

# Handbook on Human Values and Professional Ethics

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## 1. Introduction

### Purpose of the Handbook

This handbook provides a comprehensive guide to understanding and implementing human values and professional ethics to students and staff of Ruia College, so as to foster an ethical culture in the College.

### Importance of Human Values and Professional Ethics

Human values and professional ethics form the foundation of a just and fair society. They guide individuals in making decisions that respect the dignity and rights of others and ensure accountability and integrity in professional practices. At Ruia College, upholding these principles is crucial for maintaining trust, credibility, and social harmony.

### Objectives

- To define and explain core human values and professional ethics.
- To provide practical examples and case studies.
- To offer strategies and tools for integrating ethical principles into everyday life.
- To serve as a resource for ethics training and development.

## 2. Understanding Human Values

### Definition of Human Values

Human values are the fundamental beliefs that guide our actions and judgments. They reflect our sense of right and wrong and influence our behaviour in various situations. These values are shaped by culture, experience, and personal reflection.

Following are the Core Human Values that the College upholds:

#### 1. Respect

Treating others with consideration and honour, valuing their dignity and rights. Respect fosters a positive and supportive environment, encouraging mutual appreciation and reducing conflicts. Listening attentively when someone is speaking, acknowledging their opinions even if you disagree.

#### 2. Integrity

Adherence to moral and ethical principles, being honest, and having strong moral uprightness. Integrity builds trust and reliability, essential for personal and professional relationships. Returning extra change given by a cashier by mistake.



### 3. **Compassion**

Showing empathy and concern for the suffering of others, striving to alleviate their pain. Compassion promotes kindness, reduces suffering, and enhances social cohesion. Volunteering at a shelter or offering support to a friend in distress.

### 4. **Fairness**

Ensuring just and unbiased treatment for all, and giving everyone equal opportunities is fundamental for justice and equality in society, helping to eliminate discrimination and prejudice. Implementing equal pay for equal work regardless of gender or ethnicity.

### 5. **Responsibility**

Being accountable for one's actions and duties, reliably managing tasks and obligations. Responsibility is crucial for trust and dependability in both personal and professional contexts. Admitting to a mistake at work and taking steps to correct it.

### 6. **Freedom**

Valuing the ability to act, speak, or think without undue restraint or oppression. Freedom is essential for personal development, creativity, and happiness. Defending the right to free speech or choosing a career path based on personal passion.

### 7. **Equality**

Ensuring equal opportunities, rights, and treatment for everyone, regardless of differences. Equality promotes social justice and harmony, reducing discrimination and fostering inclusiveness. Supporting policies that provide equal education opportunities to all students.

### 8. **Love**

Showing deep affection, care, and concern for others, fostering strong emotional bonds. Love is a fundamental human need, crucial for emotional well-being and relationship building. Expressing gratitude and appreciation to loved ones regularly.

### 9. **Honesty**

Being truthful and transparent in one's actions and words, avoiding deceit or fraud. Honesty is foundational for trust and credibility in relationships and society. Admitting when you don't know something instead of giving incorrect information.

### 10. **Courage**

Facing challenges and adversities with bravery and resolve, taking risks for what is right. Courage enables individuals to confront fears, overcome obstacles, and drive positive change. Standing up against injustice or bullying, even when it's unpopular or risky.



### 11. **Empathy**

The ability to understand and share the feelings of another. Empathy promotes compassion and helps build strong interpersonal relationships. Comforting a friend who is going through a difficult time by genuinely understanding their emotions.

### 12. **Gratitude**

Appreciating and being thankful for what one has. Gratitude enhances well-being and fosters positive social interactions. Expressing thanks to someone who has helped you, whether through a simple thank-you note or a heartfelt conversation.

### 13. **Humility**

Having a modest view of one's importance, being humble. Humility encourages open-mindedness and continuous self-improvement. Acknowledging others' contributions to a project and not taking all the credit for yourself.

### 14. **Patience**

The capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset. Patience helps in managing stress and fosters better decision-making. Waiting calmly in a long queue without complaining or getting frustrated.

### 15. **Generosity**

The quality of being kind and generous. Generosity builds community and supports those in need. Donating time, money, or resources to charitable causes.

### 16. **Forgiveness**

The action of forgiving or being forgiven for an error or offense. Forgiveness promotes healing and reduces resentment and conflict. Letting go of a grudge against someone who has wronged you and seeking reconciliation.

### 17. **Self-discipline**

The ability to control one's feelings and overcome one's weaknesses. Self-discipline is crucial for personal development and achieving long-term goals. Sticking to a healthy diet and exercise regimen despite temptations to stray.

### 18. **Loyalty**

A strong feeling of support or allegiance. Loyalty builds trust and strengthens relationships in both personal and professional contexts. Standing by a friend in difficult times and being faithful to commitments.

