

NEHRU GRAM BHARATI

(DEEMED TO BE UNIVERSITY)

KOTWA-JAMUNIPUR, DUBAWAL, PRAYAGRAJ, UTTAR PRADESH-221505



HANDBOOK ON HUMAN VALUES & PROFESSIONAL ETHICS

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A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual, communities 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 due action shall be taken as per the procedure laid down by Nehru Gram Bharati (Deemed to be University), Prayagraj, Uttar Pradesh and its competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations rationally as and when necessary and apply their due discretion in specific cases. The rules and regulations included in this handbook are applicable to students, , teaching staff, official staff, supporting staff, Head of the Institution and Governing committees. As we are associated with the education faculty, our code of conduct has pivotal importance in development of the student's future personality.

About Institution:

Nehru Gram Bharati (Deemed to be University) occupies an esteemed place among the rural universities of India for over decades now. Established on 27th June 2008, it is one of the promising universities in the State of Uttar Pradesh situated at the bank of river Ganges. It was basically conceived by our 1st Prime Minister of India, Late Pt. Jawahar Lal Nehru, who laid the foundation stone of Nehru Gram Bharati on 26th July 1962 in the village of Rishi Durbasha Ashram, Kotwa-Jamunipur, Dubawal Complex of his Phulpur parliamentary constituency in Prayagraj District. His dream was translated into reality by veteran philanthropist Sri J.N. Mishra, who had a clear vision and dedication to the cause of upliftment of rural masses through education.

As on date, the campus has emerged as a prominent establishment of professional, technical and traditional education for meeting the aspirations of youth from rural as well as urban areas. To begin with Rajiv Gandhi Degree College was established in the year 1996 and upgraded to Rajiv Gandhi Post Graduate College from the academic session 2000-01 which subsequently merged into the Nehru Gram Bharati (Deemed to be University) in 2008-09 after University Grants Commission recommended to the Ministry of Human Resource Development 'MHRD' for granting it 'Deemed to be University' Status. The MHRD notified vide its gazette Notification no. F.9-42/2005-43(A) dated as 27th June 2008 bestowing the Deemed to be University status to Nehru Gram Bharati.

The objective of the Deemed to be University is to impart quality education for professional excellence and sustainable development through continual improvement and teamwork.

The Deemed to be University aims to provide quality education to students by grooming them for development of professional skills and value based education. Along with the focus on core academics, it also takes care of overall personality development of the students. Quality education is the fundamental right of every Indian citizen. It lays the good foundation for Individual growth

Vision:

We aim to **nurture and promote youth especially from rural area** by providing high quality education and training in keeping with the promise of Late Pt. Jawahar Lal Nehru. Our dream is to build a **role model Institution** with state of art infrastructure providing right ambience for creativity and stimulation in thinking to generate new ideas for research and **application of skill** for using the modern technology for **welfare of mankind**.

Mission:

Our mission is to **empower the nation** through preparation of competent and **trained human resource**. University has plans to enhance capability of young talents for fulfillment of their aspirations through innovation, skill development and proper training. We endeavor to **enhance employability through training** and spirit of competitiveness. We emphasize inculcating initiative for **entrepreneurship generating self employment** and national wealth.

Core Values:

- Happy Rural Life
- Societal Trust
- Pleasant Environment
- Committed Faculty
- Teamwork
- Value Based Ethics
- Lifelong Learning
- Industrious Approach
- Standard Report Writing
- Adaptive Research
- Student Centric Teaching Methodology

Objectives:

- To understand the moral values that ought to guide profession and to find a solution to address moral issues in the profession
- To justify the moral judgment concerning the profession
- To foster a set of beliefs, attitudes, and habits that employees and students should display concerning morality and innovations.
- To bring an awareness on human values and professional ethics
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- To encourage for inculcating the Moral Values and social responsibility
- To follow the fundamental duties laid down by constitution of India

HUMAN VALUES

Human value 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 saviors" teachings and practices, need to appreciate and judgment of fulfilling individual's need in society. Human values can be assured of a happy and harmonious human society. At Nehru Gram Bharati (Deemed to be University), we cultivate and inculcate these values in the students and staff through pedagogy 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. Nonviolence
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 behavior, good manners, good relationships, helpfulness, no wastage and good environment

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

d) **Ownership:** Ownership of the work

2. Peace

Encompasses the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, 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 of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self - analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

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, national awareness, perseverance, respect for property, and social justice.

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 spirit of 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. It yields the person's, peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to 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 uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility& Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty:

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

4. Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any 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 is the most distinctive and indispensable concept in present day. Attitude can

be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. 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, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. 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 is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time. Time management is the key to increase effectiveness, efficiency or productivity.

7. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about his/her occupation he/she tend to work more resulting in job satisfaction.

8. 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.

9. Courage

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks.

- **Physical courage-** The thrust is on the adequacy of the physical strength, including muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel.
- **Social courage** - It involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for a social cause.
- **Intellectual courage** - It is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action. Learning from the past helps. Past experience (one's own or borrowed) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned. This anticipatory management will help anyone to face the future with courage and fortitude.

10. Co-operation

It is a team-spirit present in every individual engaged in business. Co-operation is an activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures coherence, i.e. blending of different skills required, towards common goals.

Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes co linearity, coherence (blend), co-ordination (activities linked in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

The impediments to successful cooperation are:

- Clash of ego of individuals
- Lack of leadership and motivation
- Conflicts of interests, based on region, religion, language, and caste
- Ignorance and lack of interest

By careful planning, motivation, leadership, fostering and rewarding team work, professionalism and humanism beyond the divides, training on appreciation to different cultures, mutual understanding cooperation can be developed and also sustained.

11. Self-confidence

Certainty in one's capabilities, values, and goals, is self-confidence. These people are of usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is a positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit

courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees.

The people with self-confidence have the following characteristics:

- A self-assured standing
- Willing to listen
- To learn from others and adopt (flexibility)
- Frank to speak the truth
- Respect other's effort and give due credit

Quote-Unquote

The better part of life is spent saying, "*It's too early, and then, "It's too late"*".

- Flanbert

Commence without ethics, pleasure without conscience, politics without principles, knowledge without character, Science without humanity, Wealth without work, workship without Sacrifice are seven deadly sins.

- Carter & Hubert Humphry

Education does not mean teaching people to know what they do not know; it means teaching them to behave, as they do not behave.

- Ruskin

Where is life?, we have lost in living, Where is the wisdom? we have lost in knowledge. Where is knowledge ? we have lost in information.

- T.S.Elliot

Golden Words

The best day	-	Today
The weakest feeling	-	Fear
The best gift	-	Forgiveness
The meanest feeling	-	Jealousy
The greatest need	-	Discipline
The most expensive indulgence	-	Hate
The greatest troublemaker	-	Gossip
The Greatest teacher	-	Nature
The worst bankrupt	-	The soul that has lost its cheer
The easiest thing to do	-	Finding fault
The best part of anyone's religion	-	Cheerfulness

A new catechism

Who is a teacher?	-	A guide, not a guard
What is the faculty?	-	A community of scholars
What is learning?	-	A journey, not a destination.
What is discovery?	-	Questioning the answers, and not answering the questions.
What is the process?	-	Discovering ideas, not covering content
What is goal?	-	Open minds, not closed issues
What is the test?	-	Being and becoming, not remembering and reviewing
What is a school?	-	Whatever we chose to make it.

-Allan Glathorn