



SHRI SANGAMESHWAR SHIKSHANA SAMSTHA'S
**SHRI SANGAMESHWAR ARTS, COMMERCE, BCA, BSW &
PG (M.COM. & MSW) COLLEGE, CHADCHAN- 586 205**
(AFFILIATED TO RANI CHANNAMMA UNIVERSITY BELAGAVI)



**HANDBOOK
ON
HUMAN VALUES, PROFESSIONAL ETHICS AND
CODE OF CONDUCT FOR VARIOUS STAKEHOLDERS**

2020-21



1. BACKGROUND

Shri Sangameshwar Arts & Commerce College was established by the Shri Sangameshwar Shikshana Samstha in the year 1973. It established in the year 1951 with the blessings and patronage of H.H. Shri Shri Shri Mallikarjuna Maha Swamiji of Jnana Yogashram, Vijayapura, Shri Sangameshwar Shikshana Samstha, Chadchan has the privilege of providing quality higher education to rural, backward classes and minorities and economically disadvantaged category people of this border area.

The institution is dedicated to offering higher education, which is a noble and ideal vocation. The institution's goal is to provide educational opportunities to all students, regardless of caste, creed, religion, or gender. The institution's mission is to provide decent and standard education to the area's rural and agricultural students. The majority of the disciplines taught in this institution are related to the Arts and Commerce faculties. These subjects instil ideals such as India's cultural heritage, egalitarianism, democracy, secularism, gender equality, environmental protection, social obstacles reduction, and modern commercial enterprise. The institution's goal is to promote peaceful coexistence among society's many segments. It gives impoverished kids access to equal chances.

In a nutshell, the institute's objective is to create a society free of prejudices and complexes that are passed down through the social environment and by fortune of birth. It ensures that all students, regardless of their background, have equal access. The college provides students with the opportunity to pursue an education of their choice. It has resulted in a more healthy, social, and economic environment throughout society.

The growth of education has significantly reduced the gap between male and female genders. The spread of education has revolutionised the entire structure of society. The institution's mission—to provide need-based and high-quality education to all—has been partially realized.

In its educational journey, the institute has reached a number of significant milestones.

1.1. MILESTONES:

- ✦ The institute has completed 48 glorious years of its inception and Silver jubilee marks a 25th anniversary in the year 1997.
- ✦ The institute offers 6 courses at U.G. and P.G. level.
- ✦ NAAC Re-accredited with “B” Grade in 3rd Cycle with 2.83 CGPA.
- ✦ A strong, disciplined faculty team in which out of eleven permanent faculty members, six are Ph.D. and two are pursuing Ph.D.
- ✦ Faculty members present their work in state, national, and international seminars and conferences on a regular basis.
- ✦ The institute's academia examination results are either greater or equal to the university's results.
- ✦ Assignments, seminars, quizzes, and projects, among other things, provide opportunities for interactive learning.
- ✦ To promote environmental awareness in and around the campus, the college organised several activities such as No Plastic Zone, Solar Panel Installation, Cleanliness Drive, Tree Plantation Week Celebration, and so on.
- ✦ A well functioning IQAC.
- ✦ Infrastructure that is well-planned and organised for a healthy environment.
- ✦ A well-equipped library with a solid choice of standard books and journals, as well as reading space for up to 50 students at a time.
- ✦ Assist students in availing financial scholarships from Government and non Government agencies.
- ✦ Guide students for competitive examinations, placement and career counselling.
- ✦ Cultural activities, sports activities, and celebrations are all part of the students' overall growth.
- ✦ As part of a continuous process of self-evaluation and quality improvement, we applied for the Center for Excellence accreditation.

