

**SURANA COLLEGE**

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**Handbooks, manuals and brochures on human values and professional ethics.**

**Index**

SL. No.	Particulars	Page No.
1.	Handbooks, manuals and brochures on human values and professional ethics	2 - 15
2.	Extract of the code of conduct for Principal, Director, Teachers, Director of Physical education, Administrative staff, Technical staff and Supporting staff	16 - 26
3.	Handbook on human values and professional ethics	27 - 29
4.	Brochure on human values and professional ethics	30 - 31

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# Manual on Human Values and Professional Ethics

Nurturing Students to Develop Desirable Holistic Skills

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## **Report on Human values and Professional ethics**

### **HUMAN VALUES**

Over the past five years, meeting the challenges of life skills on day to day life through constantly changing environment, has affected worldwide economics. When matched with the transformation in technology education, the workplace and home life are affected. Students aspire to gain new skills to deal stress and frustration.

Today's students have many new careers over the period of their lives. With associated burdens or pressure they need flexibility to meet and survive with the change in modern life

In India, many students work hard to get decent grades. But yet struggle to gain employment. Apart from their syllabus, the students should learn the ability to self-manage, solve problems and understand the business environment. They should work as a team member with time and people management. They need to be alert, adapt to different roles and flexible in working environments. With this pressure to cope, it is vital that students are taught to manage their lives with empathy – human values need to be inculcated into their very being.

Students gets benefitted by the development of life skills and values in the following ways

- Find new ways of thinking and problem solving
- Avoid to blame others by taking responsibilities
- Attain skill to develop self-confidence
- Build self-awareness
- Build the skill to appreciate others
- Evaluate and make decisions

### **PROFESSIONAL ETHICS**

Professional ethics are values that manage the attitude of a person or group of corporate/professional environment. It also provide guidelines on an environment on how a person should act towards other people and institutions

Education is clearly about understanding (what to do?), learning skills (how to do?) and practicing the understanding & skills leading to fulfilment of one's purpose. It is not just about learning skills (how to do?). The subject which deals with "what to do" and "what not to do" is called value education – it facilitates development of Right Understanding. The subject which deals with "how to do" is called technical education or professional education – it facilitates



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development of skills. As there is a complementarity among them and are required, the priority need to be values, than skills.

The impression on students on professional ethics are

- Students respect professionalism
- Students disagree dismissal of an employee who are against law
- Students respect code of ethics

Thus, education has an essential impact on the conduct and perception of the ethics of future professionals. Our college conduct a course to teach these skills through 30 hour program. They include:

1. Positive Thinking
2. Self Esteem
3. Self-Worth
4. Self Confidence
5. Goal Setting
6. Time Management
7. Empathy
8. Negotiation
9. Body Language
10. Strength
11. Team work
12. Conformity
13. Mind Mapping
14. Decision Making
15. Browsing to Learn
16. Resume Writing
17. Interview Skills
18. Leadership Quality
19. Go green!
20. Social Responsibility
21. Anti-Discrimination





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**Activities Planned are:** Public Speaking and Team Building Games.

**Report:** The students present a report on the course. A group project by students is undertaken to expose them to different environments – an old age home visit, a program for an orphanage, visit to spastic society, a workshop to address how to live with the (divyangjan) differently abled persons. This program is done for all the under graduate students along with their regular timetable schedule.

### LESSON 1: POSITIVE THINKING

**YES, I CAN !**

It is very vital for a student to encompass a positive attitude as it helps in creating better learning opportunities for themselves. It helps them in accomplishing their goals, enhances their learning and drives them to obtain happiness. With help of positive thinking a student is able to explore his own potentials and their attitude encourages their peers too.

Positive thinking can help a personality in numerous ways. It leads an individual toward confidence and helps in looking for fine things in life. It brings in an innovative perspective that can craft all the difference in the world.

