



LAXMINARAYAN COLLEGE, JHARSUGUDA




**Hand Book of Code of Conduct for
Students, Teachers, Principal,
Non-teaching Staff and Governing Body
&
Professional Ethics and Human Values**

DECLARATION BY THE PRINCIPAL
LAXMINARAYAN COLLEGE
JHARSUGUDA

This comprehensive document serves as the ethical road map for our students, members of staff, Governing Body and the undersigned. It provides the guidelines by which the members conduct properly to maintain discipline in the College.

This document adheres to the Code of Conduct in the service code of the Government of Odisha.

This manual is meant for the members of Laxminarayan College only. Other stakeholders must also abide by the code of conduct when inside the college campus.


10/5/17
Principal
Laxminarayan College,
Jharsuguda

Contents

SN	Particulars of code of conducts for	Page No.
1	Preamble	4
2	Code of conduct for students	5
3	Code of conduct for the Principal	13
4	Code of conduct for the Teaching Staff & Non-Teaching Staff	14
5	Code of conduct for the Governing committees	20
6	Code of ethics to check malpractices and plagiarism in research	22
8	Professional ethics and Human Values	23

PREAMBLE

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 L. N. College, Jharsuguda, state Government and in this book. The managing 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 book are applicable for students, Principal, Teaching staff, Non-teaching staff, supporting staff and Governing committees.

CODE OF CONDUCT FOR STUDENTS

A student is one who has been admitted and enrolled in the college as per the procedure laid down by the statutory bodies such as Department and Directorate of Higher Education, Odisha, University Grants Commission and Laxminarayan College, Jharsuguda. Students need to follow the code of conduct as mentioned below:

The following rules and regulations are applicable to all the students of the college

- The Principal is the ultimate disciplinary authority in the college.
- The academic session of the College is from 1st June to 31st May every year.
- Before a student is admitted into the college he and his guardian shall have to sign an undertaking in the prescribed form to the effect that the student shall abide by the rules of the college.
- Each student must register in the college office the address at which he lives. Any subsequent change of address must be intimated to the office immediately in writing.
- Ragging is banned on the college campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the college and a case will be filed with the local police authorities.
- The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
- As per the Govt. order No. Rt/No.346/05/ HE/ Dt.1-3-2005, students are not allowed to use mobile phones on the campus and bring their vehicles to the restricted areas of the college

- Students shall compulsorily wear the prescribed college uniform on all working days. Uniform symbolises unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability.
- No celebration be arranged in the campus without the written permission of the Principal.
- Programmes by External agencies / professional groups/paid programmes such as D J, musical events shall not be permitted inside the campus. No fund raising by the students should be permitted, as these practices lead to extortion and misuse of funds.
- No vehicles shall be used during celebrations inside the college campus / hostel.
- All celebrations in the campus will be under the supervision of the Principal or the staff designated by him.
- The public and former students will be permitted access to the college only for genuine reasons. They will not be allowed to enter the class rooms.
- Students shall not invite Police or Media Persons to the campus on their own.
- Students shall not use the emblem / Photo of the college in the transaction of the social media (Facebook, Whats App etc)
- The Principal reserves the right to refuse admission to any applicant for any course without assigning any reason, if he or she feels that admission of that person is detrimental to the interest and discipline of the College.
- In the interest of the institution and for the sake of discipline, the Principal is entitled to take any punitive action on any student for his/her misconduct.
- Misconduct shall include:
 - Staying away from classes without sufficient reason.
 - Disrespectful behaviour towards the staff
 - Provoking students to strike and participating in strike, dharna etc. in the college.
 - Loitering in the verandas during free hours and creating disturbance to the classes in progress.
 - Disorderly behaviour in the class.

