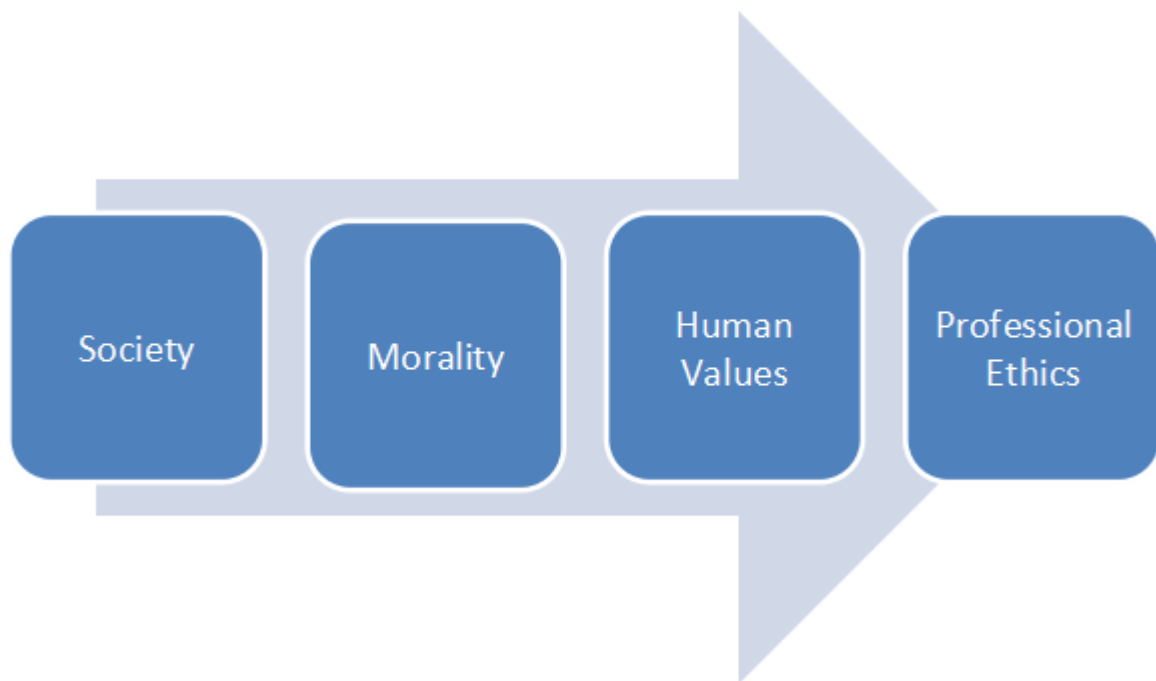


Human Values and Professional Ethics Handbook



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1. **Prologue**

The purpose of nation building begins with promoting human values and professional ethics in education. Education is one of the main mediums to develop human values and ethics in common people. Higher Educational Institutions (HEI) have this responsibility to contribute in the growth of nation to develop values and ethics in students. And, it is possible when the institutions will develop such an academic culture in which all the members; Administrative Authority, Administrative Staff, Faculty Members and Students will act on human values and professional ethics. This is one of the necessary goals that the HEI has to fulfill through value added education. Incorporation of human values and ethics in professional development of the students will further lead to their self development, and psychological growth. As a result, it will prepare them as responsible citizens; who will look after the different social, economic, political, scientific, medical, technological, managerial, legal, Agricultural, environmental and financial infrastructural sectors to ensure the growth of the nation in general and the moral purpose of education in particular. The handbook of human values and professional ethics clearly defines the value structure and professional ethics for all of its stakeholders.

2. **Morality, Ethics & Value-Added Education**

The purpose of morality is to create good persons with strong character and good virtues and what Jain school of ethics defines as *Samyak Charitra*: the Right Conduct. Ethics develops it with systematic way with defining the values and principles with moral reasons. The ethical knowledge leads to the development of value judgment capacity in HEI members, staff, teachers and students so that they can make right choices and right decisions in administration, management, academics and professions. The ethical development is necessary for educational developments, academics and professional responsibilities. Hence, the role of professional ethics is essential for the right conduct of HEI. And, HEI can achieve this moral development and professional ethics by following the moral values and principles. And, the value-added education is the way to create the right and good academic structure in HEI underlying human values and professional ethics.