2. HUMAN VALUES, PROFESSIONAL ETHICS AND CODE OF CONDUCT

The Constitution of India has placed 'education' as the fundamental right of every citizen of the country. Higher education, the pillar of career and leadership building, plays a vital role in the social and economic development of a society and the nation. Great role and responsibility is entrusted to the Higher Education Institutions (HEIs) in building strong leadership and well-knit society through excellence in academics, ethical curricula and community engagement. The purpose of education in general and higher education in particular is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers, and learners, conscious of human values and professional ethics. Therefore, HEIs are required to create high quality practices and an environment that is supported with human values and professional ethics to ensure their dignity and integrity. Physical-psychological knowledge and financial infrastructure of HEI needs to grow with values and ethical practices. Handbook of 'Code of Ethics' describes the principles and guidelines to be followed by all the stakeholders of the HEI.

2.1. 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:

2.1.1. 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.

2.2.2. 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.

2.2.3. 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.

2.2.4. 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.

2.2.5. 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 values.

2.2.6. Renunciation: Renunciation connotes caring attitude towards all living beings without any selfish motives. It is seen in austerity, self-control, and selflessness of a person.

2.2.7. 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 caste, creed, race, region and religion.

2.2.8. 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.

2.2.9. Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc.

Values are to be learned through practices to form the foundation of strong human culture. Hence, the administrators and teachers in HEIs need to bear in mind that their peers and learners learn values from their conduct and behaviour. Institutions having better human values flourish and get recognition.

Shri Sangameshwar Arts & Commerce College (SSAC) has attained the status of a premier HEI of North Karnataka by following the above-mentioned human values. The core values followed by SSAC are mentioned below:

- ✚ Quality Education and Research
- ✚ Striving for Excellence
- ✚ Strong Professional Ethics
- ✚ Student Centric Academic Environment
- ✚ Social Well-being and Development
- ✚ Respect for All

3. 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 organizations necessarily include in their code of conduct:

3.1. Integrity: Adhering to conduct of duties in righteous manner and in accordance with principles of honesty, trust, transparency and fairness.

3.2. Trusteeship: Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution.

3.3. Harmony: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

3.4. Accountability: Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.

3.5. 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.

3.6. 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.

3.7. Respectfulness: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.

3.8. Belongingness: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.

3.9. Sustainability: Ensuring optimal resource utilization — economic, environmental and social — to achieve long lasting and safe future.

4. VISION

- Transforming the rural life through higher education of high quality

5. MISSION

- To impart excellent education in arts, commerce, computer applications and social work to the utmost satisfaction of the students and stake holders.
- To provide dedicated, committed services to economically challenged rural students through effective teaching.
- To develop academic excellence and character building.
- To empower students to learn with sharing, enhance team work, leadership qualities and provide extension services to self and the society.

6. OBJECTIVES

- To give quality education for one and all.
- To bring about economic and social equality through effective higher education.
- To emphasize physical, mental and spiritual development of youth.
- To bring out graduates of excellence, character oriented professionals and entrepreneurs.
- To contribute our mite to the massive education and to groom the students to evolve into responsible citizens.
- To secure for our students a future with assured job prospects and success in their professional career and enable them to develop life skills.
- Orient students to know their social responsibilities through co-curricular and extra-curricular activities such as NCC, NSS & Red Cross cell etc.
- Pursue an academic calendar with regular workshops, lectures and seminars.
- To inculcate and nourish values and ethos to promote equality, unity and respectour nation.

7. CODE OF CONDUCT FOR PRINCIPAL

- Should formulate plans and policies to achieve institutional objectives
- Should form various committees for smooth functioning of college work.
- Should conduct meetings as and when required to monitor, manage and for Administration of the institution.
- Should motivate teachers to enhance their knowledge and skills through Various development activities.
- Should abide by the rules and regulation of the Sangha.
- Should interact with all the stakeholders of the institution.

8. CODE OF CONDUCT FOR TEACHERS

Code of conduct has many purposes and it acts as a guiding compass to teachers and motivates them to uphold honor and dignity of teaching profession.