- Organizing tours without the permission of the Principal
- Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
- Blocking gates/doors or passages which would restrict the mobility of staff and students in the college.
- Involvement in manhandling or harassing fellow students.
- Disturbing the functions in the auditorium by shouting, howling or dancing.
- Resorting to any kind of malpractice in the examinations.
- Distributing leaflets, hand- bills or other materials and displaying banners and posters inside the campus.
- Scribbling offensive, abusive or obscene words or figures on black boards or any kind of writing on the walls or other places in the college or the college campus.
- Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited. Criminal proceedings will be taken against those found under the influence of alcohol or narcotic drugs within the campus.
- Vandalism and destruction of college property will be severely dealt with and material loss will be fully recovered with fine.
- The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus. Scribbling on wall and furniture is strictly prohibited.
- The college is not responsible for the loss of textbooks, note books, tiffin boxes, clothes, money, ornaments etc.
- Discourtesy towards any member of the staff or any act, which affects the discipline and tone of the college, will be seriously viewed and in extreme cases they are sufficient reason for dismissal from college. Immorality, grave insubordination, contempt for authority, wilful damage to college property, malpractice in examinations etc., are sufficient reasons for immediate dismissal.
- Students should carry at all times college identification cards which should be shown to the staff when demanded.
- When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.

- Students are expected to keep decency and decorum in their dress and behaviour.
- If the teacher is absent, the class leader should inform the Head of the Department / Principal for alternative arrangements
- Late comers should not enter the class room, nor should any student leave the class room, without the permission of the teacher in charge of the class.
- In any case, late comers will not be given attendance
- Parents/ guardians are expected to respond to the calls from the college authorities, from time to time.
- Teachers hold the responsibility of maintaining discipline in their classes.
- A Call to the auditorium or conference hall for any programme must be promptly and strictly responded. No one is to remain in the classrooms or elsewhere during such occasions.

General Rules and Regulations

- Any unavoidable movements on the verandahs (to the library, laboratory, auditorium, activity rooms etc.) during class hours have to be in silence. This is to avoid disturbance to neighbouring classes.
- No Student shall enter another class room without prior permission.
- Every student has to participate in the co-curricular activities offered in the college.
- No Student is allowed to remain in the campus after 5 p.m.
- Students who are charged in criminal offence and are under suspension shall not be allowed to enter the campus without permission.
- Students guilty of going over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will be deemed especially culpable and be punished accordingly.
- Students from other institutions and outsiders should take prior permission with valid identity proof to meet the Principal and staff members. Students from other institutions and outsiders shall not meet or interact with the students of the college inside the campus without the prior written consent of the Principal.

- There shall not be any discrimination against any community or category of students of the college and immediate stringent action will be taken against the erring students / officials/ faculty members.
- Outsiders including police and media shall not enter the campus without the permission of Principal.
- Photography / video / audio recording and playing in the campus is strictly prohibited. Programs in the college shall be covered only by the persons officially authorized by the Principal.
- The College Council and Parent Teacher Association can advise Principal on internal matters of the college.
- Complaints of students will be looked into if they are presented through the proper channel. Students and staff members can make use of the grievance redressal mechanism available in the college.
- The college authorities reserve the rights to amend, repeal or modify any of the above rules.
- The Principal reserves the right to amend and alter the Rules and Regulations at par with the timely requirements.
- It is the responsibility of the students and staff to get informed of all the rules and notifications of the college from time to time. Ignorance of these rules is not condoned.
- The students should always check the notice board for current information.
- The Principal is the final authority to interpret the rules and regulations in the best interest of the institution.

College Hostel

- Hostel accommodation is available for girl students. Admission to the hostel is to be sought separately and sufficiently early. Application forms may be collected from the college office. The forms, after being filled in, should be given to the college office. Admission is confirmed only after remitting the admission fee.
- Residents are bound to comply with all the rules of the hostel set down by the college authority.

