

Sri Padmavati Mahila Visvavidyalayam
Tirupati, Andhra Pradesh



Accredited by NAAC with "A" Grade

Human Values
&
Professional Ethics
Manual



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Chapter I

INTRODUCTION & HUMAN VALUES



INTRODUCTION

The goal of Higher education is to develop professional skills in youth, help them to develop and appreciate basic human values, a sincere commitment to serve the society and recognize humanity as the highest principle towards which all their work is oriented and all their decision making is directed. A University as an institution of higher education plays a significant role in shaping their perceptions about the importance of human values and ethics and helps them to develop certain core principles in their lives which will serve to make them into responsible citizens of the world. A University shapes minds and builds characters and it is this function that contributes valuable and responsible citizens to the society who will work towards the betterment of an entire civilization. Universities are spaces where young individuals learn to live and learn together, work in a team, share certain common values, appreciate differences of opinion and dissent and welcome scientific and rational decision making. These are also spaces where individuals learn to work with their communities, are active members in community engagement thereby providing value orientation to its stakeholders. Teaching is considered a noble profession and since it has immense impact on young minds and their future, it is imperative that there should be a code of ethics which may be evolved by the teaching community itself for its guidance.

HUMAN VALUES

Human values are those values that are at the heart and soul of a thinking, rational and responsible human being. Since human beings are altruistic beings, values of truth, honesty, loyalty, love, peace, among others are valued because they reflect a being that is highly evolved, can cooperate, think rationally and foster the wellbeing of both its own species and others while promoting the wellbeing of the planet at large. These basic human values are shared across cultures and communities, they are common to the entire human race.

Importance of Human Values

- Reflects the highest form of love and compassion towards all beings and therefore promotes life and its sustenance.
- Helps understand diversity in all forms of life around us, including in that of our own kind and promotes a joyful acceptance of the same.
- Provides a way of fostering altruistic behaviors such as sharing, cooperation, understanding and working harmoniously in a team which sustains the growth of civilizations.
- Promotes love, peace and tolerance which are upheld as the highest values by religions and cultures.

The core human values that serve as a foundation of life and the growth of human civilizations across the world and are the guiding principles nourished and promoted at SPMVV are:

- **Empathy and Love** towards other human beings and towards all life forms on the planet.
- **Respect and Acceptance** of other's opinions, viewpoints, lifestyles and manner of living.
- **Consideration for and appreciation** of others irrespective of their social, cultural and economic background.
- **Listening** to diverse points of view and providing and respecting the space for dissent thereby promoting a culture of **openness** of viewpoints.



- **Right Conduct** by adopting self-help skills (modesty, self-reliance, hygiene etc.), social skills (proper etiquette and appropriate behavior etc.), Life skills (courage, efficiency, initiative, punctuality etc.).

A University is an important place personalities and characters are molded and the learning of these values affects the personality of youth for life. It also has an impact on their employability as it is found that youth with better human values are able to make more meaningful contribution at their workplace and are able to create healthy work spaces. Employers are also inclined to hire those who score higher on human values. In view of this, SPMVV has defined the following core values that has been detailed in Part I of the manual.

Core Values of SPMVV

- Women's empowerment
- Student support
- Strong work ethics
- Promotion of Quality and Excellence
- Societal Development
- Universal tolerance



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Chapter II
PROFESSIONAL ETHICS



PROFESSIONAL ETHICS and ACADEMIC RESPONSIBILITIES

The goals of a University are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of youth and citizens as well as the community of which the University is a part.

One of the most important requirement for the successful discharge of these functions is an atmosphere of intellectual freedom. Therefore a spirit of free inquiry and furthering public understanding of academic freedom is at the core of professional ethics in a University.

A faculty member has certain responsibilities that are:

(1) to students, (2) to scholarship, (3) to colleagues, (4) to the University, and (5) to the larger community which the University serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

Responsibilities to Students

As a teacher, the faculty member has the responsibility for creating in his or her classroom or laboratory a climate that encourages the student to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's ability to learn at her pace.

(a) The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.

(b) The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.

(c) The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credit as per the approved syllabus and with the announced objectives of the course.

(d) The faculty member owes to the student and the University a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards. Faculty members must deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics.

(f) The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for mentoring. In advising students, every reasonable effort should be made to see that information given to them is accurate.

(h) The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He or she should always respect the confidence deriving from the faculty-student relationship.

(i) The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations due acknowledgment of their contributions to the work should be made.

(j) The faculty member must aid students to develop an understanding of our national heritage and national goals

Responsibilities to Faculty & Colleagues

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids




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interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective. A faculty member is expected to communicate with other members as per the established norms of academic etiquette. He or she is expected to maintain a healthy professional relationship with his or her colleagues and foster a healthy work environment.

Responsibilities to Institution

The faculty member's primary responsibility to his or her institution is to seek to realize his or her potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day working of the University. Some of the general responsibilities of the faculty member to the University are:

- (a) When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and utterances are entirely his or her own and not those of the University.
- (b) The faculty member must never attempt to exploit his or her standing within the University for private or personal gain.
- (c) University facilities, equipment, supplies, and other properties must never be used for personal or private business.
- (d) A faculty member has the duty to ensure that the regulations of the University are designed to achieve the University's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member must observe the regulations of the University.
- (e) Effective faculty participation in the governance of the University promotes academic freedom and the goals of the institution. Each faculty member should take part in his or her institution's decision-making processes to the best of his or her ability and should accept a fair share of the faculty's responsibility for its day-to-day operation.

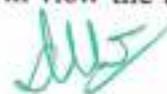
Responsibilities to the Community

Teachers must strive to Participate in extension, co-curricular and extra-curricular activities including community service. Their responsibility also includes motivating students to learn about their communities and actively participate in all community related activities of the University. Extension work is an important component of a University's commitment to the society and faculty must fulfil the duties requested of them that help in building a strong and vibrant society. Dissemination of knowledge to the society and contributing to the welfare of the society must be an important commitment of the faculty members.

Responsibilities to the Authorities

Teachers should:

1. Should adhere to the terms and conditions of their appointment or contract.
2. Refrain from undertaking any other employment and commitment which is likely to interfere with their professional responsibilities.
3. Cooperate in the formulation of policies of the institution by accepting various offices and dischargeresponsibilities which such offices may demand.
4. Work with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.



5. Give and expect due notice before a change of position is made, and
6. Refrain from availing themselves of leave except in unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
7. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
8. Teachers should help in the smooth function of joint staff committees convened with both teachers and the non-teaching staff.

Responsibilities to the Society

Teachers should:

1. Recognize that education is a public service and strive to educate the community.
2. Work to strengthening the community's moral and intellectual life.
3. Be aware of social problems and take up research that could provide creative solutions to societal problems and issues.
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.




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