

HANDBOOK ON
HUMAN VALUES &
PROFESSIONAL ETHICS



Arignar Anna Government Arts and Science College
Karaikal-609605
U.T of Puducherry

HUMAN VALUES AND PROFESSIONAL ETHICS

About the College...

On July 14, 1967, the Modern College was inaugurated in Karaikal region of the Union Territory of Puducherry, affiliated with the University of Madras. This event marked a significant milestone in the advancement of higher education in the area, fulfilling a long-standing need of the local populace. Initially offering Science and Humanities at the Pre-University level, it quickly expanded its offerings. By July 1968, B.A./B.Sc. degree courses commenced in Economics, Mathematics, and Chemistry. In December 1969, the college was renamed Arignar Anna Government Arts College in honour of the renowned leader Perarignar Anna. It attained full-fledged degree college status in the academic year 1970-71. Over the years, it introduced various undergraduate and postgraduate courses, including B.Com, M.A. Economics, M.Com, and M.Sc. Computer Science. Affiliated with Pondicherry University since 1986-87, the college received accreditation from the NAAC, achieving 'B' grade (IInd Cycle) status in 2015. The institution has received permanent affiliation for most U.G. and P.G. courses and adopted centralized admission procedures. Moreover, it implemented a choice-based credit system in the academic year 2017-18, and admissions are now facilitated online through CENTAC, Puducherry, starting from the academic year 2018-19.

Vision

Importing the Higher education to the rural marginalized, socially, economically, backward students of Karaikal district and bridging the divide between the rich and the poor, the rural and urban so as to attain utmost equality in all spheres.

Mission

The mission of the college is to fulfill a long-felt need of the people in the area by providing an institution that imparts higher education to their offspring.

Part - I: Human Values

Values serve as our compass for achieving success. Basic human values are those that lie at the essence of humanity. These values encompass right conduct, discipline, integrity, truth, honesty, loyalty, peace, and more, as they epitomize the innate goodness within individuals and society as a whole. Our foremost priority is to uphold and nurture human values within the college campus, fostering an environment of respect and integrity.

Here at our college, our top priority is to cultivate and nurture these human values within our campus community, creating an environment brimming with respect and integrity.

- Morals are the pearls of wisdom passed down through generations, evolving with time and experience to guide us in distinguishing between right and wrong, good and bad, in the various situations we encounter.
- Our personal values, deeply rooted in our hearts, shape our behaviour, guiding our decisions and leading us toward success while promoting our well-being and preventing harm.
- Integrity, like a sturdy bridge, connects our thoughts, words, and actions, built upon a foundation of honesty and open-mindedness, instilling consistency and strength of character.
- As citizens, we uphold civic virtues, fulfilling our moral duties and exercising our rights responsibly, from paying taxes to casting our votes.
- Respect for others forms the bedrock of our relationships, fostering friendship and teamwork as we recognize and appreciate the humanity in each individual.
- In our pursuit of peace, we understand that it begins within ourselves, radiating outward to embrace our families, communities, and the world, reminding us that peace can only be achieved through peaceful means.
- Caring is the gentle touch of compassion, demonstrating our genuine concern for the welfare of others, marked by fairness, impartiality, and kindness in all our interactions.

- Through sharing, we extend a hand of generosity, willingly transferring knowledge, experience, and resources to facilitate prosperity, alleviate suffering, and promote harmony.
- Honesty stands tall as a signal of truthfulness and trustworthiness, guiding us to maintain integrity and take responsibility for our actions, even when it's difficult.
- Courage is the flame that flickers within us, empowering us to face risks and challenges with resilience, fortified by self-confidence and ethical considerations.
- Cooperation is the symphony of collaboration, harmonizing our efforts toward common goals while honouring each individual's autonomy, maximizing our collective potential through synergy.
- With unwavering commitment, we align ourselves with our goals and uphold ethical principles, driving us toward success and contributing positively to society.
- Empathy is the mirror reflecting the feelings and perspectives of others, fostering understanding and compassion, essential for building meaningful connections and mutual respect.
- Self-confidence is the steady rock upon which we stand, rooted in our capabilities, values, and goals, empowering us to face challenges with positivity and resilience.
- Character, like a masterpiece, is the sum of our virtues, shaping our behaviour and actions, defining who we are and how we navigate the world around us. Character encompasses morally-desirable traits guiding our actions and responses, while spirituality emphasizes awareness of the spiritual dimension and balance between material and spiritual development.
- Character is shaped by education and ethics, influencing individual behavior, while spirituality nurtures values, motivation, and adaptability, fostering tolerance and empathy.