**“Once you replace negative thoughts with positive ones, you’ll start having positive results!”**

### LESSON 2: SELF ESTEEM

**MY STRENGTHS !**

Self-esteem contributes to a noteworthy position in ones motivation and triumph throughout the life. Low self-esteem may seize one back from succeeding in their respective avenues. On a contrast, having a strong self-esteem can help one accomplish because the individual moves across in his life with a positive attitude and believe in accomplishment of goals.



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One's strength lies in being excellent at doing something passionately. Self Esteem means how one feels about himself. It focuses on individuals self values. It describes a person's holistic idea and perception in concern with self worth.

**"I know my strengths."**

### **LESSON 3: SELF WORTH**

#### **MY SHORTCOMINGS**

Self-worth is the sense that one has positive qualities and has achieved good milestones in life. It is the sense of an individual's own importance or value as a person. However, there are numerous paths for a human being to value themselves and measure their worth as a human being, and several of these are more psychologically advantageous than others.

Self-worth is habitually used as a synonym for "self-esteem," it is understood that self-worth ought to be less about computing yourself based on peripheral actions and more about valuing intrinsic value as a person. Self-worth is all who you are as an individual and not about what you do. One best way to work upon self worth is to live with principles.

**"What matters the most is how you see yourself"**

### **LESSON 4: SELF CONFIDENCE**

#### **BELIEVE IN YOURSELF!**

One may be affluent and intelligent. But if one does not possess confidence then he cannot come out and speak. Self confidence is important than the hard work. It can be obtained through practice. Gandhiji too developed it through regular practice. It gives you innate energy.



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One can increase self-confidence from knowledge derived in concern with particular activities. It is an optimistic belief that in the prospect one can generally achieve what he/she wishes to do.

It is extremely essential to set tough and realistic goals to widen self confidence. Other strategies include positive thinking, self belief, thinking and acting confidently, being competitive, , living with principles, empowering self with knowledge and having a great aim.

**“Without your involvement you can’t succeed, with your involvement you can’t fail!”**  
– Abdul Kalam

## LESSON 5: GOAL SETTING

### PLAN FOR IT!

Goal setting is the procedure of identifying something that you want to achieve and institute measurable goals in time bounded frames. It involves the growth of an action plan planned to stimulate and guide an individual to boost efficiency.

Analyze your potency, inspect your resources, gear up your talent and then plan for your future. The key is the attitude you have to attain your goal/s. Do not be disheartened by failures, ever! Studies, career or life – you must have an apparent inspiration of what you want to learn, grow and reach. You must place a goal for this.

**“Stay focused, go after your dreams and keep moving toward your goals !”**



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## LESSON 6: TIME MANAGEMENT

PLAN YOUR TIME, PLAN YOUR LIFE

“Until we can manage time, we can manage nothing” – Peter Drucker

“Life and time are the world’s best teachers. Life teaches us to make good use of time and time teaches us the value of life”- APJ Abdul Kalam

Time management is the route of classifying and scheduling how to manage time amid specific activities. Good time management allows an individual to work smarter. There are various methods and skills involved in time management. Few of them include avoiding delay, organizing work-life balance, utilizing waiting time productively; get ready with a ‘To-do list’, prioritizing tasks, and reinstating useless activities with productive activities.

TIME AND TIDE WAIT FOR NONE

“The key is not spending time but in investing it”

## LESSON:7 EMPATHY

STEP INTO THEIR SHOES

Empathy is the skill to comprehend another person’s difficulties and point of vision. It is the act of understanding, being responsive of, being aware to, and vicariously experiencing the thoughts, and experience of another of either the past or present without encompassing the feelings, thoughts, and practice fully conversed in a purposive explicit manner.



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Empathy can demonstrate a bottomless admiration for co-workers and show that you care. An empathic guidance style can make everybody feel like a team and boost productivity, loyalty and morale. Empathy helps you understand people better.

FEEL OTHERS' HEART!

### LESSON: 8 NEGOTIATION

NEGOTIATE AND WIN!

