



Brochure/Manual of Human Values & Professional Ethics

The college of Social Work, Kamptee was established in 1995, under parent institute Lord Buddha Sariputra Dnyanprasarak Shikshan Sanstha, Chandrapur. The college comes in the existence under the patronage of Honorable President Dr. Puranchandra Meshram, who had a dream of giving education to the weaker sections students of distant rural places. He has only vision which is spread of education for social change. Since then, the college is dedicated to prepare Professional Social Workers from the weaker sections of society and catering the needs of interior rural areas around Kamptee, Kanhan, Parseoni, Ramtek, Mouda.

Vision: "Education for Social Change"

Mission:

- To produce highly skilled and quality of professional social workers.
- To offer large number of opportunities for teaching-learning through theory, practicum, and research and field action projects.

Objective:

To initiate professional social work education in grass root level.

- To provide helping hands for empowering society indifferent spheres of life.
- To generate employment/self employment opportunities for the students by imparting educational training in various jobs or build fields of social work at graduate and post-graduate level.

Core Values

As an institution of higher education we have the responsibility towards different stakeholders like students, teachers, parents, employers and the neighborhood community. We on our college have been practicing the certain values sourced out of our institutional vision and mission. These we consider as our core values:



- Honesty & Integrity
- Belief in Individual Dignity
- Commitment
- Excellence
- Accountability
- Diversity

Human Values & Professional Ethics

A human value is defined as 'A principle that promotes well being or prevents harm'. The various factors responsible for evolving human values are our religious Leaders, Gurus and Saviors' teachings and practices, need and judgment of fulfilling individuals need in the society. Human values can be assured of a happy and harmonious human society. At College of Social Work, Kamptee, Dist. Nagpur, we cultivate and inculcate these values among the student and the staff through teaching, co-curricular and extracurricular activities. We as an academic institution believed that along with knowledge, wisdom is essential for sound growth of the society. In this regards, inculcation of human values among the budding citizens of the nation is very important. Hence we are very much concerned to observe the following human values.

Human Value

The core human values are:

1. Right conduct, 2. Peace, 3. Truth, 4. Love, 5. Co-operation, 6. Honesty, 7. Trust, 8. Non-violence and 9. Wisdom

1. Right Conduct:

It encompasses the following values-

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: Good conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and sense of responsibility.

2. Peace:

It encompasses the following values-

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, acceptance, control, self-esteem, tolerance, and understanding.

3. Truth:

It encompasses the following values-

Accuracy, curiosity, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, synthesis, truthfulness, and determination.

4. Love:

It encompasses the following values-

"Love conquers all" says Geoffrey Chaucer. It has immense value. Acceptance, affection, care, compassion, consideration, dedication, devotion, forgiveness, friendship, generosity, gentleness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, tolerance and trust are the segments of love.



5. Co-operation:

Co-operation is the process of working together to the same end. It is undeniably one of the most vital assets one can have when working through a problem. Having the opinion and voice of another person will not only draw out a discussion of the topic, but also lead to a well rounded solution. Co-operation has been in its high importance and held high in regard.

6. Honesty:

Honesty in the realm of human values is extremely important. The idea of staying true to oneself can often feel intimidating and impossible, but what most people fail to realize is that it is not the act of simply telling the truth that makes someone honest rather the quality of person who is being honest. An honest man is often straight forward, upright, sincere and fair.

7. Trust:

Trust can be interpreted in many ways. But ultimately it comes down to reliability and truth. Without trust, the world simply would not function. We create documents, money and bullet proof glass because we have lost faith which is why the most important human values. Learn to trust and be trusted, is not an easy task, but it's important is beyond measure. In short, one cannot serve in a world without trust.

8. Non -Violence

It encompasses the following values-

- a) Psychological: Benevolence, compassion, concern for others, consideration, forgiveness, morality, loyalty and happiness.



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

9. Wisdom:

Wisdom is the most important human value in many ways. Its value is very important while living the lives. Wisdom is often confused with the words like knowledge and intelligence. But wisdom is defined as the quality of having experience and good judgment. Wisdom becomes necessary when society gets cramp with knowledge. In the explosion of knowledge based society, wisdom becomes the necessity.

Professional Values

The core professional values are:

1. Integrity 2. Loyalty 3. Passion 4. Commitment 5. Valuing Time 6. Attitude 7. Credibility & Responsibility

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. 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 inter personal and only other human beings can be the object of loyalty.

3. 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.