### 19. **Creativity**

The use of imagination or original ideas to create something. Creativity drives innovation and problem-solving. Coming up with a unique solution to a work-related problem.



## 20. Justice

Just behaviour or treatment; the quality of being fair and reasonable. Justice ensures fairness and equity in society, protecting rights and freedoms. Advocating for policies that address social inequalities and provide equal opportunities for all.

Administrators and teachers in Ramnarain Ruia Autonomous College recognize that values are cultivated through practices, and that their peers and learners absorb values from their conduct and behaviour. The core values upheld by RRAC include:

- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student-Centric Academic Environment
- Social Well-being and Development
- Respect for All

## 3. Professional Ethics

Professional ethics refers to the moral principles and standards that guide the behaviour and decision-making processes of individuals in a professional context. These ethics serve as a framework for ensuring that the staff acts with integrity, accountability, and respect, fostering trust and credibility in their respective fields.

### Importance of Professional Ethics

Professional ethics are crucial for several reasons:

**Building Trust:** Ethical behaviour helps build and maintain trust between the staff and all stakeholders of Ruia College. Trust is essential for successful professional relationships and long-term success.

**Ensuring Accountability:** Ethical standards holds the staff accountable for their actions, ensuring they fulfil their duties responsibly and transparently.

**Promoting Fairness:** Ethics promote fairness and equity in all teaching and administrative practices, ensuring that decisions and actions are just and unbiased.

**Enhancing Reputation:** Adhering to ethical principles enhances the reputation of both individuals and the College, fostering respect and credibility within the society.

**Guiding Decision-Making:** Ethics provide a framework for making difficult decisions, helping staff to navigate complex situations with integrity and moral clarity.

## **Core Components of Professional Ethics**

Professional ethics encompass a variety of principles, each vital for maintaining ethical conduct in the workplace. Key components include:

### **1. Confidentiality**

Confidentiality entails protecting information and ensuring it is not disclosed without proper authorization. A teacher keeps discussions during mentoring private, only sharing information with authorized parties.

### **2. Accountability**

Accountability means being responsible for one's actions and decisions and being answerable to colleagues, and regulatory bodies. It ensures reliability and fosters trust. A teacher takes extra lectures to complete the syllabus.

### **3. Objectivity**

Definition: Objectivity involves making decisions based on unbiased criteria, free from personal feelings or conflicts of interest. It ensures fair and impartial decision-making. A teacher evaluates answer sheets without being influenced by his/ her interactions with the student.

### **4. Transparency**

Definition: Transparency is about maintaining openness in communication and decision-making processes. It fosters trust and allows stakeholders to understand the basis for decisions. The College offers opportunity for rechecking of answer sheets to students if a grievance is raised.

### **5. Competence**

Competence involves maintaining and improving professional knowledge and skills. It ensures the College provides high-quality services. The faculty attends FDP's to stay updated on the latest pedagogies and developments in their respective fields.

### **6. Fairness**

Fairness is about treating all parties justly and without favoritism or discrimination. It promotes equity and justice in professional dealings. The management implements unbiased recruitment practices to ensure equal opportunity for all candidates.

### **7. Professional Behaviour**

Professional behaviour entails conducting oneself in a manner that reflects positively on the profession. It enhances the reputation of both the individual and the profession. A teacher maintaining professional boundaries with students and colleagues.

## **8. Ethical Decision-Making**

Ethical decision-making involves making choices that align with ethical principles, especially in difficult situations. It ensures actions are consistent with professional standards and values. A teacher publishing original research work and not choosing to publish unverified or plagiarized data.

## **9. Responsibility to Society**

This principle recognizes the impact of professional actions on society and emphasizes acting in the public interest. It ensures that professionals contribute positively to societal well-being. A teacher mentoring students and engaging in extra-curricular and extension activities and contributing to holistic development of the students.

## **10. Conflict of Interest Management**

This principle involves identifying and managing situations where personal interests could influence professional judgment. Managing conflicts of interest maintains objectivity and integrity. A research guide will not engage in research funded by private bodies in other organizations.

## **11 Environmental Responsibility**

Considering the environmental impact of professional activities and striving to minimize negative effects. It ensures sustainable practices that protect the planet for future generations. A teacher assigns field projects to students to assess environmental impacts of use of non-biodegradable material.

## **Conclusion**

Professional ethics are fundamental to the functioning and reputation of any profession. They provide a moral compass that guides professionals in their daily activities, ensuring they act with integrity, accountability, and respect. By adhering to these principles, the College can build trust, promote fairness, and contribute positively to society, ultimately enhancing the quality and impact of their work.

