



HAND BOOK ON HUMAN VALUES & PROFESSIONAL ETHICS

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Preamble

University Grants Commission in its publication "*Mulya Parvah*" released in the month of November-2019 has urged all Higher Education Institutes to strive for inculcating Human Values and Professional Ethics in all of their stakeholders.

Human Values and Ethics define the quality of a person or an organization at large. The lessons of values and ethics are learned through self-initiated endeavors, through the life experiences, family, and through the educational institutions.

Hence, the educational institutions themselves need to be driven by values and ethics. There is a need of emphasizing on the importance of human values in educational institutions. Human values and ethics are not like motor skills, which once mastered remain with forever, They needs to be practiced and reinforced

The purpose of education in general and higher education in particular is to facilitate realization of human potential by making its stakeholders, particularly higher educational administrators, faculty members, and students, conscious of human values and professional ethics. Therefore, Universities are required to create high quality practices and an environment that is supported with human values and professional ethics to ensure dignity and integrity. Physical-psychological knowledge and financial infrastructure of University needs to grow with values and ethical practices.

This Handbook of 'Human Values & Professional Ethics' describes the principles and guidelines to be followed by all the stakeholders of the RNB Global University.



Human Values

Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize his/her potentials as a human being.

The principal values are discussed in brief as follows:

Love & Compassion (Prem and Karunaa): Love is the all-pervading life energy. It finds its manifestation in sincere care for others, kindness, empathy and compassion and is unconditional. True love leads to compassion. It may be seen in operation in human acts of generosity, mercy (dayaa) and charity (daana). The concept of 'Love for all' leads to consideration of the whole world as a family as in the concept of vasudhaiva kutumbakam.

Peace (Shanti): The scope of peace includes peace at the individual level and at the world level. For world peace, peace at the level of individual, society and nations is imperative. Marcus Aurelius stated, 'He who lives in harmony with himself lives in harmony with the universe.' Mahatma Gandhi had remarked, 'Always aim at complete harmony of thought, word and deed. Always aim at purifying your thoughts and everything will be well.'

Truth (Satya): Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. In the Taittiriya Upanishada, the teacher, while delivering the convocation message to the disciple, says, 'Satyam vada' (Speak the truth). It is marked by veracity, honesty and sincerity, purity, accuracy and fairness, fearlessness and integrity. It may have many facets as subjective or relative truth that why people cling to 'my truth' and 'your truth' leading to conflict at times. However, when searching for a lasting truth that withstands relativity, the values of common sense, intuition, justice, quest for knowledge, the spirit of enquiry and synthesis are nurtured and enhanced. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

Non-Violence (Ahimsa): Ahimsa means non-killing. Non-violence is a result of restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or nonliving. It requires being sensitive to the fact that there is life in all forms of existence and they are interconnected. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.

Righteousness (Dharma): Righteousness is the backbone of core human values and also of human existence. It involves conduct of life and action by practicing propriety and decorum at every stage. In simple language, it is marked by 'right conduct'. It covers ethical guidelines, ethical behaviour and moral righteousness. Its essence is covered in the saying: Do good, see good, and be good. Indian culture revolves around the concept of Dharma which means

'dhaarayate yasya sa dharma' ('what is worth doing or upholding') in which action is guided by propriety of time (kaal), place (desh) and position or status (kula).

Renunciation or Sacrifice (Tyaaga): Renunciation has two preconditions: care as well as love for all living beings attended by absence of selfishness. Renunciation begins when selfishness ends. Renunciation is not an escape from the problems of life. Moreover, renunciation without action means a parasitic life. Also, service is born, when renunciation with action begins. Renunciation in its simplest form is seen in austerity, sense control, and selflessness.

Service (Sevaa): When love and compassion for others and willingness to sacrifice for others out of love take the form of action, it becomes service. Service is possible only when one loves others as one's own, not as other. The value of service demands equanimity without any conditions or discrimination on the lines of caste, creed, race, region or religion.

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

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 and environmental awareness.

