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AN AUTONOMOUS INSTITUTION



A HANDBOOK OF
**HUMAN VALUES AND
PROFESSIONAL ETHICS**

**Human Values
and Ethics**



"TRY NOT TO BECOME A MAN OF SUCCESS,
BUT RATHER TRY TO BECOME A MAN OF
VALUE"

- ALBERT EINSTEIN

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INTRODUCTION

Education is discovering our full potential and flourishing that potential for the beneficial of the Humanity. In this regard Professional ethics and Human values' is a truly relevant subject of today's environment of conflicts and stress in the profession, with obligations to be met by one person in many directions.

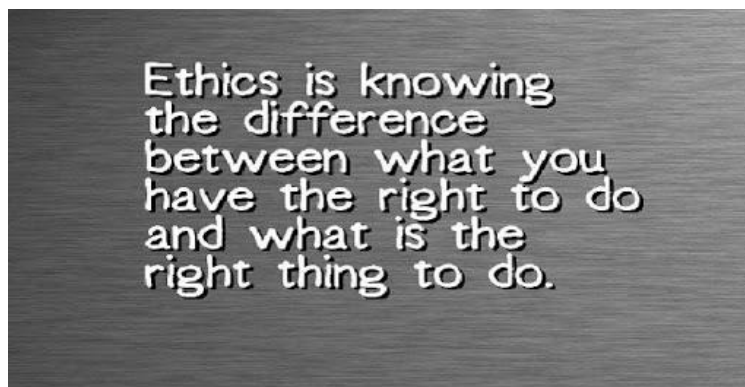
Every human being has two sets of questions to answer for his life:

a) What to do?

b) How to do?

The first set pertains to the value domain, and the other to the skill domain. Both are complimentary, but value domain has a higher priority. Today, education has become more and more skill biased, and hence, the basic aspiration of a human being, that is to live with happiness and prosperity, gets defeated, in spite of abundant technological progress.

Values are the basic and fundamental beliefs that guide or motivate attitudes or actions. They help us to determine what is important to us. Values are essential to ethics. Ethics is concerned with human actions, and the choice of those actions. Ethics evaluates those actions and the values that underlie them.



Objectives:

1. To improve one's ability and judgment and refine one's behavior, decisions, and actions in performing the duty to the family, organization, and to the society.
2. To appreciate fulfillment in the nature and the co-existence in existence.
3. Students to identify the importance of Human values and Skills for sustained happiness and inspire Moral and Social Values and Loyalty
4. To help students understand harmony at all the levels of human living to lead an ethical life and strike a balance between profession and personal Goals.
5. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality

Key Contributions of VJIT

Learning for Life

Diversity

Integrity

Hospitality

Compassion

Service

Respect

Human Values:

Human Values are the virtues that guide us to take into account the human element when we interact with other human beings. Human values are for example: Respect, acceptance, Consideration, Appreciation, Listening, openness, affection, empathy, and Love towards Human Beings.

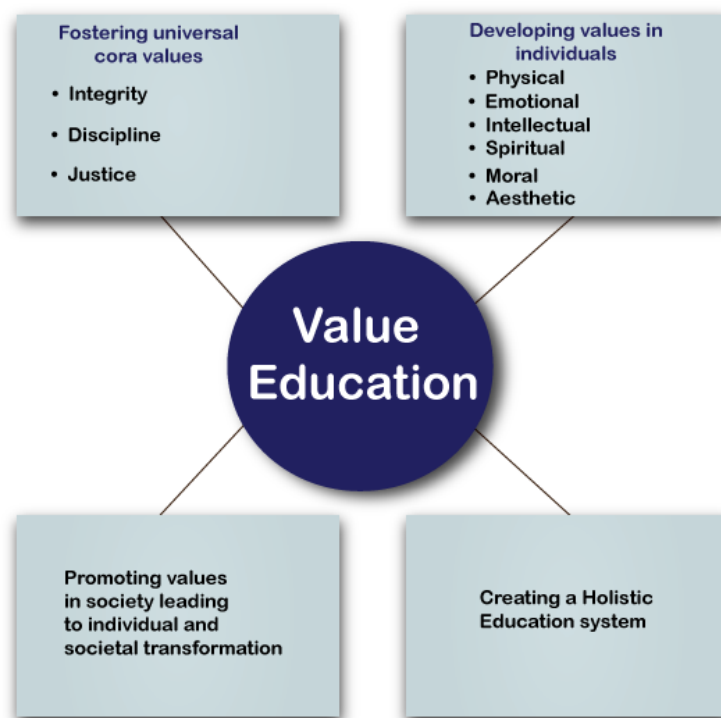


Need of human values:

Value education is always essential to shape one's life and to give one an opportunity of performing on the global stage. The need for value education among the parents, children, teachers etc., is constantly increasing as we continue to witness increasing violent activities, behavioral disorders, and lack of unity in the society etc. Value education enables us to understand our needs and visualize our goals correctly and indicate the direction for their

fulfillment. It also helps remove our confusions and contradictions and enables us to rightly utilize the technological innovations.

There are different views that call urgent need to inculcate human values in Indian society. Numerous traditional values which have been inherited from past remain valid and true to be adapted by future citizens but many fresh values to match confronting problems in emerging Indian culture. Presently, negative human values are in upper side. It may be because of neglect of value education which created vagueness and indiscipline in the mind of people (Satya Pal Ruhela, 1996).



Assumption of Nature of human values (Satya Pal Ruhela, 1996):

1. The total number of values that person possesses is not large.
2. Moore stated that all person everywhere possesses the same values though the degree may differ.
3. Values are the standards and guidelines for one's life influenced by experience, desire, and specific situations.
4. The anticipants of human life can be traced to culture, society, and its institutions. Values differ in extent because of the difference in culture.
5. Values are organized into value systems. A value system is an enduring organization of beliefs concerning preferable mode of conduct or end state of existence along a continuum of relative importance (Rokeach, 1973).

6. Values as standards direct one's way of life and value system guides to make general plans when the conflict arises.
7. Values serve in the form of expression given to human needs and as guide to make decisions in various ways (Satya Pal Ruhela, 1996).

Attributions of family and society:

Bulk of literature has shown that the family and society plays a significant role in shaping moral values of child. There is a strong bonding between the parents and children, which determines the personality of child. Family is the basis on which values are built.

Moral values such as truthfulness, happiness, peace, justice are inculcated in children's thoughts, feelings and actions and they function as ideals and standards that govern their actions in their life. The value system practiced in the family becomes automatic to the young family members if they are taught moral values thoroughly. The family has a great responsibility to pass on to the children many truths and values, and competencies to accomplish their place in life, whatever the society, whatever the culture or times. The eternal values of Truth, Right Conduct, Peace, Love and Harmlessness (Non-Violence) are transmitted on first through the family. Mothers are the first teachers. Mother is foundational, central, life-bringer and life-shaper. From their mothers, children acquire self-knowledge, self-confidence; learn self-satisfaction, self-worth, and the capacity for self-sacrifice.

The family forms the child's viewpoint towards people and society and helps in mental development in the child and supports his desires and values. Delightful and joyful atmosphere in the family will develop the love, affection, tolerance, and generosity. A child learns his behavior by demonstrating what he sees around him. Family also contribute significantly in helping a child socialize and has great influence and bearing on the progress of the child. In joint family system, the presence of elders in the family plays an effective role in social and moral development of the children. It will also aid young generation of the family to develop human values and eliminate their negative mental tendencies when they are among elders.

Children recognize themselves with their parents, other family elders and espouse them as their personal models for emulation and imitation. The behavioral problems are set correct only by the involvement of family in the child's life as they spend most of their time in adolescence with the parents. Family is the first social organization that provides the immediate closeness from which the child can learn his behaviors. Social standards and customs demarcated by a family provide the emotional and physical basis for a child. These

principles transmit the way of life a child lives and changes into an individual in a culture. These values and morals guide the individual every time in his actions.