1. **Integrity:** Integrity is the quality of being honest and morally upright, encompassing the unity of thought, word, and deed, along with open-mindedness. It involves communicating factual information for informed decision-making, fostering peace of mind, and enhancing strength and consistency in character, decisions, and actions. Integrity inspires excellence in performance, ownership of responsibility, and earns self-respect and recognition.
2. **Credibility & Responsibility:** This pertains to the obligation of individuals or organizations to be transparent and accountable for their actions, including disclosing results and managing entrusted property responsibly.
3. **Loyalty:** Loyalty denotes faithfulness or devotion to a person, country, group, or cause, though philosophers debate whether loyalty can extend beyond interpersonal relationships.
4. **Commitment:** Commitment involves aligning with goals and adhering to ethical principles consistently. It is characterized by a firm belief in success, sustained interest, and dedication, driving individuals and organizations toward their objectives with efficiency and effectiveness.
5. **Attitude:** Attitude encompasses the mental and emotional disposition of individuals, formed through experiences and influencing behavior. Positive attitudes, characterized by traits such as faith, integrity, hope, optimism, and generosity, contribute to success and satisfaction in life.
6. **Valuing Time:** Time is a precious and irreplaceable resource, continuously spent regardless of action. Effective time management is essential for increased effectiveness, efficiency, and productivity, emphasizing the importance of valuing and utilizing time wisely.
7. **Passion:** Passion is an intense enthusiasm or compelling desire toward completing work, enhancing performance and enjoyment. Passionate individuals tend to invest more effort in their occupations, resulting in greater work satisfaction and achievement.

Code of Ethics and Conduct for the Students

Preamble:

This document outlines the standard procedures and practices of Arignar Anna Government Arts and Science College, Karaikal (referred to as the 'College') for students enrolled in various courses. All students are required to adhere to this Code of Ethics and Conduct (referred to as the 'Code') along with the rights, responsibilities, and restrictions it entails. The College aims to implement a discipline process that is fair, conscientious, effective, and timely, fostering student growth through individual and collective responsibility. It is essential for all students to familiarize themselves with this Code, which is also available for review on the official website of the College.

Jurisdiction:

The College has authority over the conduct of its students, both on-campus and off-campus, including incidents of misconduct such as ragging or other violations of the Code. Off-campus conduct violating the College's rules may also fall under its jurisdiction, particularly regarding sexual harassment, physical assault, possession of weapons or drugs, or conduct affecting the surrounding community.

Ethics and Conduct:

This Code applies to all student conduct on College premises, university-sponsored activities, events hosted by recognized student organizations, and off-campus conduct with serious consequences or adverse impacts on the College's interests or reputation. By signing the admission form, students acknowledge acceptance of this Code and commit to regular attendance and completion of their studies.

The College promotes a safe and respectful environment by upholding academic integrity and respecting the rights, property, and safety of others. Students are expected to refrain from all forms of misconduct, including discrimination, property damage, disruptive behavior, and failure to produce identification when requested.

Prohibited activities include unauthorized meetings, smoking, alcohol consumption, Drug abuse, reckless driving, theft, misbehavior during elections or College events, disorderly

conduct, and unauthorized interaction with the media. Recording lectures or other activities without permission and misuse of College computers or electronic resources are also prohibited.

Harassment in any form, based on race, gender, religion, or other characteristics, is strictly prohibited. Any breaches of the Code will be investigated by a committee, which may meet with the student to ascertain the misconduct and recommend disciplinary action based on the severity of the offense.

Student Code of Conduct:

- **Compliance with Rules:** All students are required to adhere to the rules and regulations set forth by the college.
- **Respectful Behavior:** Students must conduct themselves with dignity and respect towards teachers, non-teaching staff, and fellow students.
- **Promotion of Harmony:** Students should foster harmony among individuals from diverse socio-economic backgrounds, communities, castes, religions, and regions.
- **Care for Institutional Property:** Respect and care for all institutional properties are expected from students.
- **Campus Cleanliness:** Students are responsible for maintaining the cleanliness and greenery of the college campus.
- **Ban on Ragging:** Ragging within the college premises is strictly prohibited.
- **Mobile Phone Usage:** The use of mobile phones is prohibited in classrooms.
- **Compliance with University Requirements:** Students must fulfill the conditions specified by Pondicherry University, Puducherry to qualify for university exams.
- **Grievance Redressal:** Students are encouraged to approach the In-charge of the Grievance Redressal Cell for the resolution of any grievances.
- **Support for Administration:** The Student Union shall support the administration in making appropriate and timely decisions, while also raising legitimate issues in a dignified manner if necessary.
- **Punctuality and Discipline:** Students are expected to be punctual, disciplined, and regular in attending classes.

