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**HUMAN VALUES AND
PROFESSIONAL ETHICS
MANUAL**

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Chapter I

Introduction to Human Values and Professional Ethics

Human values and ethics are fundamental principles that guide individuals and societies in making decisions and behaving in a morally and socially responsible manner. Values and ethics practitioners acquire valuable lessons via self-initiated efforts, life experience, which serves as the best learning environment, and the educational institutions they attend.

As a result, the institutions of higher learning themselves must embody ethics and values. Without doubt, the most vital component of a cultured and respectable society is education. The strength of this pillar is largely responsible for the construction of a community or nation. Human Values are respect, integrity, compassion, responsibility, fairness, courage, gratitude and tolerance and on the other hand ethics are honesty, justice, accountability, integrity, respect for others, civic responsibility, environmental responsibility and professional ethics.

1.1 Objectives

- To promote individual well-being by enhancing mental and emotional well-being through positive relationships and meaningful connections
- To build positive relationships by strengthening social bonds and contribute to a supportive and harmonious community
- To cultivate a just society that respects and protects the rights and dignity of all individuals
- To facilitate personal growth for continuous self-improvement and development
- To enhance decision-making in navigating complex situations with integrity and wisdom
- To ensure integrity in professions by upholding the highest standards of honesty and integrity in professional conduct
- To maintain professional competence of advancements in their field
- To promote social responsibility and addressing societal issues and act in ways that benefit the broader community
- To foster a positive organizational culture with values honesty, respect, and social responsibility

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1.2 Outcomes

The beneficiaries will have achieved:

- Personal fulfillment with a sense of purpose and fulfillment
- Positive relationships based on trust, respect, and empathy
- Continuous self-improvement with resilience and adaptability in the face of challenges
- Ethical decision-making in navigating complex moral dilemmas
- Cultural diversity and inclusion that celebrate differences
- Trust and credibility for individuals and organizations
- Professional development with competence and expertise
- Social responsibility in addressing social issues and making a meaningful impact
- Organizational culture with morale, satisfaction, and retention

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Chapter II

Human Values and Professional Ethics

Human civilizations are known for the values that they practice. Across various times and places, sages, saints, and seers, drew on their experiences and developed practices that placed vital importance on human values. Although the names they used differed just as their languages did, the spirit was the same. Human beings cherish and hold certain values in common, consciously or even subconsciously, in most places and times, and practice them. Values lead to the future of better human nature. It has many precious grains of which tyaga (renunciation) is the foundation. The purpose of education, particularly higher education, is to actualize human potential by making the stakeholders, especially higher education administrators, teachers, and learners, conscious of human values and professional ethics.

2.1 Some of the essential human values are:

Love:

Love is a deep feeling with a wide range of manifestations. It is essential to have human interactions and people feel connected to others and have a feeling of meaning and purpose in life. Love has a universal appeal and may be viewed differently by different individuals and cultures, it is an essential part of the human experience. Love is a fundamental component of the human experience, and it can be understood and expressed in a variety of ways by people from different backgrounds and experiences. It often involves feelings of deep affection, attachment, and emotional connection to someone or something. Love can manifest through empathy and compassion, where individuals genuinely care about the well-being of others. It is often associated with positive emotions, bringing joy, happiness, and a sense of fulfillment.

Respect:

Respect is an essential and universal characteristic that entails appreciating the intrinsic value and worth of people, communities, and even environmental components. It is a key component of positive human interactions and is essential for the well-being of individuals and the harmony of societies. It forms the foundation for positive relationships, effective communication, and the creation of inclusive and supportive communities. It is a cornerstone of ethical behavior and contributes to the overall well-being of individuals and society as a whole.

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Integrity:

Integrity is a fundamental ethical principle that involves the consistency of actions, values, methods, measures, and principles. It is the quality of being honest and have moral integrity even amidst challenges or temptations. Integrity is crucial for building trust in relationships, whether personal, professional, or societal. It forms the foundation for ethical conduct and contributes to the development of a principled and trustworthy individual and community. Individuals with integrity are often regarded as reliable, ethical, and worthy of respect.

Compassion:

Compassion is a profound and empathetic concern for the well-being of others, coupled with a genuine desire to alleviate their suffering. It involves understanding, empathizing, and taking positive actions to support and comfort those who are going through difficult experiences. Compassion is a key aspect of positive human interactions and is often associated with kindness and altruism. Compassion is a powerful force that fosters positive connections, builds strong communities, and contributes to the overall well-being of individuals and society. It plays a crucial role in creating a more empathetic and humane world.

