Swami Keshvanand Instituteof Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

Human Values and Professional Ethics:

7.1.10 *The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard*:

SUBMITTED UNDER DATA VALIDATION AND VERIFICATION PROCESS
(Handbooks, manuals and brochures on Human values and professional ethics)

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY MANAGEMENT & GRAMOTHAN, JAIPUR

UNIVERSAL HUMAN VALUES & ETHICS COMMITTEE

HANDBOOK ON

UNIVERSAL HUMAN VALUES &

PROFESSIONAL ETHICS

SKIT AT A GLANCE

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

Located in the Pink City Jaipur, which is a blend of traditional history and modern outlook, SKIT is putting in efforts for making industry ready engineers and managers through effective Industry –Institute Interface. Apart from University curriculum SKIT also pursues activities for research and development in various fields.

The green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants make the environment serene, pleasant and dynamic.Students joining the institute share the box full of opportunities for professional and personal development through an environment of practical orientation, industrial interaction and student led activities which help the students to develop good communication skills**,** integrated personality and greater competitive spirit.

OUR INSPIRATION
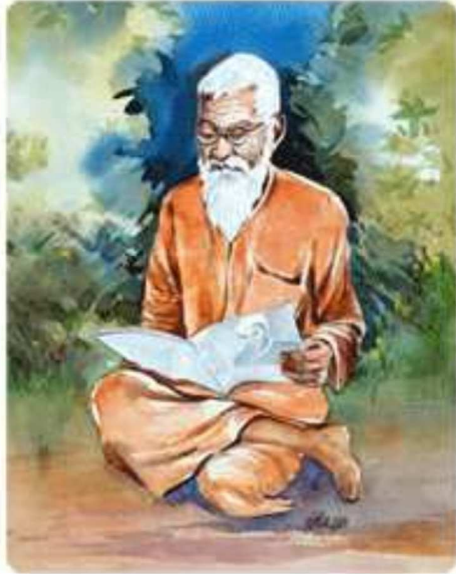
Our Guiding Spirit - Swami Keshvanand Ji
(1883 - 1972)
Social Reformer & Education Saint

Our Trailblazer Chairman Shri Surjaram Meel

Vision, Mission, Quality Policy of SKIT

Vision
To promote higher learning in advanced technology and industrial research to make our country a global player

Mission
To promote quality education, training and research in the field of Engineering by establishing effective interface with industry and to encourage faculty to undertake industry sponsored projects for students

Quality Policy
We are committed to 'achievement of quality' as an integral part of our institutional policy by continuous self-evaluation and striving to improve ourselves.

Institute would pursue quality in
• All its endeavors like admissions, teaching- learning processes, examinations, extra and co-curricular activities, industry institution interaction, research & development, continuing education, and consultancy.

• Functional areas like teaching departments, Training & Placement Cell, library, administrative office, accounts office, hostels, canteen, security services, transport, maintenance section and all other services."

HUMAN VALUES IN NEW EDUCATION POLICY
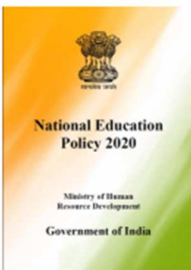
National Education Policy 2019

A vision for the education system in India

The vision of India's new education system has accordingly been crafted to ensure that it touches the life of each and every citizen, consistent with their ability to contribute to many growing developmental imperatives of this country on the one hand, and towards creating a just and equitable society

India has had a long and illustrious history of holistic education. The aim of education in ancient India was not just the acquisition of knowledge, as preparation for life in this world or for life beyond schooling, but for complete realisation and liberation of the self. According to Swami Vivekananda, *"Education is not the amount of information that we put into your brain and runs riot there, undigested, all your life. We must have life-building, man-making,*

Aspirations in National Education Policy 2020

National Education Policy 2020

Ministry of Human Resource Development

Government of India

(See page 3)

Education is fundamental for achieving

full human potential,
developing an **equitable and just society**,
and promoting **national development**

We have to understand the meaning of
- Full human potential
- Equitable and just society
- National development

Source: https://www.mhrd.gov.in/sites/upload_files/mhrd/files/NEP_Final_English.pdf

AICTE adopted the UHV Approach for Value Inculcation in 2017

In March 2017, AICTE decided to update its Model Curriculum from the 2018-19 academic year for all technical education (engineering, architecture etc.) across India:

- UHV is included as a core part of the mandatory Student Induction Program (UHV-I)

- UHV is to be offered as an essential 3-credit course (UHV-II or H-102) in 3rd/4th semester or earlier

