



Govt. Degree College Udhampur



CODE OF CONDUCT, CODE OF PROFESSIONAL ETHICS AND HUMAN VALUES

AN INITIATIVE OF INTERNAL QUALITY ASSURANCE CELL

Following code of conduct and code of professional ethics for the **Students, Teaching Staff, Non Teaching Staff and Principal** of Govt. Degree College Udhampur have been guided, suggested, approved & resolved by the College Advisory Committee and Internal Quality Assurance Cell (IQAC)

A. GENERAL CODE OF CONDUCT TO BE FOLLOWED BY EVERY STUDENT

1. Classes start from 9.00 a.m. and may continue up to 03.00 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. Every student of the college must always wear/keep the valid Identity Card in his possession issued by the college with their recent photograph affixed, bearing the signature of the Principal.
4. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
5. No outsider is allowed to enter the College without a valid reason.
6. All Students must adhere to the Dress Code of the College They should be in specified uniform mentioned as below:

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- **Boys (UG):** White Shirt-Black formal Trousers in Summers & Black formal Coat or V-neck sweater in Winters.
- **Boys(PG):** Sky Blue Shirt-Black formal Trousers in Summers & Black formal Coat or V-neck sweaters in Winters.
- **Girls (UG) :** Simple White Salwar- Kameez & White Chunni with Black Sweater in Winters (without any designs & hood) or formal Black Coat-Trousers with white shirt.
- **Girls(PG) :** Simple Pinkish Purple Kameez with White Salwar & White Chunni with Black Sweater (without any designs & hood) or formal Black Coat-Trousers with White Shirt.

Note: However, Principal of the College may exempt white Kameez –Salwar & chunni & allow Pink Kameez – Salwar & Chunni instead to a girl student who is married or engaged for marriage on the written request of the Parent/s or Guardians. Denims are not allowed at all. All the students will carry I-Cards every day.

7. Use of Mobile in the class rooms, library is strictly prohibited.
8. Unlawful assembly of students is banned.
9. Writing of graffiti or sticking of posters and spitting on walls is a cognizable offence.
10. **Ragging in any form on or off the college campus including the hostel is a cognizable offence and the student/students involved in ragging will be severely punished as provided in IPC and Hon'ble Supreme Court directions.**
11. If any student/students is/are affected by the ragging in the college premises or outside of the college. They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator
12. The entry into College Vatika shall be restricted to girl students only.
13. Eatables snacks / beverages (drinks) are not allowed inside the class rooms.
14. Consuming Alcohol, Guthkha And Smoking is strictly prohibited in the

- premises and out of the college.
15. Every student helps to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.
 16. College premises and class rooms are under CCTV surveillance, everyone must follow the discipline in college premises/campus/class room.
 17. During the conduct of lectures, students should not loiter in and around the College premises. Students are liable themselves for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
 18. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
 19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
 20. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
 21. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
 22. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
 23. Furniture in the class rooms should not be moved or displaced.
 24. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
 25. In case of any kind of problem or need of medical emergency in the college, student should report to the Pharmacist/HOD/concerning teacher, who will help them solve their problem.
 26. Each student should park his/her vehicle at the parking of the college.



The above code of conduct is subject to change, modifies or suspended as and when required.

The decision of the College Principal, in any matter, shall be final and binding.

B. Code of conduct of College Library for the students

1. Every staff / student of the college is eligible for membership of the Library.
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 9 A.M. to 3.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Books will be issued to a student on production of Library Borrower's Card which is issued to him/her at the start of the academic session by the librarian.
8. Students must handle the book/s very carefully.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Undergraduate students can borrow two books from the library. P.G. students are allowed to borrow three books at a time.
11. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.

12. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
13. The borrowed book should be returned on or before due date.
14. Books are issued for a period of 14 days only and a fine of Re. 1/- per book per day shall be charged after the due date for first 15 days and thereafter Rs 2/- per day.
15. If the due date falls on holidays, return can be done on the following working day without fine.
16. Reference books and current periodicals are not issued for use at home. However, these can be consulted within the library premises.
17. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
18. Students can use well equipped Library study room from 9.00 am to 3.00 p.m. with kind permission of the Principal/Librarian.