'Negotiation skills' are used regularly by us with our family, friends and organizations. This skill is a part of our routine life. It helps people compromise upon and settle differences. It includes agreement while avoiding argument and dispute.

In any disagreement, folks reasonably aim to achieve the best promising outcome for their position. However, the principles of justice, looking for mutual benefit and maintaining a affiliation are the keys to a successful outcome.

Specific forms of negotiation are used in numerous situations: the legal system, international affairs, government, domestic relationships or industrial disputes.

**"You can solve disputes with effective negotiation"**

### LESSON 9: BODY LANGUAGE

Body language is an important communication skill. It is the unspoken factor of communication that we use to disclose our true emotions and feelings that includes posture, facial expressions and gestures. Positive body language adds vigor to the verbal ideas or messages that one wants to express, it will also help an individual to avoid sending confusing or mixed signals.





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It is also one of the key component of public speaking as it directs the listeners and helps them bond to the speaker well.

“YOUR EXPRESSION IS THE MOST IMPORTANT  
OF ALL THE THINGS YOU WEAR.”

### LESSON 11: TEAM WORK

#### ACHIEVE MORE TOGETHER

It is very significant to have an efficient team leader who motivates the team towards the goal directed behavior.

Effective Teamwork includes:

- Understanding team goal and objectives
- Knowing the roles and responsibilities in the team
- Respecting others thoughts, opinions, perspectives
- Sharing the knowledge and expertise
- Appreciating others contribution
- Resolving conflicts with empathy

Team work makes Dream works.

DONT ASPIRE TO BE THE BEST IN THE TEAM. ASPIRE TO BE THE BEST FOR THE TEAM.

### LESSON 12: CONFORMITY

DON'T CONFORM!



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Conformity is related to altering your behaviors in order to "fit in" or "go along" with the public around you. Social influence might occupy agreeing with or acting like the greater part of people in a specific group, or it might occupy behaving in a meticulous way in order to be perceived as "normal" by the group. It controls an individual's behavior. Youngsters confirming to negative peer pressure often waste their life being a substance addict. Conformity can be defined as bending to group pressures, something which almost all of us do some of the time.

SAY 'NO' TO NEGATIVE PEER PRESSURE!

### LESSON:13 MIND MAPPING!

#### PLANNING FOR YOUR LIFE!

Mind mapping is a method of planning things. It is like making a note. It assists for clearer thinking and better planning. It gives clearness to our plans and a good course to our ideas.

Mind mapping is a greatly effective way of receiving information in and out of your brain. It is a original and rational means of note-taking and note-making that "maps out" ones ideas.

Benefits of Mind map:

- Useful Resource, Training Tip, Brainstorming
- Revision, Project Management
- Strategy Development
- Risk Management, Communication
- Creativity, Teaching



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### **LESSON 14: DECISION MAKING**

#### CHOICE IS MINE

Decision making is a prime skill and is mainly important if you want to be an successful leader. It involves the procedure of deciding between two or more courses of action. In daily decisions, one must decide his course of action in a split second. Decision making skill encompasses foresight, emotional intelligence, intuition, critical thinking and self control. It includes procedures like defining the problem, identifying the alternatives, making the decision and employing the decision. It is very important to evaluate the made decision as it will help in future decision making processes and events.

**“Its not hard to make decisions when you know what your values are”**

### **LESSON 15: BROWSING TO LEARN**

#### SKY IS THE LIMIT!

One can type their desired subject in the browser (Google, Mozilla or Bing) and with a click on the enter button you are taken to a series of information providing WebPages. One can choose, read, make notes, expand knowledge, check images, videos, maps, books, and a lot of more. So why wait when you can study from this gigantic source. Let us make an effort to gain knowledge ourselves.

**“Browse To Learn”**

### **LESSON 16: RESUME WRITING**

#### IT SPEAKS ABOUT YOU



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A resume is a written record of your contact details, skills, skills and employment history. It establishes your details and appears to be appealing and convincing. It reflects and symbolizes an individual. Hence it is very vital to methodically draft the document with the adequate information concerning ones professional life. It is a skill, and specialists in resume writing have taken it as a full time profession too. But individuals have to be skilled to draft their own resume as it is going to be advantageous for their careers and only they know themselves better.

