

# MANUAL

**SESHADRIPURAM EDUCATIONAL TRUST**  
**SESHADRIPURAM FIRST GRADE COLLEGE**  
**Yelahanka New Town, Bengaluru-560064**



## ***HUMAN VALUES AND PROFESSIONAL ETHICS MANUAL***





## **CONTENTS**

- Preface
- Introduction

### **Part One :**

**1.1 Human Values**

**1.2 Core Values of Seshadripuram First Grade College**

### **Part Two :**

**2.1 Professional Ethics Code**

**2.2 Responsibilities of Teachers**

**2.3 Teachers and Students**

**2.4 Fraternity of Teachers**

**2.5 Teachers and Authorities**

**2.6 Teachers, Non-Teaching staff, Parents & Guardians**

**2.7 Teachers and Society**

*S. N. V. e.*

PRINCIPAL

SESHADRIPURAM FIRST GRADE COLLEGE  
Yelahanka New Town, Bengaluru-560 064







### PREFACE

The present generation of youth are confused: due to the deep seated spiritual dilemma at the heart of modern civilization. Young people are facing a crisis of identity. In the face of this dilemma, they are searching for direction, self-realization and guiding principles. A holistic education inhering moral, spiritual and universal values is the way forward, the key to mould the youth, help them navigate the flux of life, carry out social, moral and democratic obligations.

In the quest for material success, when winning at any cost is the prevalent 'manthra', education should foreground universal human values, and teach to be kind, sensitive, empathetic; help to the needy, responsiveness to those around; education which not only focuses on value recognition, but also reflect them in behaviour and attitude.

This manual of Human Values and Professional Ethics is a guide for our personnel in their mission to shape the lives of students through values, mould them, strengthen them to carry out social, moral and democratic obligations; to direct the conduct of students through universally recognised values: respect, harmony, tolerance, trust, justice, inclusiveness, love, peace tolerance, forgiveness, coexistence and nonviolence.

**PRINCIPAL**

*S. N. V. — e*

PRINCIPAL  
SESHADRIPURAM FIRST GRADE COLLEGE  
Yelahanka New Town, Bengaluru-560 064





## Introduction

This institution's vision embodies the value: "Inclusion of all aspirants to education". This is aligned to the Management's mission statement: "Every individual from every stratum of society deserves affordable and relevant quality education". Shaping the ethos of this campus and inherent in all our academic endeavours are universal human values blended into the holistic education imparted in this institution, premised on the principle that students need to be empowered not only intellectually but also morally. Such a system trains students to be empathic, frees them from arrogance, hatred and intolerance.

S. N. V. e.  
PRINCIPAL  
Seshadripuram First Grade College  
Yelahanka New Town, Bengaluru-560 064



**Part One:****1.1 Human Values**

The core human values are truth, honesty, integrity, love, dignity and peace. These values help students to mould their perception of the world around them, give them a sound understanding of the attitudes, motivation, behaviour and judgement of what is right and wrong. The education imparted in this institution is governed by a system of values coupled with professional ethics to mould socially responsible citizens, to realize their full potential and generate intellectual wealth to enrich the social and economic fabric of the nation.

**1.2 Core values of Seshadripuram First Grade College**

- Peace
- Harmony
- Happiness
- Prosperity for all
- Nobility
- Righteousness
- Excellence and Professionalism in all undertakings



*S. N. V. e.*  
**PRINCIPAL**  
Seshadripuram First Grade College  
Yelahanka New Town, Bengaluru-560 064





## 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

Seshadripuram First Grade 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.



S. N. V. — e

PRINCIPAL

SESHADRIPURAM FIRST GRADE COLLEGE


**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 endeavours, 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 regard less 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



S. N. V. — e

PRINCIPAL





commitment in them.

- Instil 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 consideration of caste, creed, religion, race, or sex in their professional endeavour.

## 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



*S. N. V. — e*

PRINCIPAL





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.

-----

S. N. V — e

PRINCIPAL  
SESHADRIPURAM FIRST GRADE COLLEGE  
Yelahanka New Town, Bengaluru-560 064