- Residents should strictly observe the study hours.
- Residents are not permitted to receive or entertain guests including their class/college mates without the prior written permission from the hostel superintendent.
- Residents should return to the hostel after their classes.
- Use of mobile phone is strictly controlled in the hostel. Residents are directed not to use mobile phones during study hours.
- Residents will not have the choice to select their room and roommates. The room and roommates will be changed and shuffled after each session.
- It is the responsibility of the residents to ensure that the room allotted to them are very tidy. Electrical fittings, furniture and other facilities provided in the room should remain intact. Residents will be heavily fined for the loss or damage of hostel property. They are not permitted to make their own alterations in the room.
- Attitude and relationship of the residents with the employees of the hostel should be cordial and positive.
- Residents shall make the entries in the movement register kept at the hostel while leaving the hostel and returning to the hostel.
- Residents who wish to stay in the hostel during vacation should get prior permission from the hostel superintendent.
- Hostel dues of each month should be cleared before 10th of next month. Defaulter names will be removed from the hostel roll.
- Readmission will strictly be on the basis of performance in the University/College level examinations and their character and behavior in the hostel and the college.
- Ragging is a criminal offence (Govt. Order No. 1157/12/86/HE) and the names of the accused will be forwarded to the police. They will be immediately dismissed from the hostel and the college.
- Grievances, Complaints, Suggestions by the residents can be brought to notice of the hostel superintendent.
- Getting admission in the college doesn't ensure admission in the hostel. Hence students are directed to enquire about the availability of hostel facility before they take admission in the college.

- Decision of the hostel superintendent pertaining to all matters of the hostel will be final.

Identity Card & Uniform

- Students must always wear their identity cards on their neck whenever they are on the campus. Students found without Identity card will be charged a fine of Rs. 500/- Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs.200/- . Identity card must be surrendered when the T.C. is issued.
- Students shall compulsorily wear the prescribed college uniform on all working days.

Examination & Promotion

- The following points will receive special consideration in deciding promotion and selection of candidates for University Examinations:- (a) The progress as testified by marks throughout the course (b) Regularity of attendance (minimum 75%) and (c) Conduct and behaviour.

Study Tours / Excursions / Picnics

- Study tours conducted by the College are part of the academic programme. The following instructions should be strictly followed by the students with regard to study tours:
- Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.
- Study tours will be organized by the respective Departments.
- Written consent in the prescribed form should be obtained from the guardians by all students going on excursion.
- A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.
- No student from another class will be permitted to join a class going on excursion.

- As far as possible, study tours shall be conducted during the months of November and December.
- No tour be organized without the prior permission of the tutor, Head of the Department and the Principal
- Booking of vehicles and arrangements for stay while on tour should be made only after consultation with the teachers in charge.
- The students shall obey all the directions given by class teacher / teachers accompanying them.
- Any act of indiscipline while on tour shall be considered as an act of indiscipline committed on the campus and will attract punitive action.
- The use of alcohol, drugs and tobacco is strictly prohibited while on tour.
- The Principal has the right to cancel or to make any modification in the tour programme at any time.

It is desired that the students and the members of the staff shall think themselves as essential and helpful members of the institution and act for its welfare.

Requesting appeal by the student for the actions taken:

Written appeal request must be filed by the students wishing to appeal the decision of faculty In-charges or committee member within the two days of decision notice during college hours. The necessary action shall be taken by the Grievance Redressal Committee after investigation. The grounds for the appeal are:

- Action imposed was too harsh.
- An error that significantly prejudiced the rights of the defendant.
- Significant new information discovered after the action.
- Insufficient evidence to support the decision.

2. CODE OF CONDUCT FOR THE PRINCIPAL:

Principal is the Chief academic and executive head of the College. He is responsible for overall development of college.

- Principal should take all decision based on the interest of students and should be fair in his disciplinary action for teachers and students. He should respect the rights of all human beings.
- Principal should honor all aspects of employment contract and must stand by their words and abides by laws.
- He must carry the rules with highest integrity and avoid careless decision that result in violation of the laws.
- As per the rules and regulations, necessary sanction of leave for employee must be granted provided there is no academic loss of the students or no important official assignment will underway during the period of leave.
- Principal should empower all staff members and students to reach their maximum potential.
- Principal must communicate the information and circular received from the statutory bodies in the interest of students and staff.
- Conduct the meeting with staff and students for the benefit and discussion of the college and inculcate confidence and devotion in every member of the college.
- Committed to timely submission to regulatory bodies like DHE, UGC, Sambalpur University, Govt. of Odisha, and others as per the notification.
- Monitoring and improving quality of education, admissions, faculty development.
- Assisting in fund raising activities from University, Government, UGC, Alumni, other support agencies like WODC, District Authorities, Industries, etc.
- Conducting and reviewing of meeting with heads and other governing committee from time to time.
- Plan and provide necessary facilities through effective monitoring and procurement
- Define quality policy, objectives and sets new goals for the institute
- Supervision and motivation of all personnel, teaching and non-teaching staff.
- Evaluation of performance of staff through performance appraisal system every year.

