

B.H.B. COLLEGE, SARUPETA
DISTRICT- BAJALI, ASSAM, pin-781318

Human Values
and
Professional Ethics
CODE OF CONDUCT

Handbook


Principal
B.H.B. College, Sarupeta

INDEX

Section	Title	Page Number
1	Preface	3
2	Human Values	3
3	Professional Ethics	4
4	Professional Ethics Code of Conduct	5
4.1	Principal	5
4.2	Teachers	5
4.3	Non-Teaching Staff	6
4.4	The Students	6


Principal
B.M.B. College, Sarupeta

1. PREFACE

The importance of 'Education' can't be denied in a civilized society. The Constitution of India has given all the citizens of the country the right to pursue 'Education' as their fundamental right. A country can flourish only when it has a dynamic education system - from primary education to higher education. The significance of higher education lies in the fact that it leads learners to career and leadership building, and in this way it contributes immensely to the overall growth of a society and the nation. It is for this reason that the Higher Education Institutions (HEIs) have to shape themselves up according to the demand of the country and shoulder great responsibility in creation of a healthy society by accomplishing excellence in academics, ethical curricula and community engagement. And this can happen only when all the stakeholders of a college, including Principal, teachers, non-teaching employees and students, become conscious of human values and professional ethics. The exercise of human values and professional ethics in an institution leads to the proper realization of the roles that the individuals can play in effecting progress of the nation. We are preparing this 'Human Values and Professional Ethics Code of Conduct Handbook' so that all the stakeholders remain aware all the time of their roles and responsibilities in the institution and can help the institution in achieving its goal to contribute towards the nation's growth.

2. HUMAN VALUES

What are the things that we understand as Human Values and what are their importance in a Higher Education Institution? Human values can be defined as the virtues that lead us the qualities we require for healthy interaction in a society, such as kindness, honesty, loyalty, love, peace, sympathy, truth etc. These are the qualities that shape up the fundamental goodness in human beings and society at large. They are the virtues that have naturally grown among human beings with the growth of human civilization and people consciously or unconsciously cherish them and hold in common in most of the places and times and practice them. Human values help individuals in reaching out to other people easily by understanding the attitude, motivation, behaviour. They also influence one's perception about the world. They enable the interpretation of the ethical values necessary in a human society, and provide ways to understand humans and organizations in a society.

B. H. B. College strongly aware of the role it has to play in building a healthy society and a healthy nation, and therefore, it lays stress on making its stakeholders realize the importance of human values. Our special emphasis is on the following:

- **Achieving Quality Education**
- **Striving for Excellence**
- **Maintaining Strong Professional Ethics**
- **Obtaining Healthy Academic Environment**
- **Achieving Social Well-being and Development**
- **Imbibing an Attitude of Respect for All**


Principal
B.H.B. College, Sarup

3. PROFESSIONAL ETHICS

Proper perception of Human values leads us to arriving at professional ethics, because they complement each other. While Human values make us realize our personal conviction, professional ethics define itself as the accepted moral principles and standards of conduct that make the stakeholders conform to the moral duties and virtues an organization decides to follow. Maintenance of professional ethics in an organization requires some codes of conduct which can guide the stakeholders of the organization about the desirable and the undesirable things related to their roles in the organization. An academic institution has its own prescribed mission and vision, and it can achieve its goal only when all the stakeholders of the institution such as the administrators, faculty members, support staff and students believe in and pursue professional ethics, and that is the reason why there should be some uniform ethical code of conduct in the institution, which create a sense of commitment among all the stakeholders. The following are some of the vital components of professional ethics that B.H.B. College believes in and includes in its code of conduct.

