



## SARIYA COLLEGE, SURIYA

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Po: Suriya, Dist: Giridih, Jharkhand, India, PIN - 825320, Accredited with Grade 'C' by NAAC CGPA 1.96  
(Permanently affiliated to Vinoba Bhave University, Hazaribagh)

(Run under Suriya Mahavidyalya Shikshan Vikas Samiti, Society Registration Act 1860)



**Assessment and Accreditation by NAAC**

### Institutional Core Value Manual

**Human Values  
and  
Professional Ethics**

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## Introduction

Core values are the root beliefs that a Person (Individual) or organization operates from. They are the principle perspectives that guide a person or organization's behavior with others.

Core values are traits or qualities that are not just worthwhile, they represent an individual's or an organization's highest priorities, deeply added held beliefs and core fundamental driving forces. They are the heart of what our organization and its employees stand for in the society, nation and worldwide.

A human value are the principles, standards, beliefs and convictions that adopt as their guidelines in daily activities.

Human values are closely related with human life. No human life is possible with values. Human values are those universal concepts, drivers of action which are found in all cultures, all Societies, all times and in all places where human beings eke out their lives.

At Sariya college, suriya has made astonishing Strider in the field of education, particularly higher and professional education. Sariya college has a mission to being about Social Transformation through Dynamic education. We believe in educating women also which help in developing a nation. We cultivate and inculcate the values among the Students and the staff through teaching, co- curricular and extra-curricular activities. Institution truly excelled all boundaries to establish itself as a pioneer institute for all students with knowledge, wisdom, growth in/of the society in regards to pursue their passion to realize their ambitions irrespective of their geographical scale.

**Commitment:**

- Support the mission and vision of the institute.
- Focus on student and stakeholder needs.
- Be responsible and accountable in our activities. at all levels of the institution.
- Continually seek to earn the public's trust in all of our actions and words.
- Respond to the changing needs of our communities in a timely manner.
- Create new programs and service to meet identified needs.
- Continuously evaluate and improve programs, services, systems and policies.
- Utilize a shared decision – making process.

**Human Values**

Human values are closely related with human life. No human life is possible without values. Human values are the principles, standards, beliefs and convictions that adopt as their guidelines in daily activities.

- Principal human values are the foundation on which professional ethics are built.
- They are set of consistent measures and behaviors that individuals choose to practice in the pursuit of doing what is right or what is expected of them by society.
- Most laws and legislations are shaped by human values.
- Human values are those universal concepts, drivers of action which are found in all cultures, all societies, all times and in all places where human beings eke out their lives. They attract dignity, respect and appropriateness among people's beliefs, feeling and attitudes towards things, situation or other people in the society.

**The core human values are:**

- |                    |                   |                   |               |
|--------------------|-------------------|-------------------|---------------|
| 1. Respect         | 2. Honesty        | 3. Solidarity     | 4. Empathy    |
| 5. Truth           | 6. Gratitude      | 7. Tolerance      | 8. Generosity |
| 9. Self-discipline | 10. Love          | 11. Co-operation  | 12. Wisdom    |
| 13. Peace          | 14. Right conduct | 15. Non-violence. |               |

**1. Respect:**

It is the fundamental value that refers to the consideration and appreciation of the need, interests' opinions and feeling of others. Respect is important because it helps as build healthy and harmonious relationships with others, foster cooperation and understanding between the two person and promotes equality and justice.

How to promote respect? Actively listen to others, treat people with kindness and courtesy, recognize and appreciate cultural and social differences and be considerable of other's opinions and feeling.

**2. Honesty:**

It refers to integrity and sincerity in our actions and relationships. Honesty is important because it helps us build trusting relationships and foster credibility and transparency in our social Interactions.

How to promote honesty? Tell the truth at all times, take responsibility for our actions and decisions do not lie or mislead others, respect confidentiality and privacy.

### **3. Solidarity:**

One of the most important human value is solidarity. It is about collaboration and mutual support among people. Solidarity is important because it helps us overcome adversity and face life's challenges together.

How to promote Solidarity? Helping others in times of need, being empathetic and sympathetic to the Struggles of others, working as a team to achieve common goals and being an advocate for social justice and equality.

### **4. Empathy:**

It is the ability to put our self in the studies of others and to understand their feelings and perspectives. empathy is important because it helps us develop healthy and meaningful relationships with others, foster understanding and compassion, and build more inclusive and just communities.

How to promote empathy? Through active listening, asking open - ended questions, putting yourself in the other person's shoes, validating others' feeling, practicing in everyday situations, volunteering and reading literature/movies that explore different perspectives.

### **5. Truth:**

Trust can be interpreted in many ways. But ultimately it comes down to reliability and truth. Without trust, the world simply would not function. We create documents, money and bullet proof glass because we lost faith which is why it is important human value. Trust is the belief and confidence in the integrity, reliability and fairness of person or organization.

How to promote trust? It is an essential human value that quantifies and defines our inter-dependence in relationship with others.