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The decision of the College Principal, in any matter, shall be final and binding.

C. IDENTITY CUM LIBRARY CARD

1. Every student on being admitted, shall be issued an Identity Card which he/she will carry on his/her person at all times and shall produce on demand, by any member of the College staff, anywhere in the College premises.

2. Students appearing for the University examination shall surrender their library card/borrower's cards before receiving Roll No. slip in Semester-II, IV & VI. Students failing to surrender their cards at that time shall be fined @ Rs. 125/- per student.

3. The loss of the Identity Card should be reported immediately to the concerned authority.

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A new Identity Card shall not ordinarily be issued. However after proper verification a duplicate Identity Card may be issued on a payment of Rs. 125/- as fine.

D. Code of Conduct for the Principal

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government, / U.G.C./Director Higher Education / Affiliated University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic diary /teaching plan/ plan of action and action taken report of teachers/head/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the Section officer / head

- clerk or any other official duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
 16. To encourage at overall physical and cultural development of students, fraternity through various extracurricular activities.
 17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
 18. To encourage teaching and non teaching staff for their professional development.

E. THE PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Govt. from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave with polite to the everyone of the college.
(The Principal, teachers, Students, visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste,

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- political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 9. Co-operate personally to the policies of the institutions which have been made by authorities of the institution.
 10. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
 11. Should adhere the Professional Ethics and Code of Conduct of the institution.
 12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
 13. Every employee should behave and perform fair and committed to the best interest of the college.
 14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
 15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
 16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
 17. Any employee should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
 18. Avoid conflicts between their professional work and personal interest.
 19. No one of the non-teaching staff should by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
 20. No one shall ordinarily remain absent from work without prior permission

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- of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
 22. Should adopt a humane approach in dealing with students who are physically challenged.
 23. Be punctual & careful in availing professional opportunities for career development
 24. Every employee should respect the functional superiority of those set in authority over him/her by the Govt./Principal.
 25. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

F. CODE OF CONDUCT FOR TEACHERS



1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Govt. from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Every teacher should apply their knowledge and experience for overall development of the students of the college.
4. The Teacher should behave and perform fair and committed to the best interest of students of the college.
5. The teacher should be sincere, dedicated and academically focused.
6. Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the

beginning of the session and perform accordingly.

7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
8. The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution.
10. Every teacher should inform the college discipline/code of conduct to the students time to time and encourage them to follow accordingly.
11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College.
13. Teacher should assist the College/University Examinations, evaluation works, Moderation etc.
14. Examination evaluation/valuation, Practical examination should be fairly



- evaluated by the teacher.
15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
 16. The teacher should not demand/force for any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
 17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
 18. The teacher should maintain the positive relationship with all colleagues & students of the college.
 19. The teacher possesses his/her identity as a teacher/Employee of the college/Institution in the society, therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
 20. The teacher should inculcate a feeling of pride among the students for their Parents, Teachers, Society, and Institution & Nation.
 21. Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
 22. No teacher should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
 23. The teacher shall not ordinarily remain absent from work without prior

permission of the Principal or grant of leave.

24. The teacher should adopt a humane approach in dealing with students who are physically challenged.
25. Be punctual & careful in availing professional opportunities for career development.
26. Every teacher should be conscious about his academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
27. The teacher shall firstly submit his/ her placement file to the I.Q.A.C. and I.Q.A.C. will forward that file to the Principal for further needful action.
28. The teacher shall present punctually to the college for the National Anthem & Prayer.
29. No teacher shall leave the college campus during 9.00 a.m. to 3:00 p.m. in college duty hours after attending/joining the duty.
30. No teacher shall leave headquarter without permission of the Principal.

