

**KARNATAK
ARTS
and
COMMERCE
COLLEGE, DHARWAD**

HANDBOOK

**Human Values
&
Professional
Ethics**

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1. Introduction

Education is a fundamental right of every citizen of this country. Education, particularly, higher education plays an instrumental role in the social and economic progress of any society and nation. Higher education deals with the tertiary level of education - Undergraduate colleges, Post-graduate College. The objectives of higher education are as follows - Wisdom and knowledge, preserving the social order, love for higher values in life, training for leadership. Hence, 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 stakeholders of Higher Education Institutions – administrators, teachers, students must have conscious of human values and professional ethics. To put it differently, higher educational institutions must foster in the teachers and students and through them in society generally the attitudes and values needed for developing the good life and good nation. Hence, Higher Education Institutions must create high quality practices and an environment that supports the human values and professional ethics. Handbook of ‘Code of Ethics’ sheds light on the principles and guidelines to be followed by all the stakeholders of the HEI.

2. Human Values

Human values are closely related with human life. No human life is possible without values. Human values are those universal concepts, drivers of action which are found in all cultures, all societies, and all times and in all places where human beings eke out their lives. Human values are a set of consistent behaviours and measures that guide human beings in doing what is right and acceptable by the society. They attract dignity, respect and appropriateness among people.

The five human values, which can be found in all cultures, all societies and in all religions are Truth, Right Conduct, Love, Peace, non-Violence. These values are eternal essences which elevate human life to its highest capacity.

The principal human values are discussed in brief as follow:

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. 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.

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

3. Basic Human Rights List -Universal Declaration of Human Rights

List of 30 basic human rights

Human rights are moral principles or norms that describe certain standards of human behaviour, and are regularly protected as legal rights in municipal and international law. Everyone born in this world have human rights that must be protected by the law. According to United Nations, there are 30 basic human rights that recognized around the world. So what are the 30 human rights according to Universal Declaration of Human Rights by United Nations?

Basic human rights recognized around the world declared by United Nations through Universal Declaration of Human Rights. These declaration held by United Nations General Assembly at the Palais de Chaillot in Paris, France on 10 December 1948. Of the then 58 members of the United Nations, 48 voted in favour, none against, eight abstained, and two did not vote.

This declaration consists of 30 articles affirming an individual's rights. Those 30 articles currently known as 30 universal declaration of human rights or 30 basic human rights, including rights to life, rights to education, rights to organize and rights to treated fair among others things. The 30 universal human rights also cover up freedom of opinion, expression, thought and religion.

30 Basic Human Rights List

What is the 30 basic human rights list? Here are full list of 30 human rights according to Universal Declaration of Human Rights (UDHR) by United Nations, signed in Paris on 10 December 1948.

1. All human beings are free and equal

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

2. No discrimination

Everyone is entitled to all the rights and freedoms, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs.

3. Right to life

Everyone has the right to life, liberty and security of person.

4. No slavery

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

5. No torture and inhuman treatment

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

6. Same right to use law

Everyone has the right to recognition everywhere as a person before the law.

7. Equal before the law

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation and against any incitement to such discrimination.

8. Right to treated fair by court

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

9. No unfair detainment

No one shall be subjected to arbitrary arrest, detention or exile.

10. Right to trial

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

11. Innocent until proved guilty

Everyone charged with a penal offense has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defense. No one shall be held guilty of any penal offense on account of any act or omission which did not constitute a penal offense, under national or international law, at the time when it was committed.

12. Right to privacy

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

13. Freedom to movement and residence

Everyone has the right to freedom of movement and residence within the borders of each state. Everyone has the right to leave any country, including his own, and to return to his country.

14. Right to asylum

Everyone has the right to seek and to enjoy in other countries asylum from persecution. This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

15. Right to nationality

Everyone has the right to a nationality. No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

16. Rights to marry and have family

Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution. Marriage shall be entered into only with the free and full consent of the intending spouses. The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

17. Right to own things

Everyone has the right to own property alone as well as in association with others. No one shall be arbitrarily deprived of his property.

18. Freedom of thought and religion

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

19. Freedom of opinion and expression

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

20. Right to assemble

Everyone has the right to freedom of peaceful assembly and association. No one may be compelled to belong to an association.

21. Right to democracy

Everyone has the right to take part in the government of his country, directly or through freely chosen representatives. Everyone has the right of equal access to public service in his country.

22. Right to social security

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

23. Right to work

Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment. Everyone, without any discrimination, has the right to equal pay for equal work. Everyone has the right to form and to join trade unions for the protection of his interests.

24. Right to rest and holiday

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

25. Right of social service

Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control. Motherhood and childhood are entitled to special care and assistance. All children shall enjoy the same social protection.