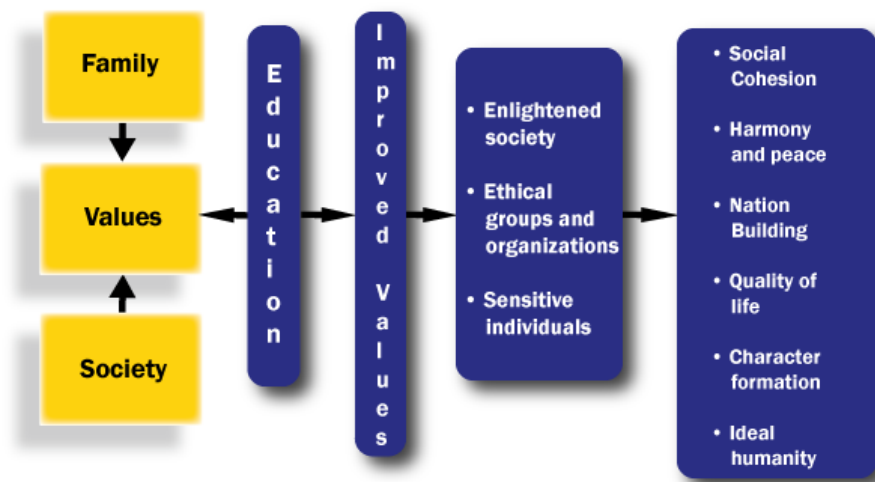
Children turn out to be a good person because of the value taught and given by his family members. Philosophies passed down from generation to generation make up a family value. Customs and Traditions followed and taught by the family leads a disciplined and organized life.

Family values help the child to stand strong on his views regardless of other efforts to break through with opposing views. A child has a strong sense of what is right and wrong and are less likely to become sufferers of deviant influences.

Responsibility of educational institutions in inculcating values:

Value education is important to help everyone in improving the value system that he/she holds and puts it to use. Once, one has understood his/ her values in life he/she can examine and control the various choices he/she makes in his/ her life. Many reports signify that the aim of educational institutions should not only be to teach education alone but should also be to inculcate values and improving skills of students.

Education as important driver to enhance value



In Institution, students are affiliates of a small society that exerts a great influence on their moral development. Teachers serve as role model to students in college. They play a major role in inculcating their ethical behavior (Satya Pal Ruhela, 1996).

Peers at college diffuse confidence about cheating, lying, stealing, and consideration for others. Though there are rules and regulations, the educational institutions pervade the value education to the students in an informal way. They play a key role in developing ethical behavior in students.

Accountability: The students should be exhilarated to be accountable for their own actions and should learn to respect and treat others kindly.

Role model: The teachers are the first role model to the children outside their family. When the children see the model showing concern for others, motivating them for their good deeds and cooperating and helpful with their academic issues, the children learn them by observing and imitate it with fellow peers. **Helping:** The children are taught basic morals and values in school. They should be taught by emphasizing the idea through many activities, stories, and tales, which will encourage them to engage in more helping behaviors.

Appreciation:

The teacher should appreciate the student for developing pro-social behavior, especially for any specific action they have done to help others. It is appraised that human values enhances person's life but in present scenario, these values are deteriorated in several countries. This trend of weakening in human values does not only pose serious threat to the future course of development of the nation but even for its survival, respect, and authority itself. However, change in social/human values in younger group is unavoidable with time but the decline in Indian youth group is at disturbing rate as compared to other country around the globe. It devolves on the parents, teachers, and society to imbibe the desired human values in young age group (Gandhi K. K., 1993).

To summarize, values are bridge between individual and social. Individual holds value but others influence the formation of those values (Kenneth Fleischmann, 2013). In philosophical frameworks, values are those standards or code for conduct conditioned by one's cultural doctrines and guided by conscience, according to which human being is supposed to conduct himself and shape his life patterns by integrating his beliefs, ideas and attitudes to realize cherished ideas and aims of life (Gupta, 1986). Families, groups, and societies tend to share common values (Kenneth Fleischmann, 2013). Family has been regarded as cornerstone of society. It forms a basic unit of social organization (Goel, 2008).

Professional Ethics:

Professionalism is the conduct, aims or qualities that characterize or mark a profession or professional person; it implies quality of workmanship or service. Every organization knows that a professional reputation is the difference between success and failure and they seek to keep their most professional staff. Professionalism is all about success and influence; having a reputation for excellence and being thought of as someone who exhibits professionalism under any circumstances can open doors for you either in the workplace or in your personal ambition.

Relationships - A package deal

- Be trustworthy; in today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time. Be accountable; to be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

- Be honest, open and transparent; honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your personal value to all.

