

**MADHEPURA COLLEGE MADHEPURA**

**MANUAL FOR HUMAN VALUES AND  
PROFESSIONAL ETHICS**



**Madhepura College Madhepura**  
Kaushalya Gram, Madhepura

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## Chapter I

### INTRODUCTION & HUMAN VALUES

#### 1.1 Introduction

It is the bounder) duty of every Higher Educational Institution to empower its students with intellectual abilities and to instill humane values which will make them appreciate the greatness of togetherness in society. A robust system of education trains the students to be empathetic to the miseries of the oppressed or other vulnerable sections, and also moulds a mindset which is free from the taints of arrogance, hatred, and intolerance. The core human values include values like truth, honesty, faith, integrity, love, dignity, and peace, and they refine human beings and society at large. Furthermore, these human values help to build individuals' perception of the world around them, a sound understanding of the attitudes, motivation, and behaviors, judgment of what is right and wrong, and a way to understand human and organizational behaviors. An education system punctuated and governed by a system of these values coupled with professional ethics will make an individual a socially responsible citizen, realize their full potential, and generate intellectual wealth to enrich the social and economic fabric of the nation.

#### 1.2 Human Values

Human values add an inherent worth in usefulness or importance to an individual, and these values illuminate the self-concept and serve as guiding principles for refining one's personality. Many employers are inclined to hire those who have better human values. The major broad human values which are expected in all human beings, irrespective of whether they are employees or not, in whichever profession or service, are:

**1.2.1 Right Conduct:** which enables an individual to operate with modesty and instill ethical values, good behavior, and good manners for the proper discharge of responsibilities and societal acceptance.

**1.2.2 Peace:** which integrates values like equality, focus, humility, optimism, patience, self-confidence, self-control, self-esteem.

**1.2.3 Truth:** which envisages values like accuracy, objectivity, honesty, justice, and quest for knowledge and determination.

**1.2.4 Peaceful co-existence:** which synergies psychological and social attributes like benevolence, compassion, brotherhood, equality, perseverance, and respect for others.

**1.2.5 Discipline:** which facilitates an individual's self-control through regulation, self-denial, and moderation.

Along with these ultimate values, and moral values like honesty, tolerance, justice, self-control, compassion, and freedom, Madhepura College believes in the underlining of the following four core values for the holistic development of an individual.

### **1.3 Core Values of UVK College**

#### **1.3.1 Faith**

We believe that faith in God is the beginning of the true wisdom and anchor of life. Human life would be meaningless without faith in oneself and others too. The college provides a platform to grow in faith, the bedrock of holistic growth.

#### **1.3.2 Integrity**

We believe that honesty, sincerity, and justice signify the core of a person's character. We adhere to the highest ethical standards in all the curricular, co-curricular, and extracurricular activities to nurture integrated persons for the future of our nation and the world at large.

#### **1.3.3 Dignity**

We believe that the dignity of the human person is the foundation for the empowerment and socio-economic transformation. We shall strive to uplift the dignity of the socially disadvantaged, marginalized, and underprivileged through genuine love and service.

#### **1.3.4 Excellence**

We believe that hard work, commitment, and dedication produce excellence in all spheres of life. The management, faculty, and administration set a high benchmark of academic and holistic excellence and provide innovative, student centered, globally competent processes, and services for the success of every student.

## Chapter II

### PROFESSIONAL ETHICS

Professional ethics is of utmost significance and helps individuals in acquiring academic wisdom and achievement of career goals. Aspiring professionals need to augment their knowledge and understanding in terms of professional ethics, and it will improve their quality of life through their academic accomplishments in higher education as well as in the achievement of career goals.

#### 2.1 Code of Professional Ethics

Madhepura College has a Code of Professional Ethics, helping to guide its members in performing their job functions according to sound and consistent ethical principles. The underlying philosophy of this code of professional ethics is to make the persons performing in such jobs follow the concrete and uniform ethical conduct, and integrates ethical values like integrity, honesty, transparency, respectfulness towards the job, confidentiality, and objectivity. Furthermore, this code outlines the mission and values of the institution, how professionals in the institution derive solutions to the problem, and also the ethical principles based on the institution's core values, and the standards to which the professional is held.

