



**Shahada Taluka Educational Society & Co-operative Educational Society Ltd.,  
Science Senior College, Shahada Dist: Nandurbar**

## **HANDBOOK ON HUMAN VALUES & PROFESSIONAL ETHICS**

**Year**

**2018-2019**

**Dr. Shaligram D. Patil**  
(M.A, M.Ed, Ph.D, SET)  
**Principal**

**Website:** stcsciencecollege.com  
**Email:** stcopscience@gmail.com  
**Ph. No.:** (02565)223122

# **INDEX**

1. Introduction
2. About the institution
3. Vision
4. Mission
5. Core values
6. Objectives
7. Human values
8. Types of values
9. Right conduct
10. Peace
11. Truth
12. Love
13. Non violence
14. Ethics
15. Professional values
16. Integrity
17. Credibility and responsibility
18. Loyalty
19. Commitment
20. Attitude
21. Valuing time
22. Passion
23. Identifying ones role in larger picture

## **HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS**

### **Introduction:**

A code of conduct is a set of rules that outlines the rules, responsibilities and practices for an individual and committees for the smooth conduct of affairs in an organization. It's expected that staff members strictly adhere to the specified rules and regulation spelled out in this document failing which the action shall be taken as per the procedure laid down by KBC North Maharashtra University (KBCNMU) and the competent authorities responsible for it. The college development committee (CDC) reserves the right to change/modify the rules and regulation and apply their discretion in specific cases as per the necessity. The rules and regulations included in this handbook are applicable to:

1. Students
2. Principal
3. Teaching staff, official staff, supporting staff and
4. Governing committees

As we are associated with the education faculty, our code of conduct has pivotal importance in a student's overall development and his moulding.

### **About the institution:**

The verbatim of Albert Einstein 'Education is not the learning of facts, but the remaining of the mind to think' is very much applicable to the school of thoughts which S.T.Co-op Education Society's Ltd Science Sr. College, Shahada is all about. Late Shri Dr. Vishram Kaka a great visionary enthused his associates for impeccable, excellent and dominant creation of educational institutions to impart quality education to the rural youth. S.T.Co-op Education Society's Ltd Science Sr. College, Shahada, a self- financed institution established in 2001 with a view to provide science education where talents are groomed, skills are nurtured, competencies are developed and the architects of tomorrow are built. The institute is originally affiliated to North Maharashtra University which is recently renamed as "Kaviyatri Bahinabai Chaudhari North Maharashtra University", Jalgaon. Institute is duly approved by the North Maharashtra University. The institute is a venture of S.T.Co-op Education Society's which is duly registered under Indian Society Act 1850 and Bombay Public Trust Act 1960. The institute has been duly

awarded a linguistic minority status by the government of Maharashtra. The institute has the privilege of being the most modern technical institute imparting professional education in the region and stands for the quality education that moves towards perfection. The institution mission is to provide skilled and motivated manpower catering to the growing industrial needs and also to train students on cutting edge technologies so that they become industry ready just after passing out.

VISION AND MISSION OF THIS COURSE IS FOLLOWS -

**Vision:**

Vision is to achieve excellent standards of quality education by keeping pace with rapidly changing technology to create technical manpower of global standards with capabilities of accepting new challenges.

**Mission:**

Our efforts will be dedicated to impart quality and value based education to raise satisfaction level of all stake holders. Our strength will be directed to create competent engineers and our endeavor will be to provide all possible support to promote research and development activities.

**Core Values:**

1. Integrity and dignity
2. Quest for excellence
3. Fostering the students
4. Inculcating a value system among students
5. Promoting the use of technology
6. Transparency
7. Faculty empowerment

**Objectives:**

1. To understand moral values that guides a profession and to address moral issues in a profession.

2. Justification moral judgment concerning a profession.
3. To nurture a set of beliefs, attitudes and habits that engineers are expected to display concerning morality.
4. To introduce awareness on human values and professional ethics
5. To inculcate moral values and social responsibility.
6. To follow the fundamental duties enshrined in constitution of india.

### **Human Values:**

Human value is defined as a “principal that promotes well-being or prevents harm. The different sources responsible for evolving human values are religious leaders, gurus/saviors, teaching and practices, the need and judgment of fulfilling an individual’s need in the society. Human values can assure a happy and harmonious human society. At S.T.Co-op Education Society’s, Shahada, we cultivate and inculcate these students and staff trough teaching and conducting various activities. The human values are as listed below:

### **Types of values:**

The Sir core human value are:

1. Right conduct
2. Peace
3. Truth
4. Love
5. Non violence
6. Discipline

### **Right conduct:**

Contains the values such as:

- a) Self-help skills: caring of passions, diet, hygiene, modesty, posture, self-reliance and tidy appearance.
- b) Social skills: good behavior, good manners, good relationships, helpfulness, zero wastage and good environment.

- c) Ethical skills: code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.
- d) Ownership: Ownership of a work.

**Peace:**

Contains the 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:**

Contains the 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:**

Contains the 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:**

Contains the values such as:

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

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

**Ethics:**

Ethics is a word that refers to morals, values and beliefs of the individuals, family or the society. The study on ethics helps to understand the peoples 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 of existing situations, form judgment and resolve issues. In addition, ethics tells us how to live, respond to issues, perform our duties, rights, responsibilities and obligations.