- 3.1. **Integrity:** Adherence to the conduct of duties in an upright manner and in accordance with principles of honesty, trust, transparency and fairness.
- 3.2. **Trusteeship:** Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within the college.
- 3.3. **Harmony:** Balancing the diversity and differences through a culture of tolerance, discussion and forgiveness among stakeholders.
- 3.4. **Accountability:** Establishing the environment of openness and trust to accommodate mistakes and to encourage individuals in taking the responsibility of one's action.
- 3.5. **Inclusiveness:** Adopting standards, policies and procedure to promote and ensure equal opportunity to all without any discrimination in respect of education, employment, promotion and other activities in the college.
- 3.6. **Commitment:** Dedicating to the vision and mission of the college while cultivating one's knowledge, skills and attitudes to achieve excellence in the areas that the individuals have to perform their duties and responsibilities.
- 3.7. **Respectfulness:** Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the college.
- 3.8. **Belongingness:** Fostering a shared vision of the college to make everyone feel secure, supported, accepted and included.
- 3.9. **Sustainability:** Ensuring optimal resource utilization — economic, environmental and social — to achieve the desired excellence.

4. PROFESSIONAL ETHICS CODE OF CONDUCT FOR STAKEHOLDERS.

4.1. Principal

The Principal would:

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the University it is affiliated to (Gauhati University) are strictly adhered to in all its businesses.


Principal
B.H.B. College, Sarupowa

2. comply with laws, rules, and regulations of the government applicable to the colleges of Assam.
3. provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. follow the highest degree of ethics in matters of decision making in the best interest of the college.
5. 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.
6. contribute constructively to achieving the mission and vision of the college.
7. maintain confidentiality of the records and other sensitive matters.
8. endeavour to promote work culture and ethics that bring about quality, professionalism and satisfaction among all other stakeholders.
9. refrain from any misappropriation of financial and other resources.

4.2. Teachers

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the University with diligence, dedication and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars and workshops.
3. co-operate with and assist the college authority in matters of admission, examination, supervision, invigilation and evaluation process.
4. co-operate with the college authority in the formulation of policies of the college by accepting various responsibilities and render their services with full sincerity and enthusiasm.
5. abide by Act, Statutes, Ordinances, rules, policies, procedures of the affiliating University (Gauhati University) and respect the ideals, vision and mission of the college.


Principal
B.H.B. College, Sarupeta

6. adhere to responsible conduct and behaviour expected of them by the society.
7. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
8. act as role models for students by displaying good conduct and character.
9. act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribute to the community welfare, environment and national heritage.
10. encourage students to actively participate in activities of national priorities.
11. respect the rights and dignity of the students in expressing their opinion.
12. refrain from harassment of students in any form.
13. deal justly and impartially with students regardless of their language, religion, caste, besides their political, economic, social and physical characteristics.
14. refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere in their professional responsibilities.
15. behave with dignity and courtesy with staff and fellow colleagues.

4.3. Non-Teaching Staff

Non-Teaching staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. create conditions that inspire teamwork.
3. maintain confidentiality of the records and other sensitive matters.
4. co-operate with and form strong liaison with colleagues.
5. show care for the property of the college.
6. facilitate congenial environment in the college.
7. refrain from any form of discrimination.
8. not accept bribes or indulge in any corrupt practices.
9. make every effort to complete the assigned work in a time-bound manner.

4.4. Students

The students would:

1. abide by the rules, policies, procedures of the college and respect its ideals, vision and mission.
2. remain punctual, disciplined and regular in attending classes and other academic activities.
3. observe modesty in their overall appearance and behaviour.
4. behave with dignity and courtesy with teachers, staff and fellow students.

-
5. act as role models for junior students by attaining the highest level of values and morality.
 6. maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
 7. contribute towards cleanliness of the campus and its surroundings.
 8. show respect and care for the properties of the college.
 9. observe proper behaviour while on educational tour/visit or excursion.
 10. be honest in providing truthful information about all documents.
 11. maintain the highest standards of academic integrity while presenting one's own academic work.
 12. help teachers in maintaining teaching-learning environment conducive for all students.
 13. strive to keep campus ragging free.
 14. be sensitive to gender issues.
 15. be sensitive to societal needs and development.
 16. maintain good health and refrain from any kind of intoxicants.