3. **Human Values and Professional Ethics**

The moral development makes us human. It gradually works through the development of human values which it nurtures through character building process. So, education incorporating values, morality and professional ethics to prepare all members of HEI to be good humans, companions, leaders, administrators, managers, faculty members, and students in terms of good citizens and professionals having sense of social responsibilities and nation building. We acknowledge the role of human values a professional ethics in good shaping of HEI. The values further motivate, directs and shape our moral point of view, social point of view and a world view to guide our cognitive, perceptive, active, and decision-making professional capacities to make rational moral choices and performing good actions after an adequate ethical analysis of right and wrong, good and bad and what ought to be done and what not. The human values that shapes our university culture are as follow:

3.1 Respect for Humanity and Love for People

Always treat human beings as an end and never as means. The father human rights Immanuel Kant defines as principle of humanity. Further the role of human values are well acknowledged and directed to be exercised in all kinds of academic activities ranging from academic administration to management and from management to teaching and personality development of the students. As mentioned in National education policy: ethics and human & Constitutional values like empathy, respect for others, cleanliness, courtesy, democratic spirit, spirit of service, respect for public property, scientific temper, liberty, responsibility, pluralism, equality, and justice.

3.2 The Idea of Global Family: Respect, Love, care, Compassion, Peace, Truth and Non-violence

HEI begins with this prime moral responsibility to instigate love compassion, peace truth and non-violence in all of its members. It is to foster the idea of global family what we Indians always values as a cultural wisdom: VASUDHAIVE KUTUMBAKAM.

3.3. Respect, Love, care and compassion: Respect for persons is based on the idea that they categorically differ from those of objects and animals and can act and choose freely in their life. So, respect and love for humanity going hand in

hand can really build a good moral personality. Here Love is to understand all the people in HEI, all the stakeholders and society at large in the ways that we all together work for one another. It further leads to the development of care and compassion for everyone in general and what John Rawls argue for the least well off in particular.

3.4. Truth, Peace & Non-violence: Satyamev Jayate cited in our Mandukya Upanishad has to be the mark of academic integrity and non-violence must be the academic practice in all of its form. We are led by the principle of Mahatma Gandhi who followed our traditional Buddhist ethics of *Satya* and *Ahimsa param dharma*. HEI should learn and practice at best on the principles of *Ashtangik Marga*.

3.5. Compassion and love: Compassion displays itself in genuine concern for others, as well as kindness, empathy, and compassion for all. Compassion is a result of true unconditional love. Acts of generosity, kindness, and charity can be seen in the human workplace.

3.6 Peace: Values such as equality, humility, optimism, patience, confidence, self-control, and self-respect are found in peace. Its breadth covers peace at the individual, societal, and global levels.

3.7 Truth in Academic Pursuits: When it comes to the ultimate and unchangeable reality, truth is everlasting and immovable. Accuracy, fairness, honesty, sincerity, boldness, integrity, pursuing information, determination, and other values characterize it. Sincerity, which can be seen in commitment to work, is the most basic embodiment of truth in professional life.

3.8 Nonviolence in Thought and Practice: Nonviolence is the conscientious avoidance of damage to any living or dead creature by thought, word, or deed. Nonviolence requires letting go of anger and cultivating compassion and love for all sentient creatures.

3.9 Justice as Fairness: Justice is the foundation of basic human values since it is concerned with the conduct of life and action in accordance with the principles of decorum and decorum at all times. It contains ethical principles, ethical conduct, and ethical ideals.