Responsibility:

Responsibility is the state or fact of being accountable, answerable, or obligated to fulfill duties and obligations. It involves a sense of duty, reliability, and the willingness to take ownership of one's actions and their consequences. Responsible behavior is crucial for the functioning of individuals within a community, as well as for the well-being of organizations and society as a whole. Responsibility is a cornerstone of ethical conduct, accountability, and societal well-being. Individuals who embrace responsibility contribute to the development of trustworthy relationships, strong communities, and a more responsible and sustainable world.

Truth:

Truth is the quality or state of being in accordance with fact or reality. It is a fundamental concept that plays a central role in various aspects of human life, including communication, relationships, ethics, and the pursuit of knowledge. Understanding and valuing truth contribute to informed decision-making, ethical conduct, and the establishment of trust in personal and societal interactions. It is a concept that transcends disciplines and is integral to the fabric of human existence.

Courage:

Courage is the mental or moral strength to persevere, face challenges, and confront fear, pain, danger, uncertainty, or intimidation. It involves taking action or standing firm in the face of adversity, often motivated by a sense of duty, principle, or the pursuit of a greater good. Courage manifests in various forms and is recognized as a virtue across cultures. Courage is often seen as

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a catalyst for positive change, personal development, and societal progress. It empowers individuals to face adversity, make difficult choices, and contribute to a more just and compassionate world.

Gratitude:

Gratitude is a positive emotion and an attitude of appreciation and thankfulness toward the good things, experiences, and people in one's life. It involves recognizing and acknowledging the positive aspects of life, fostering a sense of contentment, and expressing thanks. Gratitude is associated with various physical, mental, and social benefits and is considered a key component of well-being. Practicing gratitude is a simple yet powerful way to enhance well-being, strengthen relationships, and cultivate a positive outlook on life. Whether expressed through words, actions, or reflections, gratitude has the potential to bring about positive transformations in individuals and communities.

Non Violence:

Ahimsa (nonviolence) is the central to many philosophies; ahimsa emphasizes refraining from causing harm to living beings, both physically and mentally. Nonviolence is a powerful force for positive change, promoting justice, equality, and peace. It has been instrumental in historical movements and continues to be a guiding principle in efforts to address contemporary social, political, and environmental challenges. It is rooted in the belief that conflicts can be resolved peacefully through dialogue, negotiation, and nonviolent actions. Nonviolence is often associated with principles of justice, equality, and human rights.

Righteousness:

Righteousness is a concept found in various cultural, philosophical, and religious traditions. It serves as a guiding principle for ethical living and moral conduct, emphasizing the importance of fairness, justice, and virtuous behavior in individual and collective life. It involves adherence to a set of principles, virtues, or moral standards that are considered right and virtuous. Righteousness is often associated with integrity, uprightness, and the pursuit of justice.

Renunciation:

Renunciation reflects a commitment to values beyond materialism and the transient nature of worldly pursuits. It is a personal and often profound journey toward a deeper understanding of oneself, the nature of existence, and the pursuit of higher truths. It is a conscious decision to detach oneself from material or worldly concerns, seeking a simpler and more meaningful existence. Renunciation is found in various religious and philosophical traditions and can take different forms depending on cultural and individual contexts.

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Resilience:

Resilience is a dynamic and multifaceted trait that plays a significant role in personal well-being, mental health, and the ability to thrive in the face of life's challenges. It is a skill that can be developed and strengthened over time. It involves the capacity to withstand difficulties, navigate through tough circumstances, and emerge stronger from experiences of hardship. Resilience is not only about enduring difficulties but also about learning and growing from them.

Service:

Service plays a crucial role in building stronger communities, fostering social cohesion, and addressing societal challenges. Acts of service contribute to the betterment of individuals, organizations, and society as a whole. It involves actions performed with a sense of duty, generosity, or commitment to the well-being of individuals, communities, or society at large. Service can take various forms and is found in personal, professional, and community contexts.

Human values are the cornerstone of human culture as it is embodied in both individual and the society. They are the deepest moral ambitions of humanity. To reach their full potential, everyone must instill these values and actively practice them in order to be a responsible citizen. Values are acquired by practice, contemplation, and listening and observation in order of priority (shravanam, mannanam, niddhidhyasanam). The value culture of the institution should support professional ethics and value education while bringing about qualitative changes in every domain.