**“Resume is a precious piece of paper that represents you.”**

### **LESSON 17: INTERVIEW SKILLS**

**GRAB YOUR DREAM JOB!**

Interviewing for an occupation needs a good amount of self-confidence, panache and interpersonal communication sense. The way in which you reflect yourself during an interview give hiring managers a first notion of you as a probable staffer, and set the quality for how you would perform in an daily capacity. Interview skills for setting yourself separately from your competition include advance preparation and research, in-depth information of the company, and a inclusive understanding of the duties of the role you're seeking.

Some of the to do things in an interview include:

- Organizing the materials required for interview
- Good dressing sense
- Being cheerful and expressive
- Having a positive body posture

**“Crack The Code”**



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## LESSON 18 : LEADERSHIP

### LEAD THE WAY

The aptitude to lead relies on a number of key skills, but different leaders have different styles of leadership.

Leadership in itself is a constellation of various skill sets like :

- Effective Communication
- Motivation
- Delegation
- Trustworthiness
- Creativity
- Feedback
- Responsibility
- Decision Making
- Strategic Planning
- People Management
- Persuasion and Influence
- Change Management

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader”





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### LESSON 19 : GO GREEN

#### LET US BE ECO FRIENDLY

Universally people are discussing about going green and its impacts on the planet. From chemical products to plastic bags, people are trying to emerge with novel and impactful habits that they can go green. Going green is an individual choice that is embraced by persons to contribute to the betterment of this planet and formulate this place a better place to live for prospective generations to come.

**“Let us save Earth for our Future Generations”**

### LESSON 20: SOCIAL RESPONSIBILITY & ANTI DISCRIMINATION

Being a part of a society, every individual has certain responsibilities towards others. To be socially responsible is not a rule but is a norm followed by the majority. It may include responsibilities like helping the under-privileged sectors of the society.

Due to globalization, a lot of cross cultural ethnicity has been increasing. People from multiple cultures work together leading to diversity. Diversity should be celebrated and cultures should be shared. It should not be a tool for racism. Let us take a stand and say no to any discrimination.

**“Discrimination stops with you”**

Principal  
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Principal  
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# GDA FOUNDATION



EXTRACT OF THE CODE OF CONDUCT FOR PRINCIPAL, DIRECTOR, TEACHERS, DIRECTOR OF  
PHYSICAL EDUCATION, ADMINISTRATIVE STAFF, TECHNICAL STAFF AND SUPPORTING STAFF

OF

## SURANA COLLEGE

16, South End Road, Basavanagudi, Bengaluru-560 004  
Permanently affiliated to Bangalore University  
Accredited by NAAC with 'A' Grade & Certified IAO  
Recognized under 2(F) & 12(b) of UGC

As regulated by the Surana Educational Institutions'  
Administrative and Service Manual-2018 Clauses Chapters Rules

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#### CHAPTER-8 - RULE (15) / RULE (16)

##### 15. Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff. –

- (1) The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, AICTE, University, CBSE, State Government and the Management.
- (2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.
- (3) The HODs shall be responsible for proper conduct of tutorial, class room Lectures and Practical sessions. In case of candidates promoted from 1st year to 2<sup>nd</sup> year and 2<sup>nd</sup> year to 3<sup>rd</sup> year, as the case may be, they shall not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure-3. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.
- (4) They shall also organize the Seminar, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.
- (5) Associate Professor /Assistant Professor/Lecturer/Teachers/ TGT/PGT is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.
- (6) Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise





- between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/ Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc.. for the benefit of students.
- (7) The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carry out their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members except the conditions of service specifically made applicable to them.
  - (8) All the Faculty members comprising of the Principal, Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.
  - (9) All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry/out their Practicals on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.
  - (10) The Director of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practicals effectively.
  - (11) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry/out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.
  - (12) The Principal and/or Director of PG studies is responsible for prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.