3.10 Selfless Renunciation and Servitude: It entails a philanthropic attitude toward all sentient beings. We can see it in someone's self-control, selflessness, and austerity. A service is an act of kindness performed for the benefit of others. It also symbioses compassion and self-sacrifice for the benefit of others. The concept of value of service necessitates equality without limitations or discrimination based on caste, creed, race, geography, or religion.

3.11 Coexistence in Society and Nature: This term refers to relationships that are both cohesive and cohesive. It includes psychological and social values such as 4344 good deeds, compassion, thoughtfulness, ethics, forgiveness, fraternity, equality, perseverance, respect for others, and environmental awareness, among others.

3.12 Accountable Valuable Behaviour and Discipline: For all sentient beings, discipline represents individual ideals. It contains values such as direction, order, and regulation, among others.

To establish the foundation of a robust human civilization, values must be developed via experience. As a result, higher education administrators and teachers should be aware that their colleagues and students learn values from their actions. Institutions with higher human values are becoming more well-known and developed. Following the above-mentioned humanistic objectives, GLA University was granted the status of a University (UP Legislative Act of 2009).

4. The Core Guiding Values: Codes of Professional Ethics for GLA University

- ❖ Respect For Persons, Human Values and Professional Ethics
- ❖ Academic Integrity and Intellectual Honesty
- ❖ Excellence in Teaching and Research;
- ❖ Teaching For Social, Professional and Citizenship Development
- ❖ Research For Academic Excellence and Social Responsibility
- ❖ Student-Cantered Learning Environment;
- ❖ Social welfare and Professional Development
- ❖ Scientific Temperament
- ❖ Mainlining Natural Justice

Professional Ethics: Ethics in Academic Profession and Practice of Human Values

Professional ethics and human values are mutually beneficial. Ethics defines recognized principles and standards of conduct of moral obligations and virtues appropriate to an organization's office. Human values transmit individual ideas, but ethics describes accepted principles and standards of conduct suitable to an organization's office. A company's stakeholders are guided by the Code of Ethics in terms of acceptable and unacceptable professional behaviour.

Professional ethics is based on the idea of persuading people to agree on something. Ethical conduct that is consistent. Value-based ethical behaviour by dedicated faculty members, officers, employees, and students is critical to the institution's goal and vision being realized. Professional organizations must incorporate the following major elements of professional ethics in their Code of Conduct.

Honesty: We follow the principles of integrity, trust, transparency, and justice in carrying out our responsibilities.

Contract: The assures group involvement and a check-and-balance system within the institution when it is operated in an efficient, ethical, and honest manner.

Harmony: A culture of tolerance, debate, and forgiveness among stakeholders will help to balance diversity and difference.

Accountability: Encourage employees to take responsibility for their actions by creating an open and confident environment in which mistakes are accepted.

Inclusion: Adopt standards, rules, and procedures to promote and assure equal opportunity in educational institutions, without discriminating against individuals or groups pursuing education, employment, advancement, or other activities.

Commitment: Focus on the institution's goal and objective, which is to develop knowledge, skills, and attitudes in order to attain excellence within time and regulatory constraints. Mutual respect, credibility, and excellence in transactions, institutional staff, and beneficiaries

Affiliation: In order to feel safe, supported, accepted, and included, promote a shared vision of the institution.

Sustainability: Ensuring the most efficient economic, ecological, and social use of resources in order to ensure a long-term and secure future.4. Professional Code of Ethics.

4.1. Administrative authority: Academic Leadership and Academic Ethics

Vice-Presidents, Deans, and Dean students are all included in this category. Director / Director / Department / Cell / Program Node Officer, Science Organs, etc. Welfare, Prime Minister, Dean of various faculties, Finance and Development Officer, Director / Director / Department / Cell / Program Node Officer, Director / Director / Department / Cell / Program Node Officer, Science Organs, etc.