**Professional Values:**

**Integrity:**

Integrity is defined as the unity of thought, word and deed(honesty) and open mindedness. It include a capacity to communicate the factual information so that others can make well-informed decisions. It yields a person's peace of mind, and hence adds strength and consistency in character, decisions and actions. This paves way to an individuals success. It is one of the self-direction virtues. It encourage people not only to do a job well but to achieve excellence in performance. It makes them to own the responsibility and earn self-respect and recognition by doing the assigned job. Integrity is the quality of being honest and having strong moral principals; moral uprightness. It is usually a personal choice to uphold oneself to consistently moral and ethical standards.

**Credibility and responsibility:**

It is the obligation of an individual or organization to be accountable for its activities, accept responsibility for the need to disclose results in transparent manner. It also includes the responsibility required for money and entrusted property.

**Loyalty:**

It 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 human being can be loyal.

**Commitment:**

Commitment means alignment to goals and adhering principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in the ethical means one follows, with the fervent attitude and hope that one will achieve the stated goals, is commitment. It is a driving force to gather success. This is a basic requirement for any profession. The commitment from 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.

**Attitude:**

It is psychological construct, a mental and emotional entity that inheres in, or characterizes a person as he is. Its complex and is acquired through experience. 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. People with a positive attitude 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 resources and waits for none. Hence once it's spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource. Thus 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 it. Time management is the key to effectively increase effectiveness, efficiency or productivity.

**Passion:**

Passion is a feeling of high enthusiasm towards or persuasive desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation he tends to work more resulting in increased work satisfaction.

**Identifying one's role in larger picture:**

Cultivating the skill of big picture thinking is very important. When one maintains big picture it allows him to lead, keeps him on targets, promotes teamwork, gain insight from different people and makes him ready for the change.

S. T. Co-op. Edu. Society's Ltd.  
(Affl. North Maharashtra University Jalgaon)  
**Science Sr. College, Shahada Dist Nandurbar**  
*NAAC Accredited, Grade-B (CGPA 2.47)*

Dr. Shaligram D. Patil  
(M.A., M.B.E. SET., P.D.)  
Principal



Shri. Motilal F. Patil (M.Sc. Agri.)  
Chairman

Website: -www.stcedu.org

College Phone  
02565-223122, 223532

E-Mail stcoopscecollageshd@gmail.com

Outward-IQAC/406(A) 12018-19

Date:- 25-06-2018

### Appointment Letter

Subject: Appointment as lecturer of course on Human values and Professional Ethics

Respected sir/Madam,

With reference of above mention subject following teachers are appointed as lecturer of course on Human values and Professional Ethics of academic year 2018-2019.

I hope you will accept the same post and do the needful,  
Thanking you!

Sr.No.	Name Of Teacher
1.	Asst. Prof. Sachin P. Patil,
2.	Dr.Sandeep A.Marathe
3.	Asst. Prof. Sonali M. Patil
4.	Asst. Prof.Asha R. Patil
5.	Asst. Prof. Irfankhan R.Pathan



Principal

**PRINCIPAL**  
S.T.Co.op.Edu.Society's Ltd.  
Science Sr College  
Shahada,Dist.Nandurbar

S. T. Co-op. Edu. Society's Ltd.  
(Affl. North Maharashtra University Jalgaon)  
**Science Sr. College, Shahada Dist Nandurbar**  
*NAAC Accredited, Grade-B (CGPA 2.47)*

Dr. Shaligram D. Patil  
(M.A., M.Ed. SET, PhD)  
Principal



College Phone

Shri. Motilal F. Patil (M.Sc. Agri.)  
Chairman

Website: -www.stcoedu.org

E-Mail: stcoopsiencecollegeshd@gmail.com

02565-223122, 223532

outward No.- FBAC/409/2018-19

Date:- 03-11-2018

**Notice**

All the students of F.Y.Bsc are here by inform that the Course on "Human values and Professional Ethics" will be start by S.T.Co.Op Education Society's Ltd.science Senior College Shahada, in academic year 2018-2019. This course will provide brief information about Human values and Professional Ethics. Students who want to join this course can contact to Asst. Prof. Sachin P. Patil.

Thank You!

**Details Of Course:-**

**Name of course:-**"Human values and Professional Ethics"

**Venue :-** S.T.Co.Op Education Society's Ltd.science Senior College Shahada,



  
Principal

**PRINCIPAL**  
S.T.Co.op Edu Society's Ltd.  
Science Sr. College  
Shahada,Dist,Nandurbar

**S.T.Co-Op. Education Society's Ltd. Science Senior College, Shahada  
Year 2018-19**

**Course On  
Human values and Professional Ethics  
SYLLABUS**

<b>Theory</b>	<b>Lectures</b>
1. Introduction	1
2. About the institution	1
3. Vision	1
4. Mission	1
5. Core values	1
6. Objectives	1
7. Human values	1
8. Types of values	2
9. Right conduct	1
10. Peace	1
11. Truth	2
12. Love	1
13. Non violence	2
14. Ethics	1
15. Professional values	2
16. Integrity	1
17. Credibility and responsibility	2
18. Loyalty	2
19. Commitment	1
20. Attitude	1
21. Valuing time	2
22. Passion	1
23. Identifying ones role in larger picture	1
Total Lectures	30



*PJn*

**PRINCIPAL**  
S.T.Co.op.Edu.Society's Ltd.  
Science Sr.College  
Shahada,Dist.Nandurbar