



# **SDHR**

## **Degree and PG College**

**The institution has  
set aside funds for modernising  
its IT infrastructure and has an IT policy  
encompassing Wi-Fi, cyber security, etc.**

**#2-148, AIR By Pass Road, New Balaji Colony, TIRUPATI - 517 501**



# **SDHR Degree and PG College**

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

A code of conduct is a set of guidelines that establishes standards, accountability, and procedures for both individuals and committees to ensure proper conduct in organisations. Employees must strictly adhere to the rules and regulations outlined in this document; otherwise, SDHR Degree and PG College, the Government of Andhra Pradesh, and other appropriate authorities may take appropriate action. In some circumstances, the Local Management Committee may exercise its discretion and change or modify the rules and regulations. The guidelines in this handbook apply to all parties, including the principal, the teaching staff, the non-teaching staff, and the governing committees. Because we are affiliated with the education faculty, the growth of a student is greatly impacted by our code of conduct.

### About the institution

SDHR Degree and PG College was established in 2006 and it is one of the most preferred institutions in Chittoor district of Andhra Pradesh. The institute is affiliated to Sri Venkateswara University, Tirupati. The primary aim of the institution is to enhance education for professional excellence and sustainability through collaboration and improvement efforts. By equipping them for the development of professional skills and value-based

education, the institution seeks to offer students a superior education. The institution ensures that the goal of holistic development of the student is met through teamwork and improvement efforts. In addition to placing a strong emphasis on fundamental academics, the institute also cares for the students' total personality development.

#### Vision of the Institution:

Provide a distinct environment of excellence in value-based and career-oriented education for all segments of society.

#### Mission of the Institution:

- \* To create an environment of excellence in education through effective pedagogy and methods of evaluation
- \* To create a collaborative environment open to the free exchange of ideas, creativity, innovation, and entrepreneurship
- \* To equip the students for their holistic development
- \* To ensure quality education and instill human values and a sense of responsibility toward the society

#### Objectives

- ⊕ To push the boundaries of academic activity in new and emerging fields at the undergraduate and graduate levels, occasionally bolstering infrastructure and other crucial facilities

- ❖ To work toward transforming the institution into a centre of excellence and to disseminate practically oriented, career-focused education and training.
- ❖ Through a student-centred, interactive, and innovative teaching-learning process, we constantly work to ensure that our students do excellently on university exams.
- ❖ To start quality improvement, faculty/staff development, and continuing education programmes to ensure that teaching and non-teaching personnel perform better.
- ❖ To make a concerted effort to place graduates in profitable jobs by planning efforts for entrepreneurial growth as well as personality development, career counselling, pre-placement training, and campus interviews.
- ❖ To promote collaboration between R&D groups and industry and to create core competencies in certain fields having industrial significance.
- ❖ To provide an office that is friendly, efficient, timely, and results-oriented.
- \* Effective and efficient office procedures and skilful oversight of the same.

## HUMAN VALUES

A human value is "a principle that promotes well-being or prevents damage," according to the definition. Religious leaders, gurus, or saviours, as well as their "teachings and practices," as well as the necessity and evaluation of meeting a person's wants in society, are some of the various variables responsible for the evolution of human values. A contented and peaceful community can be

guaranteed by human principles. Through instruction and organising events, SDHR Degree and PG College fosters and instils these principles in its employees and students. Below is a list of human values.

Types of Values:

The six core human values are:

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

Right Conduct

It includes the following values

- (a) Self-Help Techniques: cleanliness, self-reliance, modesty, diet, possession care, and hygiene.
- (b) Interpersonal skills: Good conduct, social etiquette, positive interpersonal interactions, supportiveness, minimal waste, and a pleasant atmosphere.
- (c) Moral Character: Code of practice, bravery, trustworthiness, duty, effectiveness, efficiency, resourcefulness, initiative, persistence, timeliness, respect

for others, and responsibility.

(d) Possession: possession of the work.

Peace

Values include things like focus, calmness, composure, contentment, dignity, discipline, equality, equanimity, faithfulness, cheer, harmony, humility, inner silence, optimism, patience, reflection, and satisfaction. They also include things like self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense of control, tolerance, and understanding.