- (13) The Principal who is ex-officio Chief Superintendent of examinations or a senior faculty appointed by the Principal will conduct the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.
- (14) The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission, All India Council for Technical Education, University and Department of Pre-University Education from time to time.

**16. Duties and responsibilities of Administrative & other Supporting, Non-teaching staff-**

- (1) The Administrative & other Supporting, non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.
- (2) The Lab Attenders/Assistants are responsible for the maintenance of the laboratories. They shall accommodate the various courses for smooth conduct of practicals. They shall co-operate with the staff of the other department or courses in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc., and ensure that no such machineries, equipments etc., are rendered unservicable and initiate appropriate steps to ensure the smooth working. They shall be in constant touch with the Head of the Department/Principal for maintenance and upkeep from time to time.

**CHAPTER -9 - RULE (17)/ – RULE (18)**

**17. Library Committee:**

- (1) The Committee shall meet periodically at least once in three months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for strengthening, upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like OPAC (Online Public Access Catalogue), digital library, E-Library, Helinet, Library Software and other innovative networking system.

**18. Duties and responsibilities of Library Staff**

- (1) The Librarian, Assistant Librarian and Library Assistant shall be non-vacation staff. They shall work keeping the Library open from 08.30hrs to 17.00hrs from Monday to Friday and 08.30hrs to 15.00hrs on Saturdays by staggering the working hours.
- (2) The Librarian shall supervise the library for its effective functioning. They shall formulate the policy and perspective planning for maintenance of scientific system of library. They shall ensure access, use and security of library





materials by utilizing the supporting facilities like reprography, computers, internet, online journals, computerized services, Inlibnet, Delnet, IUC and other information services.

- (3) They shall be responsible for proper maintenance of Title books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, Library Software, reprographic work, social and extension activities.
- (4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.
- (5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.
- (6) They shall organize enrichment programme on OPAC (Online Public Access Catalogue) at frequent intervals for the updation of knowledge of the students.
- (7) The Librarian shall perform all the duties related to examinations of the College.

#### CHAPTER – 10 - RULE (19)

##### 19. Duties and responsibilities of the Director of Physical Education.

- (1) The Director of Physical Education shall be non-vacational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. The Director of Physical Education is responsible to organize and ensure participation in different sports and games.
- (2) They shall be responsible for coaching of the students and conduct of tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National Sports Policy
- (3) They shall adopt the latest scientific method of training and coaching curricular development related to college and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange





for the indoor games, gymnasium and yoga programmes in the college and in the hostels.

- (4) They shall conduct the Assembly regularly on Monday and Saturday and perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in college premises.
- (5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run and pace race and development of flexibility and co-ordinating ability.
- (6) They are also responsible to prepare the students for participation in the Annual Sports/Athletic meet, Intercollegiate, Interuniversity & National Level Sports/Athletic meet & tournaments.
- (7) They will make all endeavors to win and secure the medals, trophies and awards through the students in the games, etc.

#### CHAPTER -11 - RULE (20) / RULE (21)/ RULE (22)

##### 20. Duties and responsibilities of Chief Administrative Officer, Chief Accounts Officer and other Administrative Staff. –

- (1) The Chief Administrative Officer shall perform the duties and discharge all the responsibilities in related to all administrative, establishment and service matters of the employees of the Institutions.
  - (a) He will be responsible to place before Principal / Management all correspondence and important policy matters for final decision.
  - (b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.
  - (c) He shall be instrumental for enforcement of rules and procedures strictly.
  - (d) He shall receive the respective letters and other communications from the Principal addressed to the college.
  - (e) Confidential matters shall be attended to by him instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.
  - (f) He shall supervise & oversee the functioning of all Schools & Colleges located in different campuses frequently for effective administration & governance.
- (2) The Chief Accounts Officer shall perform the duties and discharge all the responsibilities in related to all Accounts & budgetary matters of the employees of the Institutions.
  - (a) He will be responsible to place before Principal / Management all financial transactions and important policy matters for final decision.
  - (b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.
  - (c) He shall be instrumental for enforcement of rules and procedures strictly for proper maintenance of accounts