## 6. Gratitude:

It is recognizing and valuing the positive things we have in life and expressing our appreciation for them. Gratitude is important because it helps us develop a more positive and optimistic outlook on life, cultivate healthier and more meaningful relationships and improve our emotional and mental well-being.

How to promote gratitude? Expressing gratitude to the people means focusing on the positive things in life, remembering happy and rewarding moments, and finding ways to give back and contribute to our community.

## 7. Tolerance:

Among the most outstanding human values is tolerance. It refers to accepting and respecting the differences of others, whether in terms of culture, religion, race, gender, sexual orientation among others. It is important because it helps us to foster inclusion and diversity, to overcome prejudice and discrimination, and to build more harmonious and equitable communities.

How to promote tolerance? Learning about different cultures and perspectives, respecting beliefs and opinions of others, avoiding stereotypes and discrimination, and promoting equality and social justice.

## 8. Generosity:

It refers to sharing and giving selflessly to others, whether in terms of time, money, resource, among others. Generosity is important because it helps us to develop an attitude of service and to contribute to the well-being of our community and society in general.

How to promote generosity? Devote to charities and charitable organizations, offer help and support to others, share our time and skills with those in need and foster a culture of service and collaboration.

### **9. Self-discipline:**

It Refers to the ability to control our actions and decisions, and to maintain a constant and consistent focus on our objectives and goals. Self-discipline is important because it helps us develop a strong work ethic and achieve success and wellbeing in our lives.

How to promote self-discipline? Setting clear goals and objectives, maintaining a schedule and calendar of activities avoiding procrastination and distraction and working hard and persevering in achieving our objectives.

### **10. Love:**

Love is the principle which creates and sustain human relations with dignity and depth. Love means I can be kind, caring and understanding. Love is the basis for a belief in equality and good will toward all.

How to promote Love? Love dedicates the devotion to something or someone you love. It is trust and understanding the true feeling of person mind and value their place of presence with selflessness and also to value the self-love to priorities yourself to become confident to do for our self and to others in the society.

### **11. Co-operation:**

Co-operation is the process of working together to the same end. it is undeniably are the most vital assets one can have when working through a problem. Having the opinion and voice of another person will not only draw out a discussion the topic, but also lead to a well-rounded solution. Co-operation has been in its high importance and held high in regard.



## 12. **Wisdom:**

Wisdom is the most important value in many ways. Its value is very important while living the lives. Wisdom is often confused with the words like knowledge and intelligence.

How to promote Wisdom? It is that quality of have experience and good judgment. Wisdom becomes necessary when society gets cramp with knowledge. In the explosion of knowledge- based society, wisdom becomes the necessity.

## 13. **Peace:**

It means living up to the value, and securing a state of Inner peace within oneself. When our mind is quiet, our emotions are in a state of balance. It manifests as inner mental calm and the ability to maintain equanimity in all situations.

How to promote peace? When our mind feels peaceful within ourselves. We will naturally feel peaceful towards other. Avoiding causing harm to anyone or anything in our thoughts, words and deeds. No inner war going on and our desires are kept under control.

## 14. **Right conduct:**

It is the human value which the person can get right information received through the five senses .i.e. smell, taste, sight, touch and hearing. Referred to the conscience, in which resulting action will be beneficial. It aims to assist unselfishness; the action will be good for on self and other.

It includes the self-help skills, social skills and ethical skills.

**Self Help skills:** Care & possessions, diet, hygiene, modesty, posture, self-reliance and tidy appearance.

**Social skills:** Good behavior, good manners, good relationship, helpfulness, no wastage and good environment.

**Ethical skills**: Good conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all and sense of responsibility.

### **15. Non-violence:**

Non-violence instils a sense of morality, equality and respect for the rights of all human beings. It fosters appreciation of all cultures and religions, as well as ecological concern and awareness. It is an expression of universal love that promotes understanding among people and sense of being part of a whole world.

How to promote non-violence? It is the personal practice of not causing harm to others under any conditions. It may come from the belief that hurting people, animals and/or the environment is unnecessary to achieve an outcome and it may refer to a general value of psychological and social being: -

**Psychological**: Benevolence, compassion, concern for others, consideration, forgiveness, morality, loyalty and happiness.

**Social**: Appreciation of others cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, respect for property and social justice.

## Professional Values

Professional values in a generic term for principles that are major and unique to practicing a profession.

In simple words, they are guiding beliefs and principles that influence our work behavior in a profession it diffuses across all professions.

A person can be called as a professional based on the professional values standard of education, training, specific knowledge and skills possess in order to fulfill the requirements of a particular task assigned to him/her. Professional values can be considered as the personal, social, organizational & corporate ideologies of behavior expected from a professional.

Professional values are the traits that show overall work ethic and ability to meet objectives and be successful in your career.