RNB Global University believes that Values are to be learned through practice. Hence, the administrators and faculty members in higher education need to bear in mind that they are being watched and observed by students & colleagues in general and are learning values by observing them. So the ambiance in and around higher educational institutions should be such as would be conducive to value education and bring qualitative change in life and work at home and workplace with professional ethics.

The end of higher education is knowledge, and the end of knowledge is to know about life. The end of life is happiness.



Professional Ethics

Human values and professional ethics are intertwined. Values are concerned with personal conviction with the core belief or desire that guide or motivate attitudes and actions. Ethics has been described as standards of conduct that indicate how one should behave based on moral duties and virtues arising from principles about right and wrong.

Professional ethics is concerned with the concept and framework of moral right or wrong as applied to a professional organization, execution policies and behaviours.

Though education in its truest sense is not a profession, for practical purpose here we would address it to be a profession so that an institutional framework of ethics in higher education may be propounded.

Human values, professional ethics, and legal framework are three main constituents those direct the desirable human behaviours and decision-making guidelines in an organization.

Professional ethics deal with what are desirable acts and what are undesirable acts about the profession.

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
- (6) **Commitment** – Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries.



(7) **Respectfulness** – Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution.

(8) **Belongingness**- fostering a shared vision of institute 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.

Professional Code of Ethics for Various Stakeholders of University

University Level Academic Administration

It would include –

President & Pro President

Provost & Proctor

Deans of Various Faculty

Heads of Departments

Registrar

Chief Finance Officer and other higher authorities.

The authority would-

1. Be responsible, as the principal academic and administrative officer of the University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the University are duly observed and business of the university is carried out in strict adherence thereto.

2. Comply with laws, rules, and regulations of the government applicable to the University.

3. Provide inspirational and motivational value-based academic and executive leadership to the University through policy formation, operational management, optimization of human resources and concern for environment and sustainability.

4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the University.



5. Act as an agent of social change for national development and, therefore, strive for creating an environment conducive for teaching, learning, research and for development of the potential of the University to the maximum extent.
6. Follow the objectives and policies of University and contribute constructively to their ongoing evaluation and reformulation.
7. Maintain the confidentiality of the records and other sensitive matters.
8. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
9. Refrain from any misappropriation of financial and other resources.
10. Refuse to accept any gift, favour, service, or other items from any person, group, private business, or public agency which may affect the impartial performance of his/her duties.

Governing Body

The function of the governing body is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would -

1. Work in the best interest of the University.
2. Work co-operatively with fellow members in carrying out the University responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information.



Faculty Members

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students.

The Faculty Members would -

1. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Act as friend, philosopher and guide of students & will help them in identifying the University potential and support through counseling and mentoring.
4. Create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
5. Observe punctuality in teaching and other duties.
6. Exhibit decent behaviour with all & Refrain from harassment of student in any form.
8. Actively participate in institutional development & Refrain from any type of discrimination
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Develop an understanding of our heritage.
12. Encourage students to actively participate in scheme/ activities of national priorities & Cooperate with the university authorities for betterment of the university.
14. Actively work for national integration and communal harmony & be sensitive to societal needs and development.
16. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.



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 University 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.



Students

Students would make the best use of the golden part of their lives in University by devoting their energy for learning and developing a wholesome personality.

Students would -

1. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
2. Stay in an academic institution with the joyful learning experience.
3. Remain punctual, disciplined and regular in attending classes.
4. Observe modesty in overall appearance and behaviour.
5. Behave with dignity and courtesy with teachers, staff and fellow students.
6. Act as a role model for the junior students by attaining the highest level of values and morality.
7. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. Contribute towards cleanliness of the campus and surroundings.
9. Respect and care for the institutional properties.
10. Observe proper behavior while on outside activities (educational tour/visit or excursion).
11. Be honest in providing only truthful information on all documents.
12. Maintain the highest standards of academic integrity while presenting own academic work.
13. Help teachers in maintaining the learning environment conducive for all students.
14. Strive to keep campus ragging free.
15. be sensitive to gender issues.
16. be sensitive to societal needs and development.
17. Maintain good health and refrain from any kind of intoxicants.

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