G. CODE OF CONDUCT/NATURE OF WORK/GUIDLINES FOR HEAD OF DEPARTMENTS

1. To prepare **Annual Departmental Academic Calendar** at commencement of the session, and one copy of it should be submitted to the principal/IQAC and organize the planned events accordingly.
2. To prepare the Semester wise Departmental Time Table.
3. To guide/direct the faculties of the department to prepare semester wise/paper wise teaching plan and keep one copy of this plan with

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- departmental file & submit one hard copy to the Principal/IQAC.
4. To manage the periods/Lectures & keep watching for smooth conducting.
 5. Organize/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
 6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
 7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
 8. Submit reports of **completed and not completed syllabus reports** and **unit tests** reports, time to time to the principal in written form.
 9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal from time to time.
 10. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
 11. Use ICT to the maximum for teaching learning process.
 12. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
 13. Organize "Industrial/Subject Tour" for the students. & after tour make evaluation/output/benefit report of the tour and also keep one hard copy of it with departmental document file.
 14. Organize guest lectures on various subjects for the students, with kind permission of the Principal.
 15. Organize student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department,





apart from indicated programs by the college, in College Annual Calendar, for each session.

16. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
17. Provide the subject notes/question papers/study material etc. to the students.
18. Redress the grievance of the students at department level & Counsel them need fully.
19. All teaching departments faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies every month.
20. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.

H. CODE OF CONDUCT FOR COORDINATORS /CONVENERS OF COLLEGE COMMITTEES /NCC/NSS

1. All Co-coordinators/Conveners herewith informed that prepare yearly "Plan of Action" at beginning of the session, for their Department/Cell/Committee, for the current session & conduct the students' centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
2. There are expected minimum two programs in first session and other two

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- programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in The College Annual Calendar for each session.
3. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex- officio) chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Convener in proper manner.
 4. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
 5. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies every month.
 6. If any directed or planned Program/activity/event could not be organized/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
 7. Coordinator/Head/Convener should not organize any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
 8. Every Coordinator/Head/Convener/ must discuss & convey the planning of




any program/ activity /etc. to the Principal before the program.

9. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

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CODE OF PROFESSIONAL ETHICS FOR TEACHERS

(Source: As per UGC Noticification-2018)

Introduction: The College is providing the following guidelines of UGC for maintaining the Professional Ethics for the teachers. These guidelines are adopted from UGC notification(New Delhi, The 18th July, 2018) i.e., UGC Regulations on Minimum Qualification for the Appointment of Teachers and other academic staff in Universities and Colleges and measures for the maintenance of Standards in Higher Education, 2018.

Source: <https://www.ugc.ac.in/pdfnews/5323630> New Draft UGCRegulation-2018

I. TEACHERS AND THEIR RESPONSIBILITIES:

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Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,

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6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and 10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and 4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

IV. TEACHERS AND AUTHORITIES: Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;

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7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHING AND NON-TEACHING STAFF:

1. Teachers would treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers would help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS Teachers would:

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY Teachers would:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Human Values

We firmly believe that the outcome of education is to facilitate actualization of human potential by making its stakeholders, particularly higher educational administrators, teachers and learners conscious about human values and professional ethics. The principal values to be actualized are as follows:

- **Compassion and Love (Prem and Karunaa):** Love and Compassion is the sincere care for others, kindness and empathy. The concept of 'Love for all' leads to consideration of the whole world as a family as in the concept of 'Vasudhaiva Kutumbakam'.
- **Peace (Shanti):** The scope of peace includes peace at the individual level and at the world level. For world peace, peace at the level of individual, society and nations is imperative.
- **Truth (Satya):** Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.
- **Non-Violence (Ahimsa):** Non-violence is a result of restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or nonliving. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.
- **Righteousness (Dharma):** Righteousness is the backbone of core human values and also of human existence. It involves practicing good manners and decorum at every stage. In simple language, it is marked by 'right conduct'.
- **Renunciation or Sacrifice (Tyaaga):** Renunciation begins when selfishness ends. Renunciation in its simplest form is seen in austerity, sense control, and selflessness.
- **Service (Sevaa):** When love and compassion for others and willingness to sacrifice for others out of love take the form of action, it becomes service. Service is possible only when one loves others as one's own, not as other. The value of service demands equanimity without any conditions or discrimination on the lines of caste, creed, race, region or religion.

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