Today, more than 10,000 colleges under the AICTE umbrella are preparing their teachers for this huge task of National importance
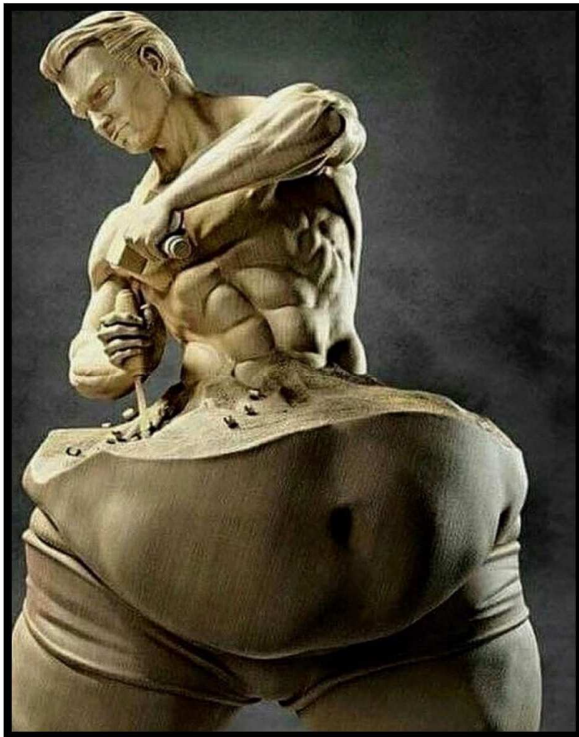
SELF
EVOLUTION
THROUGH
UHV

OBJECTIVE/ PURPOSE OF UHV & ETHICS Committee

Nurturing students to live with mutual happiness with human beings and mutual prosperity with rest of Nature along with the development of technical and managerial competence.

येषां न विद्या न तपो न दानं ज्ञानं न शीलं न गुणो न धर्मः !
ते मर्त्यलोके भुविभारभूता मनुष्यरूपेण मृगाश्चरन्ति !!

UNIVERSAL HUMAN AVALLUES

A humane society is composed of families living together in a relationship of mutual fulfillment. Such a society would make effort for a common, humane goal, which can be articulated as…

a) Happiness in every individual (through right understanding and right thought)

b) Prosperity in every family (through production of more than required physical facility by way of labour, using cyclic and mutually enriching natural processes)

c) Fearlessness in society (through clarity and practice of justice in human-human relationship)

d) Co-existence in nature/existence (through ensuring all processes are in harmony with the natural/existential laws)

The key is the development of right understanding and right thought in every individual by way of humane education; and, of course, the practice of living accordingly. As a whole, this can be called humane education. This is both, the expectation from as well as the responsibility of the parents/elders, teachers and responsible people/systems of the society.

▪ A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student.

▪ **It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature**
▪ **Through this process of self-exploration, students are able to discover the values intrinsic in them**

- **To help the student to see the need for developing a holistic perspective of life**
- **To sensitize the student about the scope of life – individual, family, society and nature/existence**
- **Strengthening self-reflection**
- **To develop more confidence and commitment to understand, learn and act accordingly**

PROFESSIONAL ETHICS

- **Moral awareness (proficiency in recognizing moral problems in engineering like Plagiarism and patenting)**
- **Convincing moral reasoning (comprehending, assessing different views)**
- **Moral coherence (forming consistent viewpoints based on facts)**
- **Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)**
- **Moral communication, to express and support one's views to others**

ACTIVITIES

- Implementation of UHV courses and Students' Induction Programme proposed by AICTE.

- Facilitation of faculty members through FDPs, refresher FDPs and Higher Level FDPs to understand concepts of Universal Human Values.

- To organize International and National conferences to make people aware about UHV concepts & Yog in BHARAT & around the globe.

- Support Regional Nodal Centers and Nodal Centers of Value Education as well as college level UHV Cell in all ways.

- Generating congenial ambience for value based education at Institute through various means like BOS, Dean UHV, and Nodal Centers etc.

- Preparing Mentors for conducting Student Induction program.

- Sensitization of students & employees of the institution to the constitutional obligations, values, rights and duties

- Sensitization of students & employees of the institution to the About code of conduct of the institute

- Celebration of commemorative events, days, festivals at the institute

- Practicing Human Values & Yog through Activities

OUTCOMES OF RELATED ACTIVITIES

Students will be able

- to understand the moral values that ought to guide the engineering profession.

- to create an awareness on Engineering Ethics and Human Values.

- to inspire self and others about Moral, Social Values and Loyalty.

- to appreciate the rights of others.

- to resolve the moral issues in the profession.

- to justify the moral judgment concerning the profession.

- to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

- to be emotionally and mentally strong.

- to differentiate between right & wrong.

- to identify goods and bads.

- to understand, explore & experience and then believe different concepts about happiness, aspiration, needs, relationship, company, gratitude, love, harmony, respect, responsibility etc.