Truth

It includes traits like precision, discernment, fairness, boldness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, innocence, and pursuit of knowledge; reason; self-analysis; and sincerity; spirit of inquiry; synthesis; trust, truthfulness, and resolve.

Love

Some of the virtues it encompasses include respect, selflessness, service, sharing, sympathy, thoughtfulness, tolerance, and trust.

Non-Violence

Contains the following values:

a) Psychological: Generosity, compassion, empathy, regard for others, respect, patience, forgiveness, manners, contentment, loyalty, morality, and all-encompassing love.

b) Social: Brotherhood, environmental stewardship, civic responsibility, equality, prudence, national consciousness,

tenacity, respect for propriety and social justice are among the virtues that should be practised.

## Ethics

The term "ethics" describes the morals, values, and beliefs of an individual, a family, or a society. Understanding people's views, values, and morals, as well as the good and negative aspects of them, and putting them into practise to improve wellbeing and happiness, is all benefits of studying ethics. It entails looking at the current circumstances, making decisions, and resolving problems. Additionally, ethics teaches us how to live and respond to problems through our duties, rights, responsibilities, and obligations.

## PROFESSIONAL VALUES

### Integrity

Honesty and open-mindedness are two qualities that are referred to as having integrity. It consists of the ability to impart factual knowledge so that others can make educated decisions. Peace of mind results, which adds strength and stability to a person's character, decisions, and actions. This opens the door to success. It is one of the qualities of self-direction. It inspires people to achieve excellence in performance in addition to good job execution. They benefit by taking ownership of the duty and gaining respect for themselves and recognition for a job well done. Integrity is the trait of being trustworthy and possessing unwavering moral standards. Maintaining constant moral and ethical standards is typically a choice.

### Credibility&Responsibility

A person or organisation has a responsibility to account

for their actions, take responsibility for the demands made on them, and reveal the outcomes in an open and honest manner. Managing money or other assets that have been entrusted to you is also included.

### Loyalty

Faithfulness or dedication to a person, nation, group, or cause is examples of loyalty. Philosophers dispute about what can be a subject of loyalty since some contends that only other people can be the subject of loyalty because it is completely interpersonal.

### Commitment

Alignment with objectives and adherence to moral standards while engaging in activities are indicative of commitment. Without a shadow of a doubt, one should be confident they will succeed. Commitment is maintaining a persistent interest and firmness in whatever moral course of action one takes, with the impassioned attitude and faith that one will succeed. It serves as the impetus for achieving success. This is a fundamental prerequisite for any vocation. Whatever their position or compensation, employees will be motivated by top management's devotion. This will inevitably increase prosperity for the individual, their employer, society, and the country as a whole. In order to achieve efficiency, targeted efforts are made.

### Attitude

It is a cognitive component, a psychological and a spiritual entity that either characterises or is ingrained in an individual. They are complicated and a result of experience. Attitudes are the most unique and important idea in the



modern world. A person's past and present can influence their attitude. Attitude assessment, attitude change, consumer behaviour, and links between attitudes and conduct are important areas of focus in the study of attitudes. People with a positive outlook on life tend to be the most successful. One should cultivate an attitude that makes daily life more satisfying and synergistic. Faith, honesty, hope, optimism, courage, initiative, generosity, toleration, reality, kindness, and sound judgement are traits of a positive mental attitude (PMA).

### Valuing Time

Time is a precious commodity. Once it is consumed, it is irretrievably lost. It cannot be recovered or stored. Time is the most important and perishable resource. Whether or not a choice or action is made, this resource is continuously used. The value of time has been emphasised throughout history by great reformers and innovators. Procrastination is the thief of time, according to the proverb, "Time and tide wait for no man." Increasing effectiveness, efficiency, or production requires good time management.

### Passion

A feeling of tremendous enthusiasm for or a strong desire to finish the work is called a passion. Work that is enjoyable and that improves performance is defined by passion. An individual tends to work harder and feel more satisfied at work when they are passionate about what they do.

### Recognizing one's place in the greater scheme

It's crucial to develop the capacity for strategic thinking.

Maintaining the big picture enables one to lead, keeps one on course, encourages teamwork, helps one to learn from other perspectives, and prepares one for change.



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