- (d) He shall receive the respective letters and other communications from the Principal addressed to the college relating to accounts & cash
  - (e) He shall cause the internal audit of each school and college periodically at least once in a month with his supportive staff to ensure effective and proper maintenance of accounts in a systematic manner in terms of the modules in the computers. If any discrepancy or default is found, it shall be brought to the notice of the management immediately.
  - (f) He shall have the powers to visit all the school and colleges in each campuses for scrutiny, verification & vetting of the financial transactions and proper maintenance of accounts in prescribed registers & in computer systems.
- (3) The functions of the Administrative Officer, Accounts Officer, Office Superintendent and functionary in charges of administration & accounts and shall be as spelt out hereunder inter-alia other duties & functions respectively.
- (3) They shall perform the day-to-day routine work of the office.
  - (4) They shall be responsible for the efficient management of office work.
  - (5) They shall ensure general supervision over the section in regard to office management, class arrangement and cleanliness of campus and inside the building.
  - (6) They will duly guide the employees of the section in their day-to-day work.
  - (7) They shall attend the important works on priority.
  - (8) They shall devote personal attention for the smooth running of the office as and when warranted.
  - (9) They shall be responsible for watching and overseeing the disposal of papers.
  - (10) They shall advise and help the case workers for disposal of important and urgent matters
  - (11) They shall personally deal with confidential and urgent files.
  - (13) They shall personally attend to the immediate academic problems of the students.
  - (16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head/s of the Department or Faculty Member/s for such action as may be necessary. The concerned shall report the compliance to the Principal.





- (17) All the financial transactions shall be through net banking or online. In exceptional cases, any cash amount has been received on any account, it shall be credited to bank account on college/school on the next working day before the closing hours of the bank.

**21. Placement Officer / Coordinator -**

- (1) The placement officer / coordinator is responsible for Training and Guidance of the students to help them focus upon and later choose career of their choice or to pursue higher education further. He/she shall do ground work, plan, prepare calendar of events and set targets before arranging campus interviews by inviting the companies and corporate bodies.
- (2) He/she shall undertake career guidance activities in-house such as lectures and interactions by industrialists, company Public Relations, etc., with objective to enhance the employability skills of the students.
- (3) He/she shall arrange for industrial/ field visits, reach out to companies and arrange exhibitions to establish liaison for support of career guidance and placement activities.
- (4) He/she shall correspond, document and maintain records and databases of the students recruited as well as programmes conducted.
- (5) He shall arrange for conduct of training programmes in soft skill development, personality development, communicative English, motivation and such other allied programmes from time to time in each semester systematically by inviting experts, resources persons & alumnus for the successful selections for recruitment.

**22. Human Resource (HR) and Corporate Relations -**

- (1) The HR Executive shall carry out the duties and functions relatable in consultation with the Principals on matters of recruitment. He shall publish the advertisements in the leading newspapers inviting applications to the vacant posts. He shall scrutinize the applications so received and prepare a list of eligible candidates fulfilling the criteria prescribed to hold the post. A shortlist of candidates shall be prepared for inviting them for interviews. He shall coordinate with the Principal in arranging the interview of the candidates on the date and time scheduled.
- (2) Candidates who have appeared for interview shall demonstrate in the class rooms in the presence of Principal, HOD and subject expert. After the demonstrations, a panel of eligible candidates shall be prepared based on the performance in the demo for interview.
- (3) On the basis of the performance in the demo and interview, a select list of candidates shall be prepared and submitted to the Principal.