3. CODE OF CONDUCT FOR TEACHING & NON- TEACHING STAFF

Teaching Staff

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward (Tutorial) system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
5. Two Tutorial Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, tutorial tests, seminars if attended are to be entered in the counselling report.
6. Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the teaching-learning process is effective and successful. Value based education must be their motto.
7. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
8. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
9. Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.

10. Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
11. Teachers should sign the attendance register while reporting for duty.
12. Teachers must be aware that their workload is 25 to 30 periods (of 45 minutes) a week even though their maximum class hours are only 19 a week.
13. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time.
14. Teachers should remain in the campus at least for 5 hours.

Leave

1. Prior written permission is required from the Principal / at least a day in advance while availing CL or OL.
2. Not more than 25% of staff members in a Department will be allowed to go on OL / CL / DL on a particular day.
3. 13 days of causal leave can be availed in a calendar year.
4. Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.
5. All must report for duty on the reopening day and the last working day of each vacation.

6. Medical Leave will be sanctioned only for medical reasons. Medical Certificate will be verified for its genuineness.
7. Study leave for higher studies will be granted at the discretion of the management.

Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

1. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
2. Staff members are encouraged to take up Research projects.
3. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
4. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.

General Rules

1. No teacher should involve himself/ herself in any act of moral improbity on his / her part which may cause impairment or bring discredit to the institution or Management.

2. Teachers Associations should not be formed without the permission of the Management.
3. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
4. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
5. Any instructions issued by the Competent Authority by way of circulars from time to time must be complied with.
6. No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
7. Teachers must always wear their identity badges while inside the college premises.
8. Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal. Any change must also be reported to the Principal in writing
9. Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
10. Teachers are expected to attend Department meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.

11. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes (if any) taken up by the institution.
12. No representation to any Government authority or University in the name of the College should be made, by any teacher, without the Principal or Secretary's permission.
13. Duties and Service conditions (standards of conduct) of the Teachers as framed by the Government of Odisha and the University Grants Commission are to be followed.
14. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be reported to the Principal in writing immediately. It is their duty to extract work from the non-teaching staff in keeping the department clean & tidy.
15. Vice Presidents of different Associations, Clubs & Cells should plan well in advance their activities and submit the same to the Principal with the budget.
16. All department meetings of Teachers shall be held only after 2.00 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours.

Non-Teaching Staff

1. The Head Clerk will be the in-charge of the non-teaching staff

2. Non-Teaching staff working in the College office or departments should remain on duty during College hours. They should report for duty at least 30 minutes in advance.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
7. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 4.30 p.m.

Library Staff:

- Timely reporting in the college.
- Keeping the library atmosphere conducive for study.
- Record keeping of library such as library accession register and usage registers, access attendance register of staff and students.

- Before proceeding for the any leave, prior permission should be obtained from Principal.
- Do no indulge or encourage the student in the activities prohibited by college.
- Assisting the student and staff in the library for reference work and ICT enabled services of the library.

Disciplinary Action

Violation or non-observance of the above code of conduct will invite punishment either in the form of censure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management.

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

4. CODE OF CONDUCT FOR GOVERNING COMMITTEES:

Governing committees are constituted for the effective governance in the college for providing quality education. The committee shall adhere to their objectives and guidelines and conduct the meeting as per the meeting calendar issued by the college from time to time. The suggestion and advices of members, students and other stakeholders shall be considered in the meeting. Committee-in-charge may invite the other faculty member(s) or external experts to the meetings, if required. In charge shall conduct meetings in a year as per the meeting calendar & shall prepare the agenda of meeting and inform to other members in advance and record the minutes of meeting. In-charge shall see the need and preparation of any other documents for the committee if required. The Governing committees are mentioned below.