2.2 Some of the Professional Ethics are

The three primary components that influence proper human behaviour and decision-making in an institution are human values, professional ethics, and the legal framework. In a profession, professional ethics distinguish between appropriate and inappropriate behaviour. Many institutions have a specific code of ethics and principles for governance. Globally, ethics education has become more widespread in institutions which are,

- Student-centered prioritizing the well-being, safety, and educational needs of students.
- Equity and inclusion in promoting diversity in all aspects of education
- Integrity and honesty in all professional interactions
- Professional competence by staying updated in one's field
- Respect for colleagues and fostering a positive working environment
- Confidentiality in respecting the privacy and confidentiality of student and personnel records
- Fair assessment practices by implementing fair and unbiased assessment and evaluation
- Establishing guidelines for the appropriate use of social media and technology
- Professional boundaries with students and colleagues

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- Community engagement and being responsive to community needs
- Safety and well-being related to the physical and emotional safety of students
- Legal compliance with ethical standards and legal requirements
- Environmental responsibility and promoting sustainability within the institution
- Professionalism in communication with students, colleagues, parents, and the community
- Adherence to institution's mission and values
- Promoting academic freedom and intellectual upliftment

2.3 Constitutional Values and Global Citizenship

The intersection of constitutional values and global citizenship underscores the idea that the principles enshrined in a nation's constitution can be the basis for ethical and responsible engagement in the broader global community. Individuals who embody both sets of values contribute not only to the well-being of their own nation but also to the promotion of justice, equality, and peace on a global scale. Global citizenship, on the other hand, involves recognizing oneself as part of a larger global community and embracing a sense of responsibility and engagement with global issues.

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Chapter III

VALUES AND ETHICS FOR STAKEHOLDERS

The success of an institution's mission and vision is driven by the value-based ethical behaviour of its committed college management members, faculty members, staff, and students. Therefore, an institute should thrive on imbibing core values and ethical behaviour into the daily interactions of stakeholder groups (p.17). These stakeholders should be guided by the following core values:

Integrity: Integrity is a cornerstone of ethical behavior and is essential in building and maintaining trust, whether in personal relationships, professional settings, or broader societal contexts. Individuals with a strong sense of integrity contribute to a positive and ethical culture, fostering environments where honesty, fairness, and ethical decision-making are prioritized. Integrity is a fundamental personal and professional quality that involves the consistency of one's actions, values, methods, measures, principles, and outcomes. It is a virtue that encompasses honesty, sound moral value, and adherence to ethical principles. Individuals with integrity are considered trustworthy, reliable, and principled.

Trusteeship: Trusteeship emphasizes the importance of responsible and ethical management of resources or responsibilities for the benefit of others. The concept relies on trust, transparency, and a commitment to acting in the best interests of the beneficiaries. Trusteeship implies a fiduciary duty, where an individual or entity (the trustee) is entrusted with specific duties or assets and is expected to act in the best interests of the beneficiaries.

Harmony: Harmony is a concept that resonates across different aspects of human experience, emphasizing the importance of balance, unity, and cooperation for a more fulfilling and peaceful existence. It implies a sense of agreement, cohesion, and a lack of discord. Harmony can be experienced in various contexts, including interpersonal relationships, nature, music, design, and societal dynamics.

Accountability: Accountability is a fundamental concept that involves individuals or organizations being responsible for their actions, decisions, and the outcomes of their activities. It encompasses the obligation to answer for one's conduct, meet specified standards, and justify the use of resources or authority. It is a foundational principle that promotes responsible and ethical behavior, contributes to organizational success, and fosters trust within relationships and communities. It is an essential aspect of effective governance, leadership, and personal development.

Inclusiveness: Inclusiveness is a process that requires commitment, awareness, and active efforts to create environments that promote diversity, equity, and belonging. It is a foundational element for building strong, resilient, and vibrant communities and organizations. It involves actively

involving and valuing people of different backgrounds, perspectives, and identities, ensuring that everyone feels welcome, respected, and included. Inclusiveness is a key component of fostering equality, social cohesion, and a sense of belongingness.

Commitment: Commitment is a dynamic and multifaceted trait that plays a crucial role in personal growth, relationship building, and the achievement of individual and collective goals. It is a powerful force that drives sustained effort and positive outcomes in various aspects of life. Commitment is a state of being dedicated, bound, or obligated to a course of action, a set of beliefs, or a relationship. It involves a sense of dedication, responsibility, and perseverance toward fulfilling promises, goals, or obligations. Commitment can manifest in various aspects of life, including personal relationships, professional endeavors, and individual pursuits.

