

SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN

KADAPA



SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN

(Permanently Affiliated to Y.V.University, Kadapa)

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HANDBOOK ON

HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an Individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down, by Sri Vivekananda Degree College for Women Government of Andhra Pradesh and other competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, teaching staff, non-teaching staff and Governing committees, as we are associated with the education faculty, our code of conduct has pivotal Importance in a student's development

About Institution:

Sri Vivekananda Degree College for Women, Kadapa was established in the year 2012-2013. The College is affiliated to Sri Yogi Vemana University, Kadapa.

The core objective of the Institution is to impart quality education for professional excellence and sustainable development through continuous improvement and teamwork

The Institution aims to provide quality technical education to students by grooming them for development of professional skills and value based Degree Education. The Institution ensures the trust's vision for overall development of students through continuous improvement and team work is achieved. Along with the focus on core academics, Institute also takes care of overall personality development of the students.

Vision :

Carve woman as dynamic, competent, knowledgeable, and skilful professionals who shall lead the nation to a better future.

Mission :

M1: Provide quality and value-based education, and adopt outcome based teaching-learning methodologies for women professionals.

M2: Offer state-of-the-art infrastructure and offer value-based education for enhancing the skill sets of women at every stage of their education.

M3: Encourage independent thinking and guide the women to develop critical thinking abilities and instill a positive attitude.

Objectives

- ❖ To expand frontiers of academic activity in emerging and thrust areas of UG level while strengthening infrastructural and other essential facilities from time to time
- ❖ To strive for transforming the Institute as a centre of excellence, to impart quality-savvy, practical based, career focused and globally relevant Education and Training.
- ❖ To continuously strive for the excellent performance of the students in University examinations through student-centric, interactive, and Innovative Teaching-Learning Process
- ❖ To take-up quality improvement, faculty/staff development, and continuing education programs, to ensure improved performance of teaching & Non-teaching staff.
- ❖ To strive vigorously for gainful placement of the passed-outs, by way of organizing personality development, career guidance, counselling, pre placement training programs, and campus interviews, besides making entrepreneurial development initiatives.
- ❖ To provide friendly streamlined, time-bound, result-oriented, office administration through effective and efficient office systems and practices and deft monitoring of the same.

Human Values:

Human values is defined as "a principle that promotes well-being or prevents harm". The various factors responsible for evolving human values are religious leaders, gurus or teachings of saviours and practices, and judgment of fulfilling individual needs in society. Human values can be assured of a happy and harmonious human society. At Sri Vivekananda Degree College for Women, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:

The six core human values are:

1. Right conduct
2. Peace
3. Truth
4. Love
5. Non-violence
6. Discipline

1. Right Conduct:

Encompasses the following values such as

- a) **Self Help Skills:** Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance
- b) **Social Skills:** Good behaviour, good manners, good relationships, helpfulness, to reduce wastage and good environment.

c) Ethical Skills: Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

d) Ownership: Ownership of the work

2. Peace

Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equanimity, faithfulness, focus, gratitude, happiness, harmony, humanity, Inner silence. optimism, patience, reflection, satisfaction, self acceptance, self-confidence, self control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Truth

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity thought, word, and deed). Intuition, justice, optimism, purity, quest for knowledge. reason, analysis, sincerity, synthesis, trust and truthfulness.

4. Love

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust

5. Non-Violence,

Encompasses the following values such as

a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.

b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality. harmlessness, perseverance, respect for property, social justice and national awareness.

6. Ethics

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues through the duties, rights, responsibilities, and obligations

Professional Values:

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. Yields the person's peace of mind and hence adds Strength and consistency in character, decisions, and actions This paves to one's success. It is one of the self-direction virtues enthuses people only to execute job well but to achieve excellence in performance. They too own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral rightness. In generally choice upholds oneself to consistently moral and ethical standards.

2. Credibility Responsibility:

The obligation of Individual or organization to account for its activities, accept responsibility for the demand to disclose the results in transparent manner. Also includes the responsibility for money or other entrusted property.

3. Loyalty:

Loyalty, faithfulness or devotion to person, country, group, cause. Philosophers disagree what can be object loyalty, some argue that loyalty is strictly interpersonal and other human beings can be object loyalty.

4. Commitment:

Commitment means alignment goals adherence to ethical principles during activities. One should have conviction without any doubt that one will succeed. Holding sustained interest firmness, whatever ethical means follows, with fervent attitude and hope that one achieves the goals, commitment. It is driving force to success. This is a requirement for profession, the commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments, this is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes Indispensable concept in present day is the most distinctive and attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behaviour, and attitude behaviour relationships, Positive attitude people are most successful in their lives. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism,



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courage, initiative, generosity, tolerance, tact, kindness and good common sense.

Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action taken or not. The history of great reformers and innovators has stressed importance of time valuing time. The proverbs "Time and tide wait for none" and "Procrastination is the thief of time" Time management is the key to efficiency or productivity.

1. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion performance aspects and work enjoyment of an individual is passionate about their occupation they tend to work with more result oriented with more work satisfaction.

2. Identifying one's role in larger picture

Cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change.



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