

MANUAL

On

HUMAN VALUES AND PROFESSIONAL ETHICS



	<p align="center">Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore) Approved by Government of Tamil Nadu & Accredited by NAAC with 'A' Grade (2nd Cycle) Dr. N.G.P.-Kalapatti Road, Coimbatore-641048, Tamil Nadu, India. Website: www.drngpasc.ac.in Email: info@drngpasc.ac.in Phone: +91-422-2369100</p>	<p align="center">Q.P</p> <hr/> <p align="center">7.1.10</p>
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About the Institution

Kovai Medical Center Research and Educational Trust (KMCRET) is a non-profitable voluntary organization established in 1990. Dr. N.G.P. Arts and Science College was established by the Kovai Medical Center Research and Educational Trust, Coimbatore in 1997. The pioneering trust of the College is bestowed upon the ethical upbringing of the youth of India with high-end Education, Research facilities with expertise. An unflinching Educational service through 6 Institutions, under the guidance and leadership of Dr. Nalla G. Palaniswami, as its Chairman, and Dr. Thavamani D. Palaniswami as its Managing Trustee and Secretary. The College began its educational journey with 4 Under Graduate programmes, now it is emerging as the one of the top self-financing colleges in Tamil Nadu.

It is a co-educational autonomous college, affiliated to the Bharathiar University, Coimbatore. The Institution has been an epicenter of committed Education and recognized by UGC, New Delhi with the manifestation of 2(f) and 12(B). The Unprecedented conferment of the UGC to append the autonomous status from 2015-16 unleashed the role of independent governance. The college was accredited by the NAAC with "A" Grade with the CPGA of 3.17 in the second cycle, March 17, 2016. The Institution was accredited by NAAC with an "A" Grade in 2016. The Institution has made fortunate excellence in obtaining the National Institutional Ranking Framework (NIRF) of MHRD by securing 85th, 67th, and 91st ranking incessantly in 2020, 2019, and 2018 and ARIIA-2019 by MHRD.

The College is also granted the DST-FIST and DBT Star scheme for promotion of research. In the Institution, MHRD's Institution Innovation Council (IIC) was established to cater for the innovation and undergraduate research among students. The college, at present offers 29 UG, 16 PG and 25 Research (M.Phil. & Ph.D.) Programmes, 04 PG Diploma, 21 Diploma and 61 Certificate Programmes under 32 well established departments through six variant faculties. Our college has an intellectual capital of more than 300+ academically well



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experienced teaching fraternity amongst 130 faculty members are doctorates and they cater to the needs of 7500 students on roll.

It is a co-educational autonomous college, affiliated to the Bharathiar University, Coimbatore. The Institution has been granted funds to undertake major and minor research projects, and conduct seminars, conferences and workshops by various funding agencies like UGC, DRDO, ICMR, ICSSR, CSIR, DST, DBT and TNSCST. The College exercises 43 Best Practices to aggrandize the holistic development of the students. Through these practices students have been given space for enhancing employability skills, research culture, and entrepreneurship attitude.

The Training and Placement Cell in the college functions effectively in providing various placement oriented training, value added programmes, company specific training to make them employable in the top MNCs. Every year, more than 90% placement opportunities are achieved. Apart from the placement cell, the Career Guidance Cell, Entrepreneurship Development Cell play vital role in fulfilling needs of the student community. The Management provide a mandatory scholarship scheme every year for 100 meritorious students in academics and sports as well. It creates opportunities for many students to excel in education who belong to socially economically weaker section. The College firmly believes that the blend of discipline and education will make the students excel with flying colors to collaborate the trends of phenomenal learning.


Vision

To instill Character in the minds of the students by providing value Based Education to manifest the perfection already in them and to enable them to excel by providing Quality Higher Education and Research opportunities on par with International Standards.

Mission

To provide Quality Education, Training and Research facilities to the students of our nation and the world. To inculcate ethical, moral and social values in the minds of educators and students and also to motivate and nurture co-operation, tolerance and mutual respect in our nation of diversity.



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Quality Policy

Dr.N.G.P. Arts and Science College is committed to provide quality education on par with global standards by continually improving the infrastructure facilities and offering market-oriented, competency-based curriculum updated to match the industrial expectations.

Human Values


Graduation in Higher education has become the fortification of academically endeavoring youngsters. The values and virtues practiced in institutions heavily influence the future leaders. Many institutions of higher education simultaneously show excellence in academic subjects, are green campuses with manifold ethics curricula, are active members in community engagement, and also are adept in providing value orientation to all stakeholders. It is universally felt that the status of teaching profession requires to be raised to ensure its dignity and integrity. Accordingly, it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct.

