

## **Handbook on Human values and professional ethics**

Human Values and professional ethics from the foundation of a responsible academic community by practicing these principles, the institution ensures holistic development, social harmony and responsible citizenship among all stakeholders.

### **Core Human Values**

Values inspire individuals to help the needy, protect the environment and participate in community service, creating a better society for future generations. Core human values such as respect, honesty, responsibility, empathy, discipline, and social commitment are essential for the holistic development of students. Our institution firmly believes that education is meaningful only when it shapes not just the minds but also the character of learners. Therefore, the development of human values forms a central and continuous part of our academic culture.

Our institution begins value education right from the first day through orientation programmes, where students are introduced to the importance of ethics, mutual respect, and responsible behaviour. Teachers consistently act as role models by demonstrating fairness, punctuality, dedication, and kindness. Their conduct becomes a living example for students, reinforcing the idea that values are learned not only through books but also through observation and experience.

To strengthen values like compassion and empathy, the institution conducts various community outreach programmes, such as NSS camps, cleanliness drives, blood donation camps, and awareness campaigns. Participation in these activities encourages students to understand social needs and become responsible citizens. Such initiatives also help students appreciate the importance of service, teamwork, and cooperation.

The campus environment also plays a major role in value development. Our institution maintains a culture of respect and inclusiveness, where students from diverse backgrounds study together without discrimination. Special cells such as the Women's Cell, Anti-ragging Committee, Grievance Redressal Cell, and Ethics Committee work constantly to ensure safety, equality, and dignity for everyone. This nurtures values of justice, tolerance, and harmony.

Academic integrity is promoted through strict adherence to honesty in examinations, assignments, and research work. Teachers emphasize the importance of originality and discourage any form of malpractice or plagiarism. Regular seminars and workshops on human values, gender sensitivity, environmental protection, and digital responsibility further deepen students' understanding.

Environmental values are developed through eco-friendly practices such as maintaining a clean campus, planting trees, water conservation, and reducing plastic usage. Students are encouraged to participate in green initiatives, which help them develop a sense of duty toward nature.

Hence the development of core human values in our institution is a continuous, holistic process that combines academic instruction, role modelling, community service, and campus culture. Through these efforts, our institution not only educates students but also moulds them into responsible, ethical, and compassionate individuals who contribute positively to society.

### **Core Professional Ethics**

Professional ethics refers to the moral principles, standards, and values that guide individuals in their professional behaviour and decision-making. The core of professional ethics is built on universal values that ensure trust, integrity, fairness, and responsibility in any workplace or profession.

#### **1. Integrity**

Integrity means being honest and truthful in all professional activities.

A person with integrity will never engage in cheating, corruption, or misuse of authority.

#### **2. Responsibility**

Professionals must perform their duties with dedication, accountability, and sincerity.

They should accept the consequences of their actions and complete work on time.

#### **3. Respect**

Every professional must respect colleagues, clients, students, and the community.

This includes respecting diversity, opinions, gender, culture, and workplace policies.

#### **4. Confidentiality**

Professionals must protect sensitive information and should not misuse data for personal gain.

Maintaining confidentiality builds trust between institutions and individuals.

## **5. Fairness and Justice**

Professionals must be fair, unbiased, and impartial.

There should be no discrimination based on caste, gender, religion, or economic status.

## **6. Competence**

Professionals must keep improving their skills and knowledge.

Continuous learning ensures high-quality work and ethical practice.

## **7. Transparency**

Decisions should be made openly, with clarity and honesty.

Transparency prevents corruption, bribery, and misuse of power.

## **8. Commitment to Service**

The ultimate goal of any profession is service to society.

Ethical professionals work to improve the well-being of people and uphold the dignity of their profession.

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

Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.

- Code of Conduct for teaching is mainly governed by the Gulbarga University Acts, Statutes, Ordinances and Service Rules.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.

During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Principalship of the Head of the Institution.

- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.

- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them. Mentor-Ward System must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counselling and monitoring them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus. • Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- 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
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

- Refrain from inciting students against other students, colleagues or administration.
- All Faculty members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, nonteaching staff and students.

### **Code of Conduct for Non-Teaching/Administrative Staff**

- Code of Conduct for non-teaching staff is mainly governed by the Gulbarga University Acts, Statutes, Ordinances and Service Rules.
- The normal working period for those in the category of non-teaching staff shall be from 10:30 am to 5:00 p.m. with one-hour lunch break on all working days.

All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.

- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

### **Code of Conduct for Students**

- Students are expected to adhere to the timetable for attending practical's and other extra-curricular activities.
- The University rules require a student to have a minimum of two thirds 66.66% of the total lectures, tutorials and practical delivered separately, failing which the student will not be permitted to sit for the University Examination.
- Students are required to have a minimum of 75% attendance.
- All Sports students playing at any level (state, national or international) must have minimum required attendance as per university rules.
- Students getting admission on ECA/Sports Quota will not be granted exemption in attendance except under special circumstances.

- Students' attendance in the following College Functions is mandatory: Foundress' Day Celebrations, Annual Cultural Festival, PTSA Meeting, Sports Day, NCC Day for NCC Students, NSS Day for NSS Students, the Annual Function and other College events.
- Students are expected to obtain clearance from the College before the University examination on the basis of their attendance record and participation in the activities of the college.
- Students not attending classes for more than four consecutive weeks must inform the Principal/Teacher In charge in writing or else their names shall be struck off the rolls of the College.
- Application for leave is to be made in advance and submitted to the principal. In case of illness, application for leave along with a medical certificate (Issued by a Registered Medical Practitioner) signed by a parent and counter signed by concerned teachers should be submitted within "one week" of re-joining the college.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.