**There are several core professional values:**

- |                             |                           |                        |
|-----------------------------|---------------------------|------------------------|
| <b>1. Strong work ethic</b> | <b>2. Responsibility</b>  | <b>3. Integrity</b>    |
| <b>4. Honesty</b>           | <b>5. Reliability</b>     | <b>6. Adaptability</b> |
| <b>7. Accountability</b>    | <b>8. Self-motivation</b> | <b>9. Flexibility</b>  |
| <b>10. Commitment</b>       | <b>11. Team work</b>      | <b>12. Positivity</b>  |
| <b>13. Creativity</b>       | <b>14. Collaboration</b>  | <b>15. Passion</b>     |

**1.Strong work ethic:**

Work ethic is a trait most employers look for right away in an employee. Your ability to work hard, overcome challenges and offer support to your colleagues demonstrates a strong work ethic and can help you be successful while building positive relationship, too additionally having a strong work ethic means understanding what's expected of you and staying motivated to achieve your goals.

**2. Responsibility: -**

Being responsible not only means following Thorough on commitments you've made, but it also means offering you support or help when it's needed. Demonstrate your Responsible nature by meeting objectives, completing tasks that you take on and ensuring you're performing in your job to the best of your abilities.

These responsible traits will show your mangers that you are committed to achieving goals and contributing to the growth of your institution.

**3. Integrity:**

Having integrity means being trust worthy and committed to carrying out the duties you are responsible for. Integrity is an important trait that can help you build positive and supportive relationship at work.

It means that you are dependable and honest in your interactions, communications and relationships with others.

**4. Honesty:**

Honesty is an aspect of integrity; both of these traits can help you from a strong foundation of professional values. When you remain honest and open your communication with your work colleagues and supervisors, they will be more likely to refer to you. When they have questions, need extra help or need some input or important task.

Additionally, remaining honest in your work will demonstrate your trust worthiness, which is highly important for building strong relationship at work.

### **5. Reliability:**

Being reliable means, you are punctual, on track with your work objectives and always follow through on your commitments. Demonstrating your dependability can also lead to more advanced or challenging projects that can help you advance in your career, as your supervisors will be more likely to trust you with important tasks because they know you will follow through on your work commitments.

### **6. Adaptability:**

The ability to adapt to different situations and navigate interactions with diverse individuals is extremely important in the workplace. No matter what field you work in, Challenges of problems can arise.

In Challenging situations, your adaptability will demonstrate your ability to change your approach to how you overcome problems.

### **7. Accountability:**

Being accountable in the workplace means taking responsibility for your actions and conduct in the workplace. When you're accountable for your actions and conduct in the workplace, you demonstrating your honesty, adaptability, responsibility and a positive attitude, especially when you seek feedback and input that helps you improve.

## **8. Self-motivation:**

Self-motivation is extremely important to have as a core value. Keeping yourself motivated at work will help you stay satisfied with your job, stay passionate about your work and find meaning in your daily activities.

This self-motivation is also highly desired trait that many employers look for in their employees, as it demonstrates a strong desire to achieve personal and companywide success.

## **9. Flexibility:**

It is similar to your adaptability, your flexibility of doing work in workplace will demonstrate your ability to remain open-minded and willing to take on challenges and help others.

Additionally, being flexible at work means your employer can rely on you to handle last minute work assignments, provide additional support to a colleague or even odd to an existing project that is outside your normal job responsibility.

## **10. Commitment:**

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

This is bound to add wealth to oneself, one's employer, society and the nation at large. Target oriented efforts are pursued efficiently.

**11. Teamwork:**

Teamwork can improve efficiency and productivity of the organization. Good team work also enhances group outcomes and the measurable effectiveness of organization. It enables better problem-solving potential, unlocks potential for innovation, lowers the risk of burnout, boosts productivity, allow for a smarter risk-taking, enhance personal growth and give opportunities for growth and development of each person and institution.

**12. Positivity:**

Maintaining positivity and enthusiasm even when faced with challenges helps to motivate others, creates good will and a pleasant atmosphere to work in. This being able to stay positive when difficult situations and issue arise while at the workplace is an incredibly valuable trait to possess.

Positively displays someone criticism and feedback with a genuine desire to improve themselves, which can lead to increased work satisfaction and may improve your confidence and self-motivation. Having a positive mindset can influence others to be positive too.

**13. Creativity:**

People who value creativity view the world as a source of different possibilities. They envision methods for overcoming a challenge or starting expressing yourself through art, music, writing or other forms of creativity. Curiosity of creativity having a desire to learn and explore new ideas with new and big ideas, see things that other people can't and see the world around them through their own making the world a better place.

It is new ways of thinking, learning and doing.

**14. Collaboration:**

It is the working effectively with others to achieve shared goals, valuing the input and expertise of others, and fostering a cooperative amendment. It is the ability to work together with teammates towards a common goal is the key value for working professionally.

Collaboration is important for the Institutional process and development with meant to be beneficial for the society to prove the overall development among each individual as per worldwide. It helps in additional for Institutional growth as better place to get best knowledge of highly values as a team of each place of knowledge.

**15. Passion:**

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.