Basic human values refer to those values which are at the core of being human. The values which are considered basic inherent values in humans include truth, honesty, loyalty, love, peace, etc. because they bring out the fundamental goodness of human beings and society at large.

Importance of Human Values

- Provides understanding of the attitudes, motivation and behaviors
- Influences our perception of the world around us
- Represents interpretation of "right and wrong"
- Provides a way to understand humans and organization.
- Imply that some behaviors or outcomes are preferred over others.



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The five human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:

- Right Conduct – Contains values like self-help skills (modesty, self-reliance, hygiene etc.), social skills (good behavior, good manners, environment awareness etc.), ethical skills (courage, efficiency, initiative, punctuality etc.) and Ownership.
- Peace – Contains values like equality, focus, humility, optimism, patience, self-confidence, self-control, self-esteem etc.
- Truth – Contains values like accuracy, fairness, honesty, justice, quest for knowledge, determination etc.
- Peaceful co-existence – Contains values like psychological (benevolence, compassion, consideration, morality, forgiveness etc.) and social (brotherhood, equality, perseverance, respect for others, environmental awareness etc.)
- Discipline – Contains values like regulation, direction, order etc.

Human Values vs. Moral Values

- Moral values regard matters of right and wrong whereas Human values help a person to distinguish between right and wrong.
- Moral values are constant and unchanging whereas Human values change from person to person and from time to time.
- Moral values are for self-development and self-discipline whereas Human values are about how we treat others in society.
- Moral values can be taught whereas Human values are inherited values and are intact in all of us.



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At Dr. NGPASC

Try to impart standard education together with discipline and moral values in order to make the students


- efficient,
- skilled,
- innovative and
- adopt themselves in the digital global arena.

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 behavior of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that professional organizations 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.



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- **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 cultivating 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.

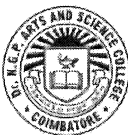
Professional Ethics at Dr. NGPASC

The purpose of the Code of Ethics in Dr. N.G.P. Arts and Science College is to provide standards for behavior that are aligned with the institution's Mission and Values. We at Dr. NGPASC do have separate code of ethics for students, staff members and for outsiders who would be the part and parcel of the institution.

Code of Ethics for Teaching Staff

The Faculties are expected to create an environment which emphasizes team work. They should prepare lecture schedule for the semester and submit it to the HoD for approval prior to the commencement of classes. They should ensure completion of syllabi effectively within the available working days. They have to monitor the attendance of the classes being handled and submit attendance reports along with the completion of online attendance on the same day. They have to support the examination cell in preparing CIA question papers in Outcome Based Education (OBE) to conduct tests and submit test results to the HoD. They may volunteer and take active part in all the activities of the department and college to facilitate the overall growth



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of the institution. They should ensure maintaining discipline applicable for students. Regular updating of logbook, encouraging the students to participate in curricular, co-curricular, student development programmes and other clubs, attending the need based duties assigned by the HoD / Dean / Principal are some of daily duties of the staff members. The faculty shall be at their workplace (Classrooms and Labs) at least 5 minutes before their reporting time. If anyone leaves the College premises during working hours shall seek necessary permission from HoD and register their absence in the movement register. The faculty shall compulsorily wear the college ID and be in the prescribed dress code in the College premises. The faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HoD / Dean – Student Affairs / Principal. The faculty shall not carry mobile phones during instructional hours. The faculties are permitted to use the mobile phones inside the staff room only. The faculty should communicate with students only in English. The faculty should receive the documents for the assigned tasks from the HoD and in turn should hand over the documents to the HoD at the time of leaving. The faculty are expected to update their knowledge by attending seminars / workshops / conference, after obtaining prior permission through proper channel. The faculty should publish text books, research papers in reputed International / Indian Journals / Conferences as per the research guidelines given by the Institution. The faculty should adopt new and emerging teaching methodologies with prior approval. The internal evaluation of the Faculty will be done based on Institutional Performance Appraisal Index annually for career enhancement. The faculty are expected to follow the rules and regulations of the Institution as prevalent from time to time. Any requirement for approval should be through proper channel such as HoD / Dean / Principal.

Code of Ethics for Students

Every Student in the institution is encouraged and motivated to utilize every opportunity given to him/her to develop and grow as the best citizen. Dr. N.G.P. Arts and Science College expects each student to uphold the ideals and values of the institution, not only during their student days but also throughout their life. The spirit of Dr. N.G.P. Arts and Science College is



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truth, discipline, dedication to life service and devotion to God and one's country. It is a responsibility of each NGPite to imbibe this spirit and emulate these ideals in all their actions.