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. 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

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proverbs, "Time and tide wait for nobody and "Procrasti nation is the thief of time". Time management is the key to increase effectiveness, efficiency or productivity.

6. 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.

7. 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.

Professional Ethics

Code of Conduct for Student

1. Students are required to wear I – Card inside the college from entry to exit as well as in field work, Observation visit, Village Camp, Study Tour and other outdoor program.
2. Students are expected to observe a decent dress in college hours.
3. Use of Mobile phones in not allowed in Class room as well as in Library.



4. Student must reach their lecture halls five minutes before the scheduled time.
5. Students are allowed to avail the facility of Library and Internet during the scheduled times only.
6. Student should keep themselves informed the latest updates on the Notice Board.
7. Edibles/soft drinks are not allowed during the teaching hours in class rooms.
8. Students are expected to maintain high standard of decorum and avoid filthy language and conflicts.
9. Ex-students/outsideers are advised to seek prior permission before entering in the campus
10. Avoid misuse of dusters, markers pen and whiteboard.
11. Care must be taken while using institute's property e.g., Furniture, fixtures, computer and other equipment.
12. Avoid writing indecent remarks neither on the white board, walls and any other fixtures.
13. 75% Attendance is compulsory for appearing in the examination.

I. Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which has already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be clam, patient and communicate by temperament and amiable in disposition.



Teachers should:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminar, conferences etc. towards the contribution of knowledge;
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision invigilation and evaluation; and
- 8) Participate in extension, co-curricular and extra-curricular activities including community service.

II. Teachers and the students

Teachers should:

- 1) Respect the right and dignity of the student in expressing his/her opinion;
- 2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;



- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) Pay attention to only the attainment of the student in the assessment of merit;
- 8) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9) Aid students to develop an understanding of our national heritage and national goals; and
- 10) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- 4) Refrain from allowing considerations of caste, creed religion, race or sex in their professional endeavour.



IV. Teachers and Authorities

Teachers should:

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their won institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 6) Should adhere to the conditions of contract;
- 7) Give and expect due notice before a change of position is made; and
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-teaching staff

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and



- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- 1) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life;
- 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Code of conduct for the Principal

- 1) The Principal shall be the Executive and Academic head of the College.
- 2) He shall participate in the teaching work of the College.



3) Subject to the general control of the Governing Body, the Principal shall be responsible for –

a) the admission of students and discipline of the College;

b) receipts, expenditure and maintenance of accounts;

c) Management of the College Library;

d) Correspondence of the College; and

e) Generally the administration of the college as an institution admitted to privileges of the University

4) A disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any Body or Authority.

5) Any other duties and responsibilities mentioned for the standard code 1984.

6) The Principal shall retire on attaining the age of sixty.

Code of conduct for the Foundation Society and College Governing Body

Lord Budhha Sariputra Dhyan Prasharak Shikshan Sanstha, Brahmpuri, Dist. Chandrapur is a foundation society which is

1) A Society which is registered or incorporated under any law for registration of statutory incorporation and which maintains a College admitted or seeking admission to the privileges of the University shall be called the "Foundation Society".

2) The Foundation Society shall be responsible for the proper maintenance of the College and for providing the necessary funds for maintaining the college upto the standard required by the University.



3) The Foundation Society shall carry out all lawful directions of the University made in accordance with the Act, Statutes, Ordinance and Regulations for the time being in force.

4) The Foundation society shall carry out the Ordinance No. 24 "College Code" for the management of the College of Social Work, Kamptee, Dist. Nagpur.

Constitution of the Governing Body of the College

1) The College shall be constituted Governing body for the Management College of Social Work, Kamptee, Dist. Nagpur as per provision u/s 8 and 9 of the University Ordinance 24 which is called as 'College Code'.

Functions of Governing Body

The Governing Body of the college shall be responsible for the management of the college and in particular for the following:

- a) Management and regulation of the Financial Accounts and Investments.
- b) Preparation of the Budget and Financial Statement.
- c) Institution of teaching and other post.
- d) Appointment of Teacher and other servants of the college.
- e) Making rules constitute with the provision of the University Act, Statutes and Ordinance with require to
 - (i) Laying down the procedure to be observed at its meeting;
 - (ii) Prescribing the manner in which its decision shall be given effect to;
 - (iii) the management of the college.
- f) Any other functions as mentioned in the Ordinance 24.

Principal
College of Social Work,
Kamptee, Dist. Nagpur.