**HANDBOOK OF HUMAN VALUES AND PROFESSIONAL ETHICS**

**Human Values :** Values are our guidelines for our success. Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include right conduct, discipline, integrity, truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large. Our prime concern is to respect and maintain human values in the college campus.

**Professional Ethics:** Professional ethics are personal and corporate rules that govern behaviour with the context of a particular profession. 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 code of ethics which may be evolved by the teaching community itself for its guidance.

**Teachers:** A teacher is constantly under the scrutiny of her students and the society. Therefore, A teacher should manage her private affairs in a manner consistent with the dignity of the profession. The profession further requires that the teachers should be calm, patient and communicative by temperament.

Teachers should:

1. Adhere to responsible pattern of conduct and demeanour expected of them by society.
2. Manage their private affairs in a manner consistent with dignity of profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Cooperate and assist in carrying out functions relating to educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examination including supervision , invigilation and evaluation.
8. Participate in extension, co circular and extra circular activities including community service.
9. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behaviour worthy of example to the students.
10. Act as a friend, philosopher and guide to students.
11. Help students in identifying their potential and support through counselling and mentoring.
12. Observe punctuality in teaching and other duties.
13. Be sensitive to societal needs and development.
14. No teacher shall apply for any other job without the prior permission of the Principal
15. No employee shall appear in any examination without the prior permission of the Principal.
16. **Advisory Council:** In every college there shall be an Advisory Council consisting of 15% or 5 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior most teacher will be nominated on the Council on rotation basis for a term of one year. The following shall also be the members in the meeting of the Advisory Council, as per requirement of the agenda: (i) Lecturer in Physical Education (ii) Teacher-in-Charge, Women Cell, (iii) Teacher-in-Charge, N.C.C., (iv) Teacher-in-Charge, Cultural Activities, (v) Teacher-in-Charge, NSS, (vi) Teacher-in-charge, Red Cross (vii) Teacher-in-Charge of any other activity.

**TEACHERS AND STUDENTS**

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

1. Respect the right and dignity of the students in expressing their opinion.
2. Encourage students to improve their attainments, develop their personalities and at the same time contribute to social welfare.
3. Inculcate among the students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. Pay attention to only academic performance of the student in the assessment of merit.
5. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
6. Refrain from inciting students against other students, colleagues or administration.
7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
8. Deal justly and impartially, with students regardless of their religion, caste, political, economic, social and physical characteristics.
9. Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.

**TEACHERS AND COLLEAGUES**

Teachers should:

1. Treat other members of the staff in the same manner as you wish to be treated.
2. Speak respectfully to other teachers and render assistance for professional betterment.
3. Refrain from complaints and allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**TEACHERS AND AUTHORITIES**

Teachers should:

1. Discharge professional responsibilities according to the existing rules and regulations.
2. Refrain from taking any other employment and commitment including private tuitions and coaching classes.
3. Co-operate with the authorities for the development of the institutions.
4. Should adhere to the conditions of contract.
5. Give and expect due notice before change of service.
6. Refrain from availing leave except in unavoidable circumstances and with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**TEACHERS AND GUARDIANS**

Teachers should:

1. Teachers should maintain contact with the guardians of the students, send reports of the performance to the guardians whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students and institution.

**TEACHERS AND SOCIETY**

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Perform the duties of citizenship, participate in social activities and shoulder responsibilities of society.
3. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred among different communities, religions or linguistic groups but actively work for national integration.

**CONDUCT RULES FOR THE STUDENTS**

**Students**

Every student in the college is expected to be involved only in those activities that are likely to maintain the prestige of the college.

**Students would**

1. Student must abide by all the rules and regulations of the college.
2. Student should behave with dignity and courtesy with teachers, non-teaching staff and fellow students.
3. Student should maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
4. Student should respect and care for the institutional properties.
5. Student must keep the college campus clean and green.
6. Ragging in the college premises is strictly banned.
7. Usage of mobile phone is banned in the classrooms.
8. Students are directed to fulfil the conditions laid down by Guru Jambheshwar University of Science & Technology, Hisar to become eligible for university exams.
9. Students are advised to contact the In-charge, Grievance Redressal Cell for Redressal of their grievances.
10. Student Union would support the administration for right and timely decision and if need be would raise legitimate issues in dignified manner
11. Students should remain punctual, disciplined and regular in attending classes.
12. Students should be sensitive to societal needs and development.
13. Should act as a role model for the junior students by attaining the highest level of values and morality.
14. Students should observe proper behaviour while on outside activities (educational tour/youth festival sports and other competitions).

**Code of Conduct for Principal**

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College. Principals as the Principal executive and Academic Head of the College, shall be responsible for-

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. Correspondence relating to the administration of the Institute.
7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities Haryana Government and University Grants Commission, from time to time.
8. Observance of provisions of Accounts code.
9. Maintenance of Self –Assessment Reports of teachers and their service Books.
10. Any other work relating to the college administration as may be assigned by the Management from time to time.

**GOVERNING BODY**

Mission and vision of an institution can be achieved by value based ethical behaviour of its committed faculty members, staff and students. These stakeholders should be guided by integrity, trusteeship, harmony, accountability, inclusiveness, commitment, respectfulness, belongingness and sustainability. The responsibility of the governing body is to ensure that the college is functioning in effective and ethical manner.

1. Constitution of Governing Body:

(a) Every Non-Govt. affiliated College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under:-

 (i) President, Vice-President, Treasurer, General Secretary to be elected by the members of the parent Society/Trust which is running the College.

(ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.

(iii) One nominee of the University.

(iv) One nominee of the State Government.

(v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and One representative of the Nonteaching Staff to be elected also on the Governing Body.

(vi) Remaining members (up to a maximum of 11) to be nominated by the President.

(b) If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term. Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

(c) (i) The tenure of the Governing Body shall be three years and election shall be held after every three years. The election shall be held under the supervision of the observer to be appointed by the University. (ii) The voters list shall be verified by the Principal of the College being ex-officio Member Secretary of the Governing Body. (iii) The Governing Body shall appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body. (iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body. (v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body.

(d) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant.

(e) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.

(f) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.

 (g) Notice for the meeting of the Governing Body along with Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting.

(h) Three/fifth of the members shall form the quorum.

(i) (a) Each person on the electoral roll shall have one vote. (b) After counting, the nominees shall be listed in descending order of number of votes secured. (c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed. (d) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.

**Code of Conduct for Governing Body**

1. Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
2. The members of Governing Body shall maintain their transparency and good image.
3. No property of Trust will be used for personal benefits.
4. If any misbehaviour and action by the employee defames the Institute, it will be communicated to the Secretary.
5. The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
6. Respect other member’s opinion and give them a chance to express, if necessary permit to register contradictory opinion.

**Institutional View:** The college organise several programs related to Human Values to enhance the human values in the character of the students. It is hoped that because of this effort made by the Institution towards Human Values we ensure that the students are made aware of the problems and their possible solutions through self- exploration. Also we ensure that the students internalize the fact that they have to respond to situations instead of reacting. At the same time, the Institution will facilitate the students to identify their responsibilities towards society. Through the activities conducted an effort is made to rid society from the ills prevalent. Further through these programmes we ascertain that the students realize that they have a lot of potential which when realized will propel the society forward in a positive direction.