“Discipline and Dedication” is the hallmark motto of Dr. N.G.P. Arts and Science College and should be reflected in their character, relationships and interactions, both within the college community and in society at large. An NGPite should be sensitive, courteous, caring and compassionate in order to uphold the virtues of honesty, respect for elders and kindness towards all.

Every NGPite should apply them to be regular, systematic and concentrated study. Such sustained efforts will ensure that they achieve a high level of academic excellence and overall development.

By the very fact of joining the college, students agree to observe the rules and regulations of the college.

The decision of the Principal shall be final in all matters of discipline and enforcement of rules.

Behavior

- Any requisition or letter by the student to the Principal should come through the Class Advisor, HOD and concerned Dean.
- Eve-teasers will be dismissed from the College.
- Students should refrain from participating in political or communal activities.
- Students are solely responsible for their own personal belongings.
- No meeting should be held in the campus without prior permission from the Principal.
- No donation should be collected from the students by any student without prior permission from the Management.
- Two wheelers and four wheelers owned by the students should be parked at the appropriate place (Vehicles parking shed).



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Dress Code

Every student is expected to dress simply and modestly and observe the College dress code. Boys with neatly tucked in plain shirts with formal trousers and shoes and Girls are permitted to wear either Sari or Salwar Kameez.

Identity Card

A Photographic ID card with Principal's signature will be issued to the students. Students have to wear the ID card all the time when they are in the campus. Students should carry the ID card at all times and they may be required to produce the ID card for:

- Library access, laboratory, bank and other office operations.
- Admission to examination.
- Receiving scholarship, certificates, travel concessions etc. from the office.

Students who have lost their ID card may obtain the duplicate ID card on payment from the administrative office.

Disciplinary Code

- Students should wear their ID card every day. ID cards should be produced anytime when demanded.
- Students are strictly prohibited to enter into other class rooms.
- Smoking, use of drugs or liquor is strictly prohibited inside the campus and violators will be dismissed with immediate effect.
- The Students shall strictly have a driving license and wear helmet (both rider and pillion passenger) when they come to the college in two wheelers.
- Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft or valuables or cash inside/outside the campus.



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- Absolute silence should be maintained while moving from class room to laboratory/library/auditorium and also coming back to class rooms.
- Students are forbidden from writing, scribbling, painting on the walls, desks, etc.,
- Students found guilty of damaging, destroying college property shall replace the same at their own cost.
- Littering is prohibited. Students are expected to keep the campus neat and clean.
- Students found guilty of using obscene language or behaving intolerable towards the staff members, will be expelled from the college.
- In case, any criminal case is registered against a student by the law enforcing authorities, he/she should intimate the same within 24 hours to the Principal, failing which he/she is liable for disciplinary action leading to expulsion.
- Under Tamil Nadu Educational rules,

The Principal is empowered to inflict the following punishments in the interest of students or the institution concerned.

- I. Fine
- II. Loss of attendance
- III. Loss of term certificate
- IV. Suspension
- V. Expulsion

- The power to take disciplinary action against an erring student is inherent with the Principal.
- Any student found violating any of the rules and regulations of the college or found disturbing the peace in the campus as well as off the campus, will be liable for suspension by the Head of the Institution, who has the right to dismiss the student without any explanation or refund of fee and other charges remitted.

The students should adhere to the rules and regulations that may be issued from time to time.



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Mobile Phones

The use of cell phones is banned in the campus. Students are not permitted to use cell phones at any time or in any place inside the college campus. Violation of this rule will result in confiscation of the phone and a fine. Confiscated phones will be returned at the end of the programme on payment of a fine (SIM card will be returned immediately).

Ethics for Visitors

The institution ensures the codes of ethics to be followed in the institution even by the visiting parents / vendors / others not associated directly with the institution. The following are the code of ethics for the visitors.

- Visitors using motorbikes are allowed to enter the campus only when they use a helmet.
- Visitors coming in motorbikes are not allowed to have pillion riders along with them within the campus.
- Visitors should definitely park their vehicles in the parking lot and use the pedestrian to move into the campus.
- Decent dress code should be followed by the visitors (visitors with Lungi, Night pants, Shorts / Bermuda, T-shirt etc. are not allowed inside the campus).
- Visitors are not allowed to smoke within the campus.
- Visitors are not allowed to take any form of intoxication inside the campus nor are they allowed after being intoxicated.
- Visitors are not allowed having baggage inside the campus that could potentially hurt others.
- Visitors are not allowed to propagate any means of cultural / social / economical pamphlets within the campus.
- Visitors are not allowed to advertise their products through pamphlets within the campus.

○ Above regulations are not applicable for Invitees and Guests.




 (Prof. Dr. V. Rajendran)
 Principal





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