26. Right to education

Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.

27. Right of cultural and art

Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

28. Freedom around the world

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

29. Subject to law

Everyone has duties to the community in which alone the free and full development of his personality is possible. In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.

30. Human rights can't be taken away

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

So those are all Universal Declaration of Human Rights list by United Nations General Assembly. All universal human rights list above commonly known as 30 basic human rights that must be respected and protected by the law.

4: Professional Ethics

Professional ethics is concerned with the standards and moral conduct that govern the profession and its members. More specifically, professional ethics examines issues, problems, and the social responsibility of the profession itself and individual practitioners. Professional ethics assesses the moral dimension of human activity in the classic occupations. To put it differently, Professional ethics are standards set by professional organizations for the behaviour and values of people working within a specific field. Codes of professional ethics are established in order to provide guidance to professionals. Codes of professional ethics help the stakeholders of an organization about the desirable and undesirable acts related to the profession.

4.1 Code of Conduct for Teachers

Each and every professional community with the passage of time evolves professional code of conduct. It has many purposes and it acts as a guiding compass to teachers and motivates them to uphold, honour and dignity of teaching profession. The Karnatak Arts College has evolved a code of conduct for its teaching fraternity which is as follow:

- ≡ Teacher should strive hard to uphold the reputation and standing of the teaching profession.
- ≡ Teachers should be fair, caring and committed in the best interest of the students entrusted to their care.
- ≡ The teacher should instil a scientific and democratic outlook among her/his students, making them community oriented, patriotic and broad minded.
- ≡ Teachers should acknowledge and respect the uniqueness, individuality, diversity and specific needs of students and should think of promoting their holistic development.
- ≡ Teachers should struggle in creating a spirit of self-help, sacrifice, patriotism, equality, liberty, fraternity and co-operation among the students.
- ≡ Teachers should seek to develop positive and harmonious relationship with colleagues, university authorities, students, parents and all the stakeholders.
- ≡ Teachers should promote a spirit of tolerance and mutual trust among the students.
- ≡ The teacher shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- ≡ Teachers should work within the framework of relevant legislation and regulations of the university. Further they should not approach the court of law bypassing the immediate university authorities.
- ≡ Teachers should not access/download the inappropriate materials from the internet / Wi-Fi facility granted to them by the institution.
- ≡ Teachers should promote all round development of students.
- ≡ Teachers should try to evolve a new methodology appropriate for teaching, learning and evaluation.
- ≡ Teachers should be fair, just, and impartial while carrying out evaluation.
- ≡ Teachers should not engage in private tuitions or in any other activities that prevents him/her in executing duties to the college.

4.2: Code of Conduct for Students

- ≡ Students should be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the teacher.
- ≡ Use of Mobile Phones during class hours is prohibited and is liable for punishment.
- ≡ Students should carefully follow the notices put up on the Notice Board/the Website
- ≡ Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- ≡ Students should abide by Acts/Statutes/Ordinances, rules, policies, procedures of the University and respect its ideals, vision, mission, cultural practices and the traditions.
- ≡ Students should remain punctual, disciplined and regular in attending class lectures, tutorials and research.
- ≡ The right to access Girl's Common Room is reserved to girls.
- ≡ Students should behave with dignity and courtesy with teachers, staff and fellow students.
- ≡ Students should maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
- ≡ Students should contribute towards cleanliness of the campus and its surroundings.
- ≡ Students should help teachers in maintaining learning environment conducive for all students.

- ≡ Students should strive to keep campus ragging free.
- ≡ Students should be sensitive to gender issues.

4.3: Code of Conduct for Administrative Staff

- ≡ Administrative Staff should carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- ≡ Administrative staff should be well versed in e- administration.
- ≡ Administrative staff should not involve in unethical practices.
- ≡ Administrative staff should not engage directly or indirectly in any trade or business.
- ≡ Administrative staff should act timely to readdress the genuine grievances.
- ≡ Administrative staff should maintain confidentiality of the records and other sensitive matters.
- ≡ Administrative staff should refrain from any form of discrimination. Administrative staff should make every effort to complete the assigned work in a time-bound manner.

4.4 : Code of Conduct for Support Staff

- ≡ Support Staff should make use of office timings productively and efficiently.
- ≡ Support Staff should work with utmost co-operation while dispensing their duties.
- ≡ Support Staff should maintain confidentiality in office matters.
- ≡ Support Staff should inform well in advance about their non-availability to the office.
- ≡ Support Staff Should show enthusiasm in the work assigned to them.
- ≡ Support Staff should be accessible to the students during office hours.
- ≡ Support Staff should behave decently and dignified manner with staff and the students.