Your network is your net worth

- Be courteous and respectful; courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.

- Always be honorable and act with integrity; honorable action is behaving in a way that portrays "nobility of soul, magnanimity, and a scorn of meanness" which is derived from virtuous conduct and personal integrity. This is a concept of "wholeness or completeness" of character in line with certain values, believes, and principles with consistency in action and outcome.

Know more to no more

●Always strive for excellence; this is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

●Always be ethical; ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

●Be respectful of confidentiality; confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences. You gain trust and respect of those confiding in you and increase your influence within the organization.

Be the best version

●Be competent and improve continually; competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

●Set good examples; applying the foregoing rules helps you improve your professionalism within your organization, but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary live within and without the organization.

Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of professionalism and enjoy a wonderful, professional, and prosperous career.

Life’s Amazing Secrets

1. If you do what you love, you will never have to work a day your life.
2. The first step in selflessness is to practice it with our family.
3. As you become successful do not forget the keys to happiness.
4. The service you do for others is the rent you pay for you room here on earth.
5. Personal ethics focus on morals and principles, while professional ethics demand adherence to corporate rules.
6. Integrity is choosing your thoughts and actions based on values rather than personal gain.



$$\text{Happiness} = \frac{\text{Number of Desires Fulfilled}}{\text{Total Number of Desires}}$$

Core values, Code of conduct & Ethics

Core Values

Students seeking admission and trust of their parents are the primary reasons we exist as an Institution.

Our core values are:

1. **Integrity:** All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
2. **Accountability:** The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the Institute.
3. **Responsibility:** Everybody in the Institute is expected to discharge his/her duties with due responsibility.
4. **Transparency:** The general records of maximum aspects of the functioning are maintained online to encourage transparency.
5. **Respect of Individual:** While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
6. **Faculty Empowerment:** Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
7. **Service to Nation:** Institute is committed to developing the skilled manpower to serve the Nation.
8. **Environmental stewardship:** Committed in practicing green technologies for sustainable development of the Nation.

Code of Conduct

The Institute is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhiji's seven principles are strived to be followed, that is: Wealth with work, Pleasure with conscience, Knowledge with

character, Commerce with morality, Science with humanity, Religion with sacrifice and Politics with principle.

The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

MGM's College of Engineering has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the Institute has certain mandatory requirements.

MGM students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. Every individual is held responsible for his/her actions.

Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.

Following actions constitute the Institute code of conduct.

1. **Dress Code:** Students are required to follow the dress code prescribed by the Institute, i.e. blue jeans and white shirt every day except Saturday. So that the students belonging to all economic strata are accommodated equally.
2. **Honesty:** Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
3. **Transparent Administration:** With the help of MIS online information is maintained regarding attendance of students and conduction of classes by teachers. Biometric attendance of staff, leave records, salary slips etc are maintained online.
4. **Disciplined Conduct:** Any behaviour obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.
5. **Respect for women:** Students must take care that his/her behaviour is impeccable toward opposite gender. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law. Vishakha Samiti is in place to take care of.
6. **Daily assembly:** - The day starts with National Anthem followed by Birthday wishes and Thought for the day. Achievers are felicitated and their efforts are appreciated.
7. **Prohibition of Ragging:** Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
8. **Hostel Discipline:** Rules and regulations are laid down for conduct in Hostels has to be strictly followed by each student.
9. **Drugs/ Alcohol/ Tobacco:** Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.
10. **Possession or use of Fire arms, Fireworks, Explosives, Weapons** or items of destruction are prohibited.
11. **Conservation of Natural resources, Energy and Environment:** Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.

12. **Cleanliness:** Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

CODE OF ETHICS

The institution has a well established system to take care of the UG Projects, PG Dissertations and PhD Theses. Issues of the copyright infringement and plagiarism in the project reports, dissertation and thesis are taken very seriously. The institute library is equipped with the plagiarism detecting software. Each department has a team appointed by the Director to follow up the procedure, lead by respective departmental heads. This team investigates claims of plagiarism or misuse of document or articles. For example, when a project report, dissertation or a thesis, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or authorship of the document is contested. The institute makes such students to resubmit their work and reports taking care of citations.