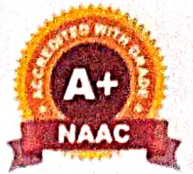


**HAND BOOK ON HUMAN  
VALUES AND  
PROFESSIONAL ETHICS**



# SHRI GNANAMBICA DEGREE COLLEGE

(AUTONOMOUS)  
(Affiliated to S.V. University)



## 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 SGDC, Government of Andhra Pradesh and other capable 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:

SGDC was established in the year 1998. The Institute is Autonomous from the Academic year 2024-25.

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

---

# 3-153-5, Hospital Branch Road, Madanapalli-517325, Chittoor Dist. A.P

Ph:08571- 223199, 222215 Website: [www.shrignanambicacollege.edu.in](http://www.shrignanambicacollege.edu.in)

Email: [gnanambicadegreecollege@gmail.com](mailto:gnanambicadegreecollege@gmail.com)

---

AN ISO 9001 - 2015 CERTIFIED INSTITUTION

The Institution aims to provide quality technical education to students by grooming them for development of professional skills and value based education. The Institution ensures the trust's vision for overall development of students through continual 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 of the Institution:**

To equip the students with the required knowledge and skills, and mould them to become competent professionals, leaders, entrepreneurs and above all good human beings through affordable and quality education.

**Mission of the Institution:**

We strive to produce the graduates with high standards of knowledge and skills, required to make an honorable living and contribute to the socioeconomic development and welfare of the society, so as to be recognized this institution as a “Centre of excellence”.

- ✓ Imbibe knowledge, skills and sensitivity toward the society
- ✓ Provide a conducive and congenial teaching-learning environment
- ✓ Strive to ensure holistic development of the students through curricular, co-curricular and extra-curricular activities

**Objectives**

1. To expand frontiers of academic activity in emergent and thrust areas of U.G. levels while strengthening infrastructural and other essential facilities from time to time.

2. To strive for transforming the institute as a Centre of excellence, to impart quality-survey, practical based, career focused and globally relevant Technical Education and Training.
3. To continuously strive for the excellent performance of the students in University examinations through student-centric, interactive, and Innovative Teaching-Learning Process.
4. To take-up quality improvement, faculty/staff development, and continuing education programs, to ensure improved performance of teaching & Non-teaching staff.
5. To strive vigorously for gainful placement of the pass-outs, by way of organizing personality development, career guidance, counselling, preplacement training programs, and campus interviews, besides making entrepreneurial development initiatives.
6. To provide friendly streamlined, time-bound, result-oriented, office administration through effective and efficient office systems and practices and smart monitoring of the same.

### **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 and judgment of fulfilling individual's need in society. Human values can be assured of a happy and harmonious human society. At SGDC, 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:

- ✓ Right conduct
- ✓ Peace
- ✓ Truth
- ✓ Love
- ✓ Nonviolence
- ✓ Ethics

## **Right Conduct:**

Encompasses the following values such as

- i. Self-Help Skills: Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.
- ii. Social Skills: Good behavior, good manners, good relationships, helpfulness, no wastage and good environment.
- iii. Ethical Skills: Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- iv. Ownership: Ownership of the work.

## **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:

- i. Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.
- ii. 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:**

### **A. 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 entuses 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 up rightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

### **B. 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.

### **C. 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 keen 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.

### **D. 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.

### **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.

#### **A. 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 their occupation they tend to work more resulting in more work satisfaction.

#### **B. 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.



A handwritten signature in black ink, appearing to read "S. Ramesh" or similar, written in a cursive style.

**PRINCIPAL**  
Principal

Shri Gnanambica Degree College  
Madanapalle - 517 325