## **4. Integrating Values and Ethics**

Integrating values and ethics into an institution, or community requires a comprehensive approach that involves various strategies and consistent efforts. Here are some steps to effectively integrate values and ethics:

### **1. Establish Clear Values and Ethical Standards**

**Define Core Values:** The College clearly articulates the core values and ethical standards that reflect its mission and vision.

**Develop a Code of Ethics:** The College has created a detailed code of ethics that outlines expected behaviour and practices.

### **2. Leadership Commitment**

**Lead by Example:** The office bearers model ethical behaviour and adhere to core values in their actions and decisions.

**Communicate Importance:** They also regularly communicate the importance of values and ethics to all staff members.

### **3. Education and Training**

**Workshops and Seminars:** The College conducts discussions, workshops and seminars that focus on real-life ethical dilemmas and appropriate responses.

### **4. Embed Values in Policies and Procedures**

**Integrate into Policies:** The College ensures that organizational policies and procedures reflect and support the core values and ethical standards.

**Ethical Decision-**The College provides a framework for ethical decision-making that can be used in daily operations.

### **5. Foster an Ethical Culture**

**Open Communication:** Open communication is encouraged, students and staff feel safe to discuss ethical concerns without fear of retaliation.

### **6. Accountability and Enforcement**

**Establish Accountability:** The College ensures that everyone is accountable for upholding the organization's values and ethics.

**Enforce Consequences:** Implementation of fair and consistent consequences for ethical breaches is ensured to maintain integrity.

### **7. Continuous Improvement**

**Feedback Mechanisms:** The College has created channels for feedback to continuously improve ethical standards and practices.



## **8. Community and Stakeholder Engagement**

Engage Stakeholders: The College involves all stakeholders in the development and reinforcement of values and ethical standards.

Community Outreach: Promotion of values and ethics through community service and outreach programs with student engagement is practiced.

### **Conclusion:**

Integrating values and ethics into an organization is an ongoing process that requires commitment from all levels. The College ensures that values and ethics become an integral part of its identity and operations by establishing clear standards, providing education, fostering an ethical culture, and holding everyone accountable.

## **5. Code of Professional Ethics**

Codes of Professional Ethics are guidelines designed to set out acceptable behaviours for members of a teaching, support staff, admin staff and management of the College. These codes help ensure that members act with integrity and professionalism, maintaining the trust and respect of students, parents, colleagues, and the broader community.

### **5.1 Administrative Authority:**

#### **Code of Conduct for Governing Body:**

1. The Governing Body assesses the matters proposed and passed through the Academic Council of the College, and sanctions them for implementation.
2. It approves the prescribed new courses of study.
3. It approves the rules for admission according to the state Govt. policy's reservation policy.
4. It has complete administrative autonomy and has the right to appoint administrative staff and teaching faculty, aligning with specifications laid down by UGC, State government and University of Mumbai.
5. The governing body must have neutral and unbiased behavior for all its stakeholders.

#### **Code of Conduct for Principal:**

1. The Principal is the head of the Institution. He/ She should look after all the administrative and academic activities of the Institute. He/ She should feel pride in working for the Institution.
2. He/She should have neutral and unbiased behavior for students and staff.

3. He/She should conduct various co-curricular and extracurricular activities for the betterment of the students.
4. He/ She should organize faculty development programs for the overall development of the faculties.
5. He/ She should work for the continuous development of the College and adhere to the mission and vision of the institute.
6. He/She should listen to the student's ideas and set a supportive tone.
7. He/She should carry himself/herself with the highest integrity and has to exhibit outstanding and strong leadership skills.

### **Code of Conduct for Teacher:**

#### 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 teachers should be calm, patient, and communicative by temperament and amiable in disposition.

#### TEACHERS SHOULD:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community
2. Manage their private affairs in a manner consistent with the dignity of the profession
3. Seek to make professional growth continuous through study and research
4. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge
5. Maintain active membership of professional organizations and strive to improve education and profession through them
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the university such as: assisting in appraising applications for admission,

advising and counseling students as well as assisting in the conduct of College examinations, including supervision, invigilation and evaluation; and

8. Participate in extension, co-curricular, and extra-curricular activities including community services.

## **TEACHERS AND THE STUDENTS:**

### **Teachers Should:**

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

## **TEACHERS AND COLLEAGUES:**

### **Teachers Should:**

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

## **TEACHERS AND AUTHORITIES:**

### **Teachers Should:**

1. 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
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices
5. Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
6. Should adhere to the conditions of contract
7. Give and expect due notice before a change of position is made; and
8. 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.

## **TEACHERS AND NON-TEACHING STAFF:**

### **Teachers Should:**

Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **TEACHERS AND GUARDIANS:**

### **Teachers Should:**

Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardian in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the 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. Work to improve the education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities that would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices
5. 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



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