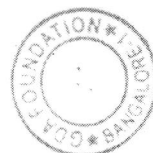




- (6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.
- 7) Employee shall not criticize the Management in any form affecting the reputation and image and also he shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

#### 24. Code of Conduct and Disciplinary Action –

- (1) Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/she shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorizedly absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities.
- (2) An illustrative Code of Conduct applicable to each employee is as specified below:-
  - (a) He /She should be honest and show dedication, diligence & devotion to duty.
  - (b) He /She should not be neglecting his/her duties.
  - (c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
  - (d) He/She should not show discrimination in the name of the caste, creed, language, place, origin or other social & cultural background.
  - (e) He/She should not engage in malpractice in examination nor instigate such act.
  - (f) He/She should not show negligence in the valuation of the answer scripts of the students.
  - (g) He/She should not leave the institute premises during the working hours without permission of Principal or Management.
  - (h) He /She should not remain absent or avail leave repeatedly without the prior sanction of the Principal.
  - (i) Without the permission of the Management he/she should not prepare or publish Manuals / Books/Guides/Journals in the official capacity.
  - (j) In his official capacity he/she should not accept any gift from anybody on behalf of the College.
  - (k) He /She should not practice and instigate untouchability.
  - (l) He/She should not cause loss to the property of the college.
  - (m) He/She should not act or abet in indecent behavior.
  - (n) He/She should not involve in activities of violence or moral turpitude.
  - (o) He/She should not misbehave with students, parents or Management personnel.
  - (p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
  - (q) He/She should not disobey the instructions/orders of the higher-ups/ Management /Principal /Head of the Department.







- (3) The above Code of Conduct is only illustrative but not exhaustive. Any contravention of the Code of Conduct shall render the employee liable for disciplinary action.
- (4) Any conduct of unusual behavior or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehaviour & attracting disciplinary action.
- (5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of any penalties specified infra.
- (6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience dereliction of duty, illegal gratification etc., or any other misdemeanors is established:-
  - (a) Fine (in case of lowest grade of employee)
  - (b) Censure
  - (c) Withholding of increment
  - (d) Recovery of the pecuniary loss caused to the institution or Management or any person
  - (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them.
  - (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction.
  - (g) Removal from service.
  - (h) Dismissal from service.

#### CHAPTER -2 / Rule (3)

#### 3. Working Hours of the College/School:

- (1) The working hours of the College/School shall be from 09.00 hours to 16.30 hours on all working days for the students continuously with a lunch break between 12.15 hours to 12.45 hours, to attend the academic sessions, tutorial classes and practical's or as the case may be.

Provided that in case of practical classes all the teachers shall continue to be on duty till the practical classes are over beyond the College hours.

Provided further that for Remedial Classes, Bridge Programs and Special Tutorial Classes, all the teachers shall continue to be on duty till the classes are over beyond the College hours.

- (2) The working hours shall be from 09.00 hours to 13.30 hours on Saturdays.





- (3) The working hours of the Principal shall be from 09.00 hours to 17.00 hours on all working days and from 09.00 hours to 14.00 hours on Saturdays.
- (4) The working hours of the Administrative Staff & Non-teaching shall be 09.00 hours to 17.00 hours on Monday-Friday with lunch break from 13.00 hours to 13.30 hours and on Saturdays from 09.00 hours to 14.00 hours.
- (5) The working hours of Library shall be from 08.30 hours to 17.00 hours on Monday-Friday and from 08.30 hours to 15.00 hours on Saturdays.

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(As regulated by the Surana Educational Institutions' Administrative and Service Manual-2018 Clauses-Chapters Rules)



ARCHANA SURANA  
MISSISSIPPI JUSTICE  
Sd-  
Authorized Signatory

*Blauariff*  
**PRINCIPAL  
SURANA COLLEGE  
SOUTH END ROAD  
BANGALORE - 4.**

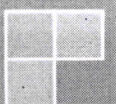
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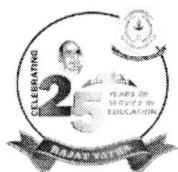


# HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

Education has an essential impact on the conduct and perception of the ethics of future professionals. students are taught to manage their lives with empathy – human values need to be inculcated into their very being







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

### **INTRODUCTION**

In India, education is a fundamental right for all citizens of the country. Higher education, which is essential for career and leadership development, plays a vital role in the social and economic development of a society and nation. Higher Education Institutions (HEIs) have a great responsibility in building strong leadership and a well-knit society through excellence in academics, ethical curricula, and community engagement. Higher education's purpose is to facilitate actualization of human potential by making its stakeholders, particularly administrators, teachers, and students, aware of human values and professional ethics. The physical, psychological, and financial infrastructure of HEI needs to grow along with values and ethical practices. The Handbook of 'Code of Ethics' describes the principles and guidelines to be followed by all the stakeholders in an HEI.

### **HUMAN VALUES**

The human value system refers to the basic moral tendencies of kindness, honesty, loyalty, love, peace, compassion, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values we hold dear and cherish as a society.

Meeting the challenges of life skills on day to day life through constantly changing environment When matched with the transformation in technology education, the workplace and home life are affected. Students aspire to gain new skills to deal stress and frustration.

Apart from their syllabus, the students should learn the ability to self-manage, solve problems and understand the business environment. They should work as a team member with time and people management. They need to be alert, adapt to different roles and flexible in working environments. With this pressure to cope, it is vital that students are taught to manage their lives with empathy – human values need to be inculcated into their very being.

Students gets benefitted by the development of life skills and values in the following ways

- Find new ways of thinking and problem solving
- Avoid to blame others by taking responsibilities
- Attain skill to develop self-confidence
- Build self-awareness
- Build the skill to appreciate others
- Evaluate and make decisions



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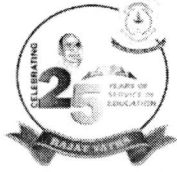
## PROFESSIONAL ETHICS

Professional ethics are values that manage the attitude of a person or group of corporate/professional environment. It also provide guidelines on an environment on how a person should act towards other people and institutions

Surana College conducts course to teach these skills that include:

1. Positive Thinking
2. Self Esteem
3. Self-Worth
4. Self Confidence
5. Goal Setting
6. Time Management
7. Empathy
8. Negotiation
9. Body Language
10. Strength
11. Team work
12. Conformity
13. Mind Mapping
14. Decision Making
15. Browsing to Learn
16. Resume Writing
17. Interview Skills
18. Leadership Quality
19. Go green!
20. Social Responsibility

*R. Suresh*  
Principal  
SURANA COLLEGE  
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## **BROUCHER ON HUMAN VALUES AND PROFESSIONAL ETHICS**

Meeting the challenges of life skills on a daily basis in a constantly changing environment, has affected worldwide economics. When matched with the transformation in technology education, the workplace and home life are affected. Students aspire to gain new skills to deal stress and frustration.

Today's students have many new careers over the period of their lives. Because of the changes in modern life and the associated burdens or pressures, they need flexibility to remain competitive and able to survive. So Students gets benefitted by the development of life skills and values in the following ways:

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Find new ways of thinking and problem solving  
Avoid blaming others by taking responsibilities  
Attain skill to develop self-confidence  
Build self-awareness  
Build the skill to appreciate others  
Evaluate and make decisions

---

Professional ethics are values that manage the attitude of a person or group of corporate/professional environment. It also provide guidelines on an environment on how a person should act towards other people and institutions

- Students respect professionalism
- Students disagree dismissal of an employee who are against law
- Students respect code of ethics



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Thus, education has an essential impact on the conduct and perception of the ethics of future professionals. Surana College conducts courses to teach these below mentioned skills:

Positive Thinking	Self Esteem	Self-Worth	Strength
Self Confidence	Goal Setting	Time Management	Social Responsibility Leadership
Empathy	Negotiation	Team work	Body Language
Conformity	Mind Mapping	Decision Making	Browsing to Learn
Resume Writing	Interview Skills	Go green!	Anti-Discrimination

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