

HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS



লিডু মহাবিদ্যালয়
LEDO COLLEGE

Knowledge is Power
Estd. 1997

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**NAAC accredited and
NIRF Participated**

*Permanently Affiliated to Dibrugarh University
Under Section 2 (f) & 12 (B) of UGC Act, 1956
Provincialised by the Govt. of Assam*

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1. ABOUT THE INSTITUTION :

Ledo College has been established on 2nd August in the year 1997. It is situated in the centre of Ledo from where the historic Stilwell Road connects the North-East India with China via Myanmar. Since inception the college has been performing a pioneering role in the spread of higher education amongst various ethnic linguistic groups of Assam, particularly from the Dehing Patkai region. The college possesses adequate number of class rooms including six number of audio visual smart class rooms (ICT) with a playground which measures to an area of 25 bighas of land by the side of Ledo Kacha Nalah (Ledo River) and the historic Ledo Air Strip. The college is permanently affiliated to Dibrugarh University. The college has occupied a place among only 40 colleges in Assam and 1087 in India, in NIRF, 2018. It has been included under Section 2 (f) and 12 (B) of UGC Act. 1956. With effect from 14th August 2013 Ledo College is provincialised by the Govt. of Assam under the provincialisation of Services Act. 2011. Utmost importance is given to academic pursuits in the college. A lot of emphasis is given to character formation, moral education and acquiring good values of life. Classes are held regularly and are interspersed with class tests, unit-tests and examinations. Overall, Ledo College emphasizes on quality education, high social values and inculcating of right kind of attitude towards life that groom students as competent citizens and responsible members of the society.

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2. VISION :

Ledo College has been established with the vision of strengthening the educational, social and cultural pillars of the vast area of Assam adjacent to bordering area of Myanmar and Arunachal Pradesh. Some of its visions include :-

- To scatter the light of wisdom, skill and value in order to make the learners not only the possessor of knowledge and skill but also a perfect human being with all-round development.
- To educate the upcoming youths according to the updated knowledge of the modern curriculum.
- To make the future generation of Ledo good and responsible citizens of India by the all-round development of physical, intellectual and spiritual side.
- To encourage the students of higher education upto degree level.
- To train the students for corporate life, leadership, discipline, self-dependence and environment friendly.
- To create a healthy intellectual environment in the surrounding places from Ledo College.
- To promote scholarship, statesmanship, growing manpower.
- To improve the educational, social, economical, cultural and political aspects of the country.

3. MISSION :

The mission of Ledo College is

- To organize and hold meetings, debate competitions, symposium, exhibition and national and international level seminars.
- To organize functions such as sports, music, fine arts, social service camps etc.
- To manage the student's canteen and other things of a similar nature of common interest.
- To organize and participate in the inter-college and other tournaments.
- To organize educational excursion.
- To visit different places in academic interest.
- To enrich and empower the youth through quality education and to transform them into productive human resource.
- To introduce innovative techniques for making teaching-learning process more effective.
- To sensitize students towards ethical and moral values and environment friendliness.

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4. HUMAN VALUES :

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows :-

- **Love & Compassion** : Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.
- **Peace** : Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.
- **Truth** : Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

- **Non-Violence** : Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or non-living. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.
- **Righteousness** : Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behaviour and moral value.
- **Renunciation** : Renunciation connotes caring attitude towards all living beings without any selfish motive. It is seen in austerity, self-control, and selflessness of a person.
- **Service** : Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on cast, creed, race, region and religion.
- **Peaceful co-existence**: Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.
- **Discipline**: Discipline indicates regulated value followed by the individual for all beings. It contains values like regulation, direction, order etc.

5. PROFESSIONAL ETHICS

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession. The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organization necessarily include in their code of conduct :

- **Integrity** : Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.
- **Trusteeship** : Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.
- **Harmony** : Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.
- **Accountability** : Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

- **Inclusiveness** : Adopting standards, policies and procedure to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion and other activities in an institution.
- **Commitment** : Dedicating to the vision and mission of the institution while cultivation one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
- **Respectfulness**: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
- **Belongingness**: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
- **Sustainability**: Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

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6. CODES OF PROFESSIONAL ETHICS

6.1 Administrative Authority

It would include President of GB, Ledo College, Principal/ Secretary, GB, Ledo College, university nominee (Nos.2), Ex-officio, Vice-Principal, Ledo College Representative of teachers unit (Nos.2), Librarian, doner member(GB), Guardian representative (GB), etc.

The Authority would:-

1. Be responsible to observe that the provisions of Acts/ Statutes/Ordinances and Regulations of the Institution are strictly adhered to in all its businesses.
2. Comply with laws, rules, and regulations of the government applicable to the Institution
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Follow the highest degree of ethics in its decision making in the best interest of the Institution.
5. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the Institution in order to bring the social change and hence national development.

6. Follow objectives and policies of the Institution and contribute constructively to achieve its mission and vision.
7. Maintain confidentiality of the records and other sensitive matters.
8. Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
9. Refrain from any misappropriation of financial and other resources.

6.2 Administrative Staff

Administrative staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain confidentiality of the records and other sensitive matters.
6. Co-operate and form strong liaison with colleagues.
7. Show care for the institution's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.

10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

6.3 The Teachers

Teaching is a noble and devout profession which tends to instill in students- Knowledge and values. His/Her precepts and practices should reflect idealism, perfection and proficiency.

Teachers Would:-

1. Perform duties, in the form of teaching, tutorial practical, seminar, research work entrusted by the university with diligence, dedication and punctuality.
2. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
3. Co-operate and assist in the admission, 'examination, supervision, invigilation and evaluation process of the affiliated University.
4. Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.
5. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the Institution and respect its ideals, vision, mission, cultural practices and traditions.

6. Adhere to responsible conduct and behaviour expected of them by the society.
7. Create a conducive teaching-learning environment through innovative practices and knowledge sharing.
8. Act as role models for students by displaying good conduct and character.
9. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
10. Encourage students to actively participate in activities of national priorities.
11. Respect the rights and dignity of the students in expressing his/her opinion.
12. Refrain from harassment of students in any form.
13. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
14. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
15. Behave with dignity and courtesy with staff and fellow colleagues.

6.4 Students

Students of the Institution are expected to devote their energy in learning and developing a wholesome personality.

The students would :-

1. Abide by Acts/Statutes/Ordinances, rules, policies, procedures of the Institution and respect its ideals, vision, mission, cultural practices and the traditions.
2. Remain punctual, disciplined and regular in attending class, lectures, tutorials and research.
3. Observe modesty in their overall appearance and behaviour.
4. Behave with dignity and courtesy with teachers, staff and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality.
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
7. Contribute towards cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behaviour while on educational tour/visit or excursion.

10. Be honest in providing truthful information about all documents.
11. Maintain the highest standards of academic integrity while presenting one's own academic work.
12. Help teachers in maintaining learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

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