- Should strive `hard to uphold the reputation and dignity of teaching profession.
- Should be fair, caring and committed in the best interest of the students.
- Should promote all round development of students.
- Should acknowledge and respect the uniqueness, individuality, diversity and specific needs of students and should link them for promoting their holistic development.
- Should struggle in creating a spirit of self-help, sacrifice, patriotism, equality, liberty, fraternity and co-operation.
- Should promote a spirit of tolerance and mutual trust.
- Should try to evolve new methodologies for teaching, learning and evaluation.
- Should actively involve and motivate students to participate in co-curricular activities
- Should be fair, just impartial while caring out evaluation.
- Should work within the framework of relevant legislation and regulations of the college and university. Further they should not approach the court by passing the college and Shri Sangameshwar Shikshana Samsta's authorities.
- Should interact with all the stakeholders of the institution.
- Have to work strictly in accordance with the policies, procedures and guidelines of the state and central government and the policies of the college and university.
- Should not access/ download the irrelevant materials/information from the Internet/ Wi-Fi facility granted to them by the institution.

- Should not engage in private tuitions or in any other activities that prevents him/her in executing responsibilities.
- Should not share any information issue in social media which is against the interest of institution\staff.

9. CODE OF CONDUCT FOR NON-TEACHING STAFF

- Should make use of office timings productively and efficiently.
- Should work with utmost co-operation while discharging their duties.
- Should maintain confidentiality in office matters.
- Should update their knowledge and skills in their field.
- Should inform well in advance about their non availability to the office.
- Should be accessible to the students during office hours.
- Should behave decently and in dignified manner with faculty and the students.
- Should adhere to the rules and regulations of the institution.
- Should maintain honesty, fairness and integrity in the administration process.

10. CODE OF CONDUCT FOR STUDENTS

- Every student must carry his/her identity card while being present on the college premises
- Every student is expected to maintain cleanliness within the classroom, laboratories and the campus in general
- Every student will remain answerable to the college authority for his/her activity and conduct on the college premises
- Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
- Chewing Paan, Paan Masala, Gutka or any other tobacco product, smoking or consumption of any other intoxicating products is strictly prohibited Playing cards, spitting and loitering are strictly prohibited inside the college and hostel campus and shall invite severe punishment /disciplinary action.
- Use of phones is strictly prohibited during class hours
- Theft of/or damage to the property of the college, a member of the college community ,or other personal or public property ,on or off campus will be considered as punishable act
- During leisure hours ,students are advised to use the library as maximum as possible
- Students should handle the college property with care damage to the furniture or any other property may lead to penalty or suspension from the college

- Indulging, in anti institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus or hostel are strongly prohibited-as well as punishable.
- Without the permission of the principal, students are not allowed to circulate any printed materials within the college.
- Latecomers will not be entered in the classrooms.
- A student should maintain at least 75% attendance in the lecture of every subject and 100% overall performance Otherwise ,he or she will be debarred from the university examination.

11. FACILITIES OFFERED BY THE INSTITUTION FOR THE STUDENTS

Apart from the essential facilities the college offers the following facilities to the students for their all round development.

- Gymkhana section provides opportunities to the students to witness to famous artists, literary personalities, educationalists, successful entrepreneurs and sports persons.
- Sports students are exempted from the tuition fees.
- The participants at university, State level and national level sports are given free hostel facilities.
- The college bears the expenses of the students who represent the college in Inter-collegiate, Zonal, Inter-zonal and state level activities by paying them TA & DA.
- Special care is taken of the students belonging to disadvantaged sections.
- Financial support is provided by the teachers to economically backward students.
- Top scorers of each class are given fee concession (One boy & One girl from each class)
- The college alumni extend their helping hands by contributing in monetary and non monetary forms.
- The library offers extra books to Divyangnan students.
- The library offers Best Library User Award to two students (One boy & One girl).
- Cash prizes and Endowment prizes are given to meritorious students.



Principal

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