Respectfulness: Respectfulness is a foundational aspect of healthy relationships, effective communication, and positive social interactions. It contributes to a harmonious and inclusive environment where individuals feel valued and understood. It is a quality that involves treating others with consideration, courtesy, and esteem. It encompasses recognizing the inherent worth and dignity of individuals, regardless of differences in background, beliefs, or opinions. Being respectful involves displaying good manners, empathy, and a genuine regard for the well-being of others.

Belongingness: Belongingness is a universal human need that influences various aspects of life, from personal relationships and community involvement to workplace dynamics and mental health. Creating environments that foster inclusivity, acceptance, and positive social connections is essential for satisfying this fundamental human need.

Sustainability: Sustainability is a multifaceted concept that requires a holistic and integrated approach to address the interconnected challenges facing the planet. It involves a commitment to responsible and ethical practices that balance environmental, social, and economic considerations for the well-being of current and future generations.

Constitutional Values: Constitutional values are the fundamental principles and ideals that form the foundation of a nation's constitution. These values guide the creation of laws, the functioning of governmental institutions, and the protection of individual rights.

Global Citizenship: Global citizenship is a dynamic and evolving concept that encourages individuals to transcend national boundaries, recognizing their role in shaping a more just, sustainable, and interconnected world. It promotes a sense of shared responsibility for the well-being of the entire global community.

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Chapter IV

REINFORCEMENT OF HUMAN VALUES AND PROFESSIONAL ETHICS

Reinforcement of human values and professional ethics is essential for fostering a positive and ethical culture within individuals, organizations, and society at large. Here are some strategies and principles for reinforcing human values and professional ethics:

- Continuous Learning: Provide ongoing education and training programs that emphasize the importance of human values and professional ethics. This ensures that individuals stay informed about ethical standards and principles.
- Leadership Integrity: Leaders play a crucial role in setting the ethical tone within an organization. Leaders who demonstrate and uphold ethical behavior serve as role models for others to follow.
- Ethical Guidelines: Establish a clear and comprehensive code of ethics that outlines expected behaviors and values. Communicate these guidelines regularly and ensure they are easily accessible to all members of the organization.
- Transparent Accountability: Implement transparent mechanisms to hold individuals accountable for their actions. This includes fair and consistent consequences for ethical violations and rewards for ethical behavior.
- Ethics Committees: Form ethics committees or boards that are responsible for addressing ethical concerns, providing guidance, and ensuring ethical compliance within the organization.
- A safe and confidential environment : Create a safe and confidential environment for individuals to report unethical behavior without fear of retaliation.
- Ethical Decision-Making Processes: Integrate ethical considerations into decision-making processes. Encourage individuals to assess decisions based on values and ethical principles rather than solely on outcomes.
- Recognition and Rewards: Recognize and reward individuals who consistently demonstrate ethical behavior and embody human values. Positive reinforcement reinforces the importance of ethical conduct.
- Community Engagement: Engage in social responsibility initiatives that reflect human values and ethical principles. This fosters a sense of responsibility toward the community and the environment.
- Communication and Transparency: Foster open and transparent communication within the organization. This includes addressing ethical concerns promptly and communicate ethical expectations openly.

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- Cultivate a Positive Culture: Cultivate a positive organizational culture that values collaboration, respect, and empathy. A positive culture contributes to the reinforcement of human values and professional ethics.
- Mentorship Programs: Implement mentorship programs where experienced professionals guide and mentor newcomers, emphasizing the importance of ethical conduct and professional values.
- Integration in Performance Evaluation: Incorporate ethical behavior and adherence to professional values into performance evaluation criteria. This underscores the significance of ethics in individual and organizational success.
- Ethics Training Workshops: Conduct regular workshops and training sessions focused on ethics and human values. This provides opportunities for discussion, clarification, and reinforcement of ethical principles.
- Employee Involvement: Involve employees in the decision-making process, particularly in matters related to ethical considerations. This empowers individuals and promotes a sense of ownership in ethical practices.
- Continuous Evaluation and Improvement: Establish feedback mechanisms to continuously evaluate the effectiveness of ethics programs. Use feedback to make improvements and adjustments as needed.
- Integration in Organizational Policies: Ensure that ethical considerations are integrated into various organizational policies.
- Encourage Empathy and Inclusivity: Foster a culture of empathy and inclusivity. Encourage individuals to consider the impact of their actions on others and to embrace diversity in all its forms.

Reinforcement of human values and professional ethics requires a comprehensive and integrated approach that involves leadership commitment, continuous education, and the active participation of individuals at all levels within an organization.

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