellence in academics, ethical curricula and community engagement. The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational 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 with human values and professional ethics to ensure their dignity and integrity. Physical-psychological knowledge and financial infrastructure of HEI needs to grow with values and ethical practices. Handbook of 'Human Values and Professional Ethics' describe the principles and guidelines to be followed by all the stakeholders of the HEI.

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1. HUMAN VALUES

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance 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 of the places and times and practice them. Human values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows:

1. **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.

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 individual, society and the world.

3. **Truth:** Truth is eternal and unchanging, as it deals with 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 that can be seen in terms of commitment to work.

4. **Righteousness:** Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorumat every stage. It covers ethical guidelines, ethical behaviour and moral values.

5. **Renunciation:** Renunciation connotes caring attitude towards all living beings without any selfish motives. It is seen in austerity, self-control, and selflessness of a person.

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6. **Service:** Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.

7. **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.

8. **Discipline:** Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.

2. PROFESSIONAL ETHICS

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 a sound uniform ethical conduct. The success of an institution's mission and vision is driven by 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 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 check and balances within an institution.

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3. **Harmony:** Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

4. **Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

5. **Inclusiveness:** Adopting standards, policies and procedure 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.

3.1 Values and Ethics for Stakeholders

1. **Integrity** - Adhering to a conduct of duties in righteous manner and in accordance with the 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 check and balances within an institution.

3. **Harmony** - Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders

4. **Accountability** - Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action.

5. **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

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9. **Sustainability** - Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future.

3.2 Administrative /Support Staff

Administrative/ Support staff would

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.

2. Encourage the staff to maximize their efficiency.

3. Create conditions that inspire teamwork.

4. Act timely to readdress the genuine grievances.

5. Maintain the confidentiality of the records and other sensitive matters.

6. Co-Operate and liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.

7. Care for the institute's property.

8. Facilitating congenial environment.

9. Refrain from any form of discrimination.

10. Not accept bribes or indulge in any corrupt practices.

11. Make every effort to complete the assigned work in a time-bound manner.

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3.3. Teachers

Teaching is a noble and devout profession which tends to instill in students — knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency.

Teachers would:

1. Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the college with diligence, dedication and punctuality.

2. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.

3. Co-operate and assist in the admission, examination, supervision, and invigilation and evaluation process of the College.

4. Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand.

5. Abide by Act, Statutes, Ordinances, rules, policies, and procedures of the College and respect its ideals, vision, mission, cultural practices and traditions.

6. Adhere to responsible conduct and behaviour expected of them by the society.

7. Create a conducive teaching–learning environment through innovative practices and knowledge sharing.

8. Act as role models for students by displaying good conduct and character.

9. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.

10. Encourage students to actively participate in activities of national priorities.

11. Respect the rights and dignity of the students in expressing his/her opinion.

12. Refrain from harassment of students in any form.

13. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.

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14. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

15. Behave with dignity and courtesy with staff and fellow colleagues.

3.4 Students

Students of the College are expected to devote their energy in learning and developing a wholesome personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.

2. Remain punctual, disciplined and regular in attending class lectures, tutorials and research.

3. Observe modesty in their overall appearance and behaviour.

4. Behave with dignity and courtesy with teachers, staff and fellow students.

5. Act as role models for junior students by attaining the highest level of values and morality.

6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.

7. Contribute towards cleanliness of the campus and its surroundings.

8. Show respect and care for the institutional properties.

9. Observe proper behaviour while on educational tour/visit or excursion.

10. Be honest in providing truthful information about all documents.

11. Maintain the highest standards of academic integrity while presenting one's own academic work.

12. Help teachers in maintaining learning environment conducive for all students.

13. Strive to keep campus ragging free.

14. Be sensitive to gender issues.

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15. Be sensitive to societal needs and development.

16. Maintain good health and refrain from any kind of intoxicants.

Implementation Plan for Teachers

(1) Workshop and training programmes on human values and professional ethics for teaching fraternity.

(2) Putting inputs of human values and professional ethics in induction, orientation and refresher programs for teachers.

(3) Open interaction on regular-basis with other stakeholders for harmony.

(4) Consultation for human values and professional ethics.

(5) Encourage teachers for involving other stakeholders in curricular and co-curricular activities to demonstrate certain values.

(6) Promoting teachers to take up inter-disciplinary research based on human values and professional ethics.

(7) Encouragement to teachers for rendering their services as a mentor for inculcating ethical and human value among their students.

(8) Quoting ethical and value thoughts and edifications in official correspondence.

(9) To take programs on ethics and human values to society at large.

(10) Encouragement to teachers for ethics and human values manuscripts and books repositories (library and e-library).

Implementation Plan for Students

(1) Introduction of Foundation Course on Human Values and Professional Ethics at theundergraduate level and advance course at postgraduate level.

(2) Outreach Program on Human Values and Professional Ethics.

- Training, workshop and orientation programs for students.

- Assignments and short projects on tenets of human values.

- Maitri-bhawana practices in society.

- Promoting human values through social services.

- Participation in national schemes and programs such as Fit India, Swachh BharatAbhiyan, JalSanrakshan Abhiyan etc.

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- Interface with the societies, NGOs and similar organizations.

(3) Promotion of Human Values and Professional Ethics.

- Display of ethical and human value thoughts and edifications at public places.
- Placement of ethical and human value thoughts and edifications in officialcorrespondence.
- Open interaction on regular-basis with other stakeholders for harmony.
- Annual activity plan for value promotion activities.
- Publications of manuscripts and books
- Repositories (Library and e-library)

Implementation Plan for Staff Members

- Training programs on human values and professional ethics for staff members.
- Induction and Refresher Programs for staff members
- Open interaction on regular-basis with other stakeholders for harmony.
- *Maitri-Bhawana* practices in the HEIs.
- Encourage staff members for involving other stakeholders to demonstrate human values and professional ethics.
- Quoting ethical and value thoughts and edifications in official correspondence.
- Outreach program for the promotion of ethics and human value

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