Sr. No.	Governing committees	No. of meetings per year
1	Governing Body	4
2	College Development Committee	4
3	Internal Quality Assurance Cell (IQAC)	4
4	Academic Planning and Monitoring Committee	6
5	Students Admission Management System (SAMS) Committee	3
6	Grievance Redressal Committee	2
7	Women's Grievance Redressal Committee (Women Cell)	2
8	Students Guidance & Counselling Cell	3
9	Anti-ragging Committee	3
10	Research & Development committee	3
11	National Social Service (NSS)	3
12	Library committee	3
13	Store & Purchase Committee	3
14	Information and Communication Technology Cell (ICT)	2
15	Cultural and Dramatic Association	2
16	Discipline Committee	2
17	Environment Awareness Committee	2
18	Equal Opportunity Cell	2
19	Debating Society	2
20	Youth Red Cross Committee	2

21	Ladies' Hostel Advisory Committee	2
22	Assets Maintenance Committee	3
23	Other Committees	At least 2

5. CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

The College has this document on Code of Conduct which includes the Code of ethics to check the malpractice and plagiarism in dissertation and thesis submitted by the teachers. It goes like this:

'While submitting the dissertation and thesis, student needs to submit the certificate that the work is original. Plagiarism is the deliberate act of taking the words, ideas, data, illustrations, or statements of another person or source and presenting them as one's own. Each faculty member is responsible for learning and using proper methods of paraphrasing and footnoting, quotation and other forms of citation to ensure that the original author, speaker, illustrator or source of the material used is clearly acknowledged. Copying of project, dissertations, micro-assignments or practical reports in part or complete, of other student for submission and assessment will be treated as plagiarism. All types of plagiarism are unacceptable. After complaint has been received about major plagiarism and malpractices, it will be handled by Research committee of the College as per university norms.'

Further to monitor and implement these rules the Research Committee is constituted.

DISCIPLINARY ACTION:

Violation or non-observance of the service rules will invite action as per the rules and regulations of State Government, UGC, Governing Body and L.N. College, Jharsuguda.

6. HUMAN VALUES AND PROFESSIONAL ETHICS

HUMAN VALUES

Human values are a set of consistent behaviors and measures that guide human beings in doing what is right and acceptable by the society. They attract dignity, respect and appropriateness among people.

It helps in achieving the following goals:

1. **Self-Direction:** Independent thought and action; choosing, creating, exploring.
2. **Stimulation:** Excitement, novelty, and challenge in life.
3. **Hedonism:** Pleasure and sensuous gratification for oneself.
4. **Achievement:** Personal success through demonstrating competence according to social standards.
5. **Power:** Social status and prestige, control or dominance over people and resources.
6. **Security:** Safety, harmony, and stability of society, of relationships, and of self.
7. **Conformity:** Restraint of actions, inclinations, and impulses likely to upset or harm others and violate social expectations or norms.
8. **Tradition:** Respect, commitment, and acceptance of the customs and ideas that traditional culture or religion provide the self.
9. **Benevolence:** Preserving and enhancing the welfare of those with whom one is in frequent personal contact (the 'in-group').

Professional ethics help a professional, choose what to do when faced with a problem at work that raises a moral issue. One can certainly study what

professionals do when faced with such problems, and confine the enquiry to the description. Our concern here, however, is to assist with making choices – an approach called prescriptive professional ethics.

Laxminarayan College, Jharsuguda is putting its sincere efforts to inculcate and teach the human values and professional ethics to all its members

The human values are listed below.

Types of Values:

The five core human values are: (1) Right conduct (2) Peace (3) Truth, (4) Love and (5) Nonviolence.

RIGHT CONDUCT encompasses the following values such as

SELF-HELP SKILLS: Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance

SOCIAL SKILLS: Good behavior, good manners, good relationships, helpfulness, no wastage and good environment

ETHICAL SKILLS: Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

PEACE encompass 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.

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.

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

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

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

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. 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 selfrespect 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. Accountability & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for them and 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.

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 behaviour, and attitude-behaviour relationships. Positive attitude peoples are most successful in their life. So one should develop such as attitude which provides energy and satisfaction in their day to day life.

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 have stressed the importance of time and valuing time.

