



**YODH SINGH NAMDHARI MAHILA COLLEGE,
MEDININAGAR, PALAMU**

Human Values and Professional Ethics

Handbook





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1 .Prelude:

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 ‘Code of Ethics’ describes the principles and guidelines to be followed by all the stakeholders of the HEI.

2. Core Human Values:

Yodh Singh Namdhari Mahila College is not merely confined to imparting knowledge in the classroom, but is a means of reinforcing values of love, compassion, equality and justice. The College aspires to produce academically oriented, sensitive and responsible citizens who will contribute towards making the world a better place. This vision of the College defines its educational policy and has been one of its major strengths and characteristic features from the time of its inception till date. Y.S.N.M. College provides a caring and nurturing environment where our students come into their own, blossoming into confident young women ready to face the world. We appreciate, respect and promote the perspectives, rights and dignity of each individual.

3. Core Professional Ethics

The success of an institution’s mission and vision is driven by value-based ethical behaviour of its committed faculty members, staff and students. The College believes that all aspects of education focus on the core values of contributing to national development while keeping in view the philosophy of having professional ethics and a sound uniform ethical conduct.

Untiring efforts are made to instill the values of mutual trust, team work, and promotion of social capital, easy sharing of knowledge, skills and resources to create a vibrant society.

Codes of professional ethics guide the stakeholders of the College about the desirable acts including integrity, accountability, inclusiveness, commitment and sustainability.

4. Code of Professionals Ethics for Administrative Authority:

It would include Principal, Bursar, Examination-Controller, Deputy Examination-Controller, NSS Co-Ordinator, NCC Co-Ordinator, Heads/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would:

- Be responsible to observe that the provisions of Acts/Statutes/Ordinances And Regulations of the College are strictly adhered to in all its Businesses.
- Follow the highest degree of ethics in its decision making in the best Interest of the College.
- Strive for creating an environment conducive for teaching, learning, Research and development according to the maximum potential of the College in order to bring the social change and hence national Development.
- Follow objectives and policies of the College and contribute constructively to achieve its mission and vision.
- Maintain confidentiality of the records and other sensitive matters.
- Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.

5. Code of Conduct for Administrative Staff

Administrative staff would:

- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximize their efficiency.

- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances.
- Maintain confidentiality of the records and other sensitive matters.
- Co-operate and form strong liaison with colleagues.
- Show care for the institution's property.
- Facilitate congenial environment.
- Refrain any form of discrimination.
- Not accept bribes or indulge in any corrupt practice
- Make every effort to complete the assigned work in a time bound manner.
- Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

6. 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.
- 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.
- 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/ practicals/ tutorials 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.
- 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.

7. Code of Conduct for Students:

- Students are expected to adhere to the timetable for attending lectures/ tutorials/ practicals and other extra-curricular activities.
- Students must help to keep the campus neat and clean.
- 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.
- Behave with dignity and courtesy with teachers, staff and fellow students.
- Act as role models for junior students by attaining the highest level of Values and morality.
- Maintain harmony among students belonging to different socio-economic Statuses, communities, castes, religions and regions.
- Maintain the highest standards of academic integrity while presenting One's own academic work.
- Help teachers in maintaining learning environment conducive for all Students.

- Strive to keep campus ragging free.
- Be sensitive to gender issues.

8. Code of Ethics to Check Malpractices and Plagiarism in Academic Work:

Yodh Singh Namdhari Mahila College, Medininagar, Palamu, Nilamber Pitamber University is one of the leading higher educational institutions for women. The college has strived to provide the highest standards of academic training to its students and has contributed several leading academicians to the nation. In order to maintain the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop unless educational institutions create awareness amongst students and researchers to avoid plagiarism. We aim to have an effective system in place for detecting and penalising plagiarism so as to discourage the practice.