- **Sensitivity to Societal Needs:** Students should demonstrate sensitivity to societal needs and contribute to societal development.
- **Role Modeling:** Students should strive to be role models for junior students by upholding the highest standards of values and morality.
- **Proper Behavior during Outside Activities:** While participating in educational tours, youth festivals, sports events, and other competitions, students must exhibit appropriate behavior at all times.

Code of Ethics and Conduct for Faculties

Preamble:

According to UGC guidelines, faculties bear the responsibility to uphold the ideals of the profession. Being constantly observed by students and society, faculties must ensure harmony between their principles and actions. The fundamental ethical values of care, trust, honesty, integrity, and respect underlie this Code. It is essential for all faculties to acquaint themselves with this Code and the associated duties, rights, responsibilities, and constraints.

Efficiency and Diligence:

Faculties must fulfill their duties with efficiency and diligence to meet the academic standards and performance norms set by the College.

Professional Development:

Faculties should continuously update their knowledge and skills to professionally equip themselves for their assigned duties.

Dignity and Decorum:

Faculties must maintain absolute dignity and decorum in their interactions with superiors, colleagues, and students.

External Assignments:

Faculties should not accept any honorary or other assignments from external agencies without prior permission from the College Management.

Decency and Morality:

Faculties must refrain from any conduct that violates decency or morality, both within and outside the College Campus.

Avoiding Disruption:

Faculties should not incite, provoke, or instigate students or staff members into actions that disrupt the academic activities or the betterment of the College.

Respectful Conduct:

Faculties must not degrade, harass, or insult any individual for any reason and must uphold the dignity of the teaching profession at all times.

Academic Excellence:

Faculties should consistently strive for academic excellence in their duties and serve as exemplary role models for others.

Non-discrimination:

Faculties should not allow considerations of caste, creed, religion, race, or sex to influence their professional conduct.

Compliance:

Faculties are expected to adhere to the guidelines of the UGC, the University, and the rules and regulations of the state and central Governments issued periodically.

Code of Ethics and Conduct for the Principal

As the Academic and Administrative Head of the institution, the Principal shoulders various responsibilities akin to that of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer. In accordance with the guidelines set forth by the University Grants Commission (UGC), along with the directives from the Ministry of Human Resource Development (MHRD) and the Government of Puducherry, the Principal is obligated to adhere to the following code of conduct:

Inclusivity:

Uphold the ethos of inclusiveness in the educational endeavors of the College.

Collective Interest:

Safeguard the collective interest of all sections of the institution to foster an environment where each individual can contribute freely and strive for the betterment of the College.

Equal Treatment:

Ensure equal treatment for all stakeholders within the College, eliminating discrimination in all practices conducted on campus.

Social Justice:

Uphold and promote the principles of social justice for all stakeholders, regardless of their caste, creed, race, sex, or religious identity, in alignment with the Indian Constitution.

Gender Equality:

Establish and maintain a gender-neutral environment on campus to provide equal opportunities for all stakeholders.

Vigilance against Harassment:

Maintain vigilance and awareness among all stakeholders regarding the prevention of sexual harassment within the College.

Spirit of Welfare:

Initiate and foster a culture of welfare among all segments of the human resources associated directly or indirectly with the College.

Research Promotion:

Create a conducive environment for research-oriented academic endeavors to facilitate the advancement of research activities within the institution.

Community Relations:

Cultivate and uphold harmonious relationships between the College and the surrounding society to ensure the holistic development of students and the College.

Liaison with Management:

Serve as a bridge between the staff and the management of the College to promote the welfare of all stakeholders.

Governing Body

The mission and vision of an institution can be realized through the value-based ethical behavior of its committed faculty members, staff, and students. These stakeholders should be guided by principles such as integrity, trusteeship, harmony, accountability, inclusiveness, commitment, respectfulness, belongingness, and sustainability. The responsibility of the governing body is to ensure that the college functions effectively and ethically.

Code of Conduct for Governing Body:

- Decisions made by the Governing Body are binding.
- Members must maintain transparency and a positive public image.
- Trust property should not be used for personal gain.
- Instances of employee misconduct affecting the College's reputation must be reported.
- Communication with the Principal is essential for all matters concerning the Governing Body.
- Respect for diverse opinions and constructive dialogue among members is encouraged.

Institutional Perspective:

The college actively organizes various programs focused on instilling Human Values to enrich the character of its students. These initiatives aim to raise awareness among students about prevalent issues and their potential solutions through self-exploration. Additionally, the college emphasizes the importance of responding thoughtfully to situations rather than reacting impulsively.

Moreover, the institution endeavors to help students recognize their responsibilities towards society. Through these activities, concerted efforts are made to address and mitigate societal challenges. Furthermore, these programs serve to empower students, helping them realize their untapped potential, which can contribute positively to the advancement of society.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the 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 examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.