#### 2.2 Teachers and their Responsibilities

A teacher is obliged to conduct himself/herself by following the ideals of the teaching profession. He/ she should uphold the national ideals of education and should inculcate those noble values among students. Moreover, the teaching profession requires qualities like calmness, patience, temperament, and amiability.

##### Teachers should:

- Have adequate social sensitization and should work by following the need of the society.
- Uphold the dignity of this profession and all their endeavors, whether academic or non-academic, and should be consistent with the dignity of the profession.
- Strive to achieve professional excellence through study, research, and innovation.
- Always express candid and bias-free opinions in all academic and non-academic platforms for the creation of an informed society.
- Hold membership and should be an active participant in all major professional organizations related to their work to improve education and profession.
- Render all assigned duties by the institution in the form of teaching, the conduct of examination, evaluation, admission process, mentoring, organizing curricular, co-curricular, and extracurricular events and research work conscientiously and with full involvement.
- Collaborate in all educational responsibilities of the institution and the affiliated university.
- Actively involve in community service and extension activities of the institution.

## **2.3 Teachers and the Students**

### **Teachers should:**

- Respect the right, dignity, and identity of every student, and should create a conducive space for their free expression.
- Be fair, just, and impartial with students regardless of their socio-economic and cultural denominations, political inclinations, and other physical attributes.
- Guide students in realizing their full potential with the right aptitude and capabilities.
- Facilitate students to achieve higher levels of academic attainment, help students in refining their personalities, and induce social commitment in them.
- Instill in students the scientific temper and broader values like democracy, patriotism, human rights, and peace.
- Be receptive to students' ideas and should not resort to any vindictive measures against them for any reason.
- Reach out to students to help and guide them beyond the normal allocated time without looking into the commercial gains.
- Make students aware of our national heritage, cultural legacy, and national goals.
- Desist from inciting and mobilizing students towards any violent or illegal activities.

## **2.4 Teachers and Teaching Fraternity**

### **Teachers should:**

- Have a cordial relation with their peers and other members of the institution and should respect human dignity and privacy.
- Behave respectfully with all the members of the institution, with professionalism.
- Respect the institutional hierarchy and refrain from lodging unnecessary complaints and allegations against individuals.
- Not be ruled by the considerations of caste, creed, religion, race, or sex in their professional endeavor.

## **2.5 Teachers and Authorities**

### **Teachers should:**

- Conform to the dignity of the profession and adhere to the existing rules, procedures and processes of the institution while discharging their professional responsibilities.
- Refrain from undertaking any other employment and commitment without the consent of the institution, which can directly or indirectly interfere with their professional responsibilities.
- Collaborate and contribute to the formulation of policies of the institution by accepting various offices and should discharge the assigned duties relating to the accepted office.
- Co-operate and Coordinate with the institutional authorities for the best of the institution.

- Strictly adhere to the conditions of the contract.
- Give and expect due notice before a change of position is made.
- Abstain from leave except on unavoidable grounds and avail leave with prior intimation and by considering one's responsibility involved in the conduct of academic events and completion of the academic schedule.

## **2.6 Teachers and Non-Teaching Staff, Parents & Guardians**

### **Teachers should:**

- Maintain cordial relations with the non-teaching staff, and should cooperate with them in the academic and administrative processes of the institution.
- Render support to the non-teaching staff in the administrative process of the institution and also make them understand the educational system followed in the country.
- Maintain regular contact with the parents and guardians and should periodically communicate to them regarding the timely progress of their wards with regard to academic performance, literary, cultural, and sports performances, and students' behavioral and disciplinary attributes.
- Convene a periodical meeting with parents or guardians for an open and objective discussion about their ward's academic and professional growth.

## **2.7 Teachers and Society**

### **Teachers should:**

- Respectfully consider education as a public service and should uphold the ideals of our robust educational system and its role in societal development.
- Strengthen the community's moral and intellectual life through active community collaborations.
- Strive hard to minimize the existing social disparities and find solutions to social problems through education and social partnerships.
- Be socially sensitized and should be an active participant in community activities, and if needed should render help to public offices for national development.
- Should work for national integration by practicing communal harmony and should abstain from any activities that promote class or racial violence, injuring religious or linguistic feelings.