The Authorities structure:

1. Ensure that the terms of the Law/Ordinance/Ordinance, as well as any university rules and regulations, are followed.
2. Adhere to all applicable federal, state, and local laws, rules, and regulations.
3. Academic and senior leadership focused on inspiring and motivating principles through policy, operations management, talent optimization, environmental friendliness, and long-term sustainability.
4. Make choices in the best interests of the university with the highest ethical standards in mind.
5. Strive to build an atmosphere that promotes teaching, learning, and research and development in accordance with the University's highest capacity for coping with societal change and, as a result, the nation. Development.
6. Assist in the achievement of his mission and vision by pursuing and contributing to university goals and guidelines.
7. Confidentiality of records and other confidential information must be maintained.
8. We work hard to foster a work environment that fosters excellence, professionalism, and satisfaction.
9. Please do not misappropriate financial resources or other financial resources.

4.2. Administrative staff: Responsible Management and Due Diligence

The management staff should act:

1. sincerely and without bias carry out government decisions and policies, striving for the best attainable performance standards.
2. Encourage people to work to their full potential.
3. Create an environment that encourages teamwork.
4. Resolve real complaints as soon as possible.
5. Maintain the secrecy of documents and other sensitive information.
6. Collaborate with others and form close bonds with them.
7. Look after the assets of the company.
8. create a welcoming environment
9. Avoid all forms of discrimination.
10. Do not accept bribes or engage in any other form of corruption.
11. Make every attempt to do the work allocated on time.

4.3. The Faculty Members: Accountable Professional Ethics and Academic Integrity

Teaching is a respectable and esteemed profession that aims to impart information and values in students. Idealism, excellence, and competence must be reflected in the precept and its application.

The Faculty Members should ethically act:

1. Complete activities allocated by the University with diligence, dedication, and promptness, such as teaching, tutoring, practical work, seminars, research, and jobs.
2. Continued research and presentations at conferences, seminars, and professional meetings will help you advance your career.

3. Participation and assistance in the University's enrolment, examination, supervision, monitoring, and assessment.
 4. Accept different offices and complete the tasks that these offices may claim in order to help establish University policy.
 5. complying with the university's laws, regulations, ordinances, rules, policies, and procedures in order to uphold the university's goals, vision, mission, practices, and cultural traditions.
 6. Follows the rules and behaves in a responsible manner.
 7. Using creative techniques and knowledge sharing, create a conducive environment for teaching and learning.
 8. Lead by example by exhibiting good character and behaviour.
 9. serve as friends, philosophers, and mentors to students in order to identify their potential and help them to enhance their character and contribute to the wellbeing of the community, environment, and national heritage.
- Encourage students to actively participate in activities related to national priorities.
11. Allow pupils to express themselves and respect their rights and dignity.
 12. Harassment of students is prohibited.
 13. Students are treated fairly and objectively regardless of their religion, caste, political, economic, social, or material status.
 14. do not take on any additional work or engagements, such as private lessons or training courses, that may interfere with their professional responsibilities.
 15. treat employees and co-workers with respect.

4.4. Students and Scholars: Foundational Moral Guidelines

Students in college should focus their efforts on academics and personal development.

Students and Scholars should morally act:

1. Follow the university's rules, policies, and procedures, as well as the university's goals, vision, mission, practices, and cultural traditions.
2. Attend lectures, tutorials, and research with timeliness, discipline, and regularity.
3. take note of their modesty in appearance and manner.
4. Show respect and decency to instructors, staff, and other students.
5. Set a good example for junior pupils by achieving the greatest degree of values and ethics.
6. Maintain harmony among students from various socioeconomic backgrounds, communities, ethnic groups, faiths, and geographic regions.
7. assist in the cleaning of the premises and adjacent areas.
8. Treat the organization's assets with respect and care.
9. Keep an eye out for suitable behaviour at a school visit/visit or trip.
10. Be truthful in all paperwork by providing accurate information.
11. Display his academic work with the highest level of academic integrity possible.
12. Assist teachers in creating a welcoming environment for all students.
13. Always try to maintain the campus tidy.
14. Sensitivity to issues of gender.
15. responsive to societal demands and growth
16. Maintain excellent health and avoid intoxicants of any type.

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