



SWAHID PEOLI PHUKAN COLLEGE, NãMTI

ESTABLISHED: 1970



HANDBOOK
ON
HUMAN VALUES
AND
PROFESSIONAL ETHICS

Internal Quality Assurance Cell (IQAC)

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DISCLAIMER

SWAHID PEOLI PHUKAN COLLEGE, NAMTI FOLLOWS THE CODE OF HUMAN VALUES AND PROFESSIONAL ETHICS FOR INTERNAL AND EXTERNAL STAKEHOLDERS AS LAID DOWN BY UGC GUIDELINES ENTITLED "MULYAPRAVAH—INCULCATION OF HUMAN VALUES AND PROFESSIONAL ETHICS IN HIGHER EDUCATIONAL INSTITUTIONS" (NOV., 2019)

PLEDGE

WE, THE SWAHID PEOLI PHUKAN COLLEGE FRATERNITY, NAMTI, HEREBY SOLEMPLY RESOLVE TO RENDER OUR BEST TO THE SERVICE OF THE COMMUNITY AND SOCIETY AT LARGE, THAT WE WILL BE UNHINDERED AND IRREVOCABLE IN OUR PLEDGE AND AFFIRM WITH FULL CONVICTION TO PROMOTE ETHICAL VALUES AND STANDARDS AND TO IMBIBE AND EMULATE ALL POSITIVES THAT LIFE HAS TO OFFER, NOTWITHSTANDING THE CHALLENGES THAT POSE AS OBSTACLES, THAT WE WILL, WITH GOOD FAITH, UPHOLD THE INTEGRITY OF THE INSTITUTE AND DISPLAY EXEMPLARY EFFORTS IN TIMES OF DIRE NEED.

WE, THE COLLEGE FRATERNITY, TAKE THIS OATH AS A MARK OF OUR UNFLINCHING HONESTY AND DEDICATION TOWARDS OUR SERVICE.

1. PROLOGUE

One of the key credentials that make an early impact in determining the success of a person or an organization is the inherent value system. As most of the educational institutions are inclined towards the building of human resources with a prospect of defining humanity at large, human values and ethics therefore etches a sharp line in delineating the prominent features of knowledge acquisition through the lens of self scrutiny and life experience which goes into the making of the personality of an individual. Knowledge alone cannot guarantee the wisdom and therefore the thrust is more upon imparting a value based education which will showcase the full blossoming of the personality.

Hence, it is believed that the policy adhered to by the institution of inculcating human values and professional ethics will usher forth a righteous and impartial path which will lend credibility to the entire enterprise of teaching-learning thereby fulfilling the desired ideal to the maximum potential. This treatise therefore is an attempt at defining and setting down some set parameters which elaborates on value-based education coupled with the need of an ethical responsibility towards professionalism which seem to have gone blurred with the onset of crass materialism. Needless to say, the treatise will lay bare the operational guidelines and conceptual framework of such practices and the implementation and monitoring of the same.

2. OBJECTIVES

The objectives of this policy framework are as follows:

- a. To stress upon the significance of human values and its practice
- b. To illustrate the holistic plan of education that incorporates different dimensions of our lives
- c. To lay down the broader rules and prescriptive guidelines of values and ethics for stakeholders
- d. To reinstate a value based and ethical culture that will live on as a legacy amongst us
- e. To preserve the integrity of being human amidst all challenges

3. HUMAN VALUES

Education is a mean of extracting the best in an individual in terms of a propensity for inclination towards a positive mindset. Values are learned through practices. Humanitarian values and principles get a boost with quality education tinged with a philosophic and inquisitive mind. The actualization of the human potential is precisely grafted with a comprehensive understanding of the morals and values not just through the medium of education but also owes a great deal to that of tradition. This pristine aspect of human nature has been enforced in the college by ascribing to certain fundamentals which are indicators that the administrators and students are being constantly observed and watched:

- a. **Truth:** Truth serves to be the functional aspect in terms of education. It is the only philosophical outcome that has generated a fellowship with time and space continuum. In terms of professionalism, the marked manifestation of truth lies in one's sincerity, dedication, hard work and commitment. This trait is aimed at instilling in students a desire and need to lead an honest life.
- b. **Transparency:** Transparency has been one of the pillars of the institute emphasizing the need for an unbiased and impartial framework of education. It is a prominent marker, be it in the distribution and allocation and utilization of college funds, college audits and other administrative aspects. In terms of academics, transparency is a core principle of evaluating students based on their performance making them privy to the entire assessment procedure.
- c. **Service:** Service is an unconditional gesture of self-righteousness which demands impartiality and equanimity. It is engendered medium of love and fellowship towards one another irrespective of caste, class, creed, sex, race or religion. The institution is keen on adopting such values which will make a difference in the long run.
- d. **Discipline:** Discipline refers to a mechanism of prescribed rules and regulated values carried out to ensure peace and cooperation. The institution prescribes to a rigid set of discipline for good governance.
- e. **Love and Compassion:** Love and compassion are the intrinsic values that define humanity. It is a pristine force that sweeps over everything in its manifestation of kindness, care and empathy.

4. CODE OF PROFESSIONAL ETHICS

Professionalism is a relative term that defies the idea of set parameters. Nevertheless, all educational institutions operate on a certain ethical code that serves to highlight the greater interest. As such, certain ethical codes are enforced to keep the challenges of professionalism at bay. It is an established point that human values and professional ethics serves as complementary aide to one another. But codes of professional ethics operate on standards of conduct about duties and the outcome which may or may not be desirable. The main agenda therefore is to carve a policy of a sound ethical conduct for stakeholders. It is imperative that the success of an institution in realizing its vision and mission is basically conditioned by the commitment of the faculty and the host of members to follow some particular codes of conduct such as,

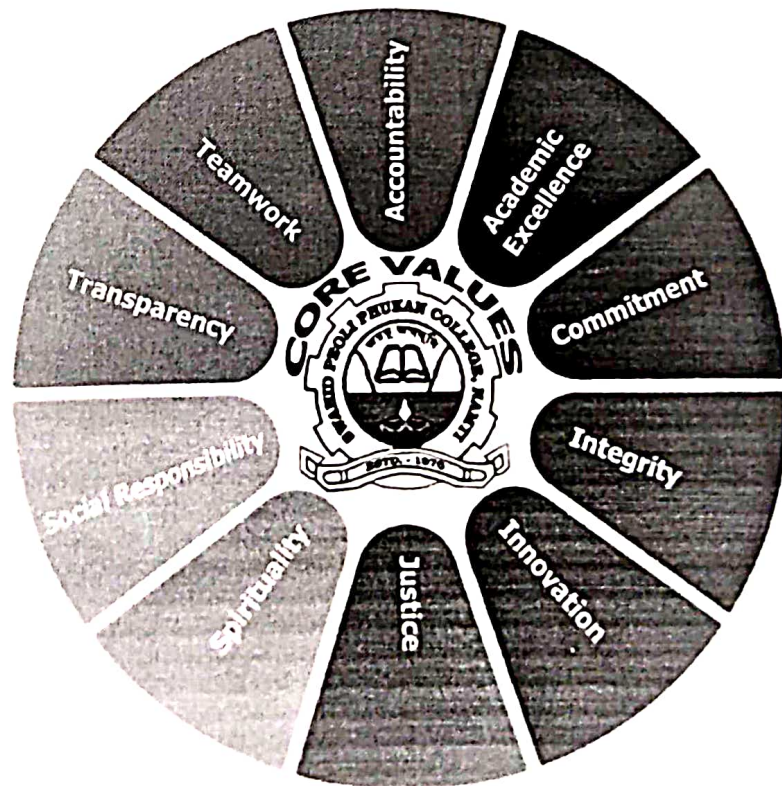
- a. **Discrimination:** On no account, the administrator or the teacher should falter on the grounds of discrimination in terms of privileging one over the other. There must be an effort to maintain transparency in terms of decision making.
- b. **Commitment:** Any type of service requires a degree of commitment which accounts for work efficiency. The faculty members, office staff and students should show a certain amount of commitment without which there would be no fruitful completion of services offered.
- c. **Accountability:** The authority executes and implements a policy of openness and mutual trust to accommodate mistakes and glitches and also encourages all to take responsibility and accountability of one's actions.
- d. **Respect:** Respect is the key in determining the personality of an individual, teachers, students and administrators alike. The authority readily welcomes the idea of creating an ambience of mutual respect for the functionaries and beneficiaries of the institution.
- e. **Sexism:** Sexism has become the cause of a universal debate on gender sensitive issues. As such, the institution adopts a gender neutral policy in terms of assigning services to the faculty. No sexist remarks or comments are tolerated in the institution.
- f. **Dignity:** As a higher education institute, the service offers tremendous dignity in terms of profession. However, the functionaries try their best to reach up to that plane of respectability by engaging in a sound and fair assessment of the students.

g. **Honesty:** Honesty is one of the foundational pillars value based education and hence is zealously guarded at all cost without any exception. The institution takes pride in being a corruption free zone.

5. CORE VALUES

It must however be stated that while pursuing the ideal of imparting a sound and strong value-based education, Swahid Peoli Phkan College, Namti has propounded a set of Core Values which serves to be the guiding light in the institute's 50 years long journey. Undoubtedly enough, HEIs with better and time-tested human values flourish proficiently and gets recognition. Swahid Peoli Phukan College, Namti has been able to attain the status of being the only premier Higher Education Institution in the greater Namti region of Sivasagar, Assam by adhering to these core values:

- a. Accountability
- b. Academic Excellence
- c. Commitment
- d. Integrity
- e. Innovation
- f. Justice
- g. Spirituality
- h. Social Responsibility
- i. Transparency
- j. Team Work



6. ADMINISTRATION

The category of administration would incorporate both administrative and academic authority, i.e., Principal, Vice-Principal, Heads of the Departments, Internal Quality Assurance Cell and Academic Statutory Bodies.

The authority would:

- a. Be responsible, as the academic and administrative officer of the institution, to see and enforce the provisions of Acts/Statutes/Ordinances and Regulations, both of the Government and of the affiliating university, duly observed and carried out in all strictness.
- b. Be the custodian of providing motivational and inspirational value based academic and executive leadership in term of formulating policies, operational management, resource mobilization, optimization of human resources and concern for environment and sustainability.
- c. Follow the highest degree of ethics in decision making for the greater interest of the institute.
- d. strive for creating an environment conducive for teaching, learning, research and development as per the maximum potential of the institution in order to usher in social change and hence national development.
- e. perform with transparency, accountability, fairness, and honesty without showing the least trace of partiality or uncouth favoritism.
- f. maintain full confidentiality of the records and other sensitive matters and would also ensure the smooth facilitation of the classes
- g. Refrain from indulging in any corrupt practices such as accepting gifts as a means of favour or service sought from any person, group or public agency which will hamper the ethical cleanliness henceforth sought or in the misappropriation of financial and other resources.

- a. perform the assigned duties be it in the form of teaching, lectures, tutorials, practical, seminar, extension services or research work with utmost dedication and diligence.
- b. be punctual in his daily life in order to expect the same from the students.
- c. Act as a role model for students by showcasing a good moral conduct, set some high standards in being approachable in behavior, dress and speech in order to set an example for the students.
- d. help students in resolving their doubts and guiding them through counseling and motivation.
- e. refrain from harassment of students, both physical and mental.
- f. refrain from any kind of discrimination.
- g. actively participate in institutional development by extending best possible service.
- h. step forward to inculcate human values, scientific temper amongst the students and the community.
- i. abide by the rules, policies, procedures of the institution and respect its ideas, vision, mission and traditions.
- j. behave with dignity and courtesy with staff and fellow colleagues.

10. STUDENT UNION

The students of the college elect a body as per the provisions laid down by the constitution of India which serves for the greater interest of the student community in addressing their problems and grievances. The Student Union is therefore a democratic wing of the institution that would:


- a. abide by the Act, Statutes, Ordinances, rules, policies and procedure of the institution and dutifully uphold its ideals, vision, mission and tradition.
- b. maintain harmony among students and behave with utmost modesty and humility.
- c. help teachers in maintaining the academic ambience with the right display of academic integrity.

d. support the administration for right and timely decision.

e. raise legitimate issues in a dignified manner without ascribing to any violent means.

11. IMPLEMENTATION

In order to strengthen the structural core of the value-based education in the institute, the implementation of the framework hitherto adopted is a must and indeed a need of the hour. The handbook has roughly covered the conceptual framework of Human Values and Professional Ethics, value based and ethical practices of various internal and external stakeholders. Hence, all the stakeholders are expected to comply with the manual so that Swahid Peoli Phukan College, Namti in its Golden Jubilee year celebration, can make the difference and prove a point in times to come.


Principal
S.P.P. College, Namti