METHODOLOGY

▪ A self-reflective methodology of teaching is adopted. It facilitates understanding through self-exploration. The dialogue starts between the faculty and the student

▪ It opens the space for the student to explore his/her role (value) in all aspects of living – as an individual, as a member of a family, as a part of the society and as an unit in nature

▪ Through this process of self-exploration, students are able to discover the values intrinsic in them

Indian Knowledge System

India developed its knowledge system, tested it through practice, verified and improved it over thousands of years

As a result, the Indian Knowledge System is founded on the 'wellbeing of all'

सर्वे भवन्तु सु खनः सर्वे सन्तु निरामयाः
वसुधैव कुटुम्बकम्
एकम् सत् वप्रा बहुधा वदन्ति
कृण्वंतो वश्वं आर्यं

It is based on a deep understanding of human being as well as of nature and entire existence

सभी सुखी होवें, सभी रोगमुक्त रहें, सभी का जीवन मंगलमय बनें और कोई भी दुःख का भागी न बने।
हे भगवन हमें ऐसा वर दो!

GRID OF HUMAN VALUES AND SUB VALUES

Right Conduct	Peace	Truth	Love	Non-Violence
Manners	Patience	Truthfulness	Kindness	Consideration
Health Awareness	Concentration	Creativity	Friendship	Cooperation
Helpfulness	Positiveness	Honesty	Forgiveness	Global Stewardship
Responsibility	Self Acceptance	Determination	Generosity	Loyalty
Independence	Self Discipline	Fairness	Compassion	Active Citizenship
Perseverance	Thankfulness	Trust	Tolerance	Justice
Courage	Contentment	Reflection	Service	Respect

MORALLY DESIRABLE AND RESPONSIBLE CONDUCT

1. Moral reasonableness i.e., willing and able to be morally responsible.

2. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.

3. Respect for persons, which means showing concern for the well-being of others, besides oneself.

4. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives

TEN GOLDEN RULES

1. 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.

2. Be trust worthy

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.

3. 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.

4. 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 continued courteous interactions are required to maintain or increase the original respect gained.

5. 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.

6. 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 behaviour 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.

7. Always be religious & 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.

8. 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.

9. Be respectful of confidentiality

Confidentiality is respecting the set of rules or promise that restricts you from further an 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.

10. Be grateful

Gratefulness is the key to a happy life that we hold in our hands, because if we are not grateful, then no matter how much we have we will not be happy because we will always want to have something else or something more.

11.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 ethics and enjoy a wonderful, professional and prosperous career.

CORE VALUES

As an institution of higher education we have the responsibility towards different stakeholders like students, teachers, parents, employers and the neighbourhood community. We at Swami Keshvanand Institute Of Technology, Management & Gramothan, Jaipur have been prtacticng the certain values sourced out of our institutional vision and mission. These we consider as our core values:

- *Honesty & Integrity*
- *Belief in Individual Dignity*
- *Commitment*
- *Excellence*
- *Accountability*
- *Diversity*
- *Commitment*

> **Justice leads to Harmony**
> The feeling of justice is experienced or realised at the level of family first. Then it pervades at
> the society level and gradually to the world family (vasudhaiwa kutumbakam).

चन्दनम् शीतलम् लोके चंदनादपि चंद्रमाः |
चन्द्र चन्दनयोः मध्ये शीतला साधुसङ्गतिः ॥

company

sandal wood is pleasant (cool), moon (or moon light) is more pleasant than sandal. (but)

company of a good person (sādhu) is pleasant than both moon and sandal.

PART-I HUMAN VALUES

Morals

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited, changed or modified in accordance with the development of knowledge from time to time. Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation?

What is right or wrong about the handling of a situation? What is good or bad about the people, policies, and ideals involved?

Values

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behavior. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life. Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Values are our guidelines for our success our paradigm about what is acceptable. Personal values are defined as emotional beliefs in principles regarded as particularly favorable or important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

Integrity

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to success. It is one of the self-direction virtues. It encourages people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects the consistency of

one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations.

Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows that reliability and responsibility. Polite communication, respectable behavior and fiscal responsibility also help one stand out as a trustworthy employee.

Civic virtues

Civic virtues are the moral duties and rights, as a citizen of the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

The duties are

➢ To pay taxes to the local government and state, in time.

➢ To keep the surroundings clean and green. Not to pollute the water, land, and air by following hygiene and proper garbage disposal. For example, not to burn wood, tyres, plastic materials, spit in the open, even not to smoke in the open, and not to cause nuisance to the public, are some of the civic (duties) virtues.

➢ To follow the road safety rules. On the other hand, the rights are to vote the local or state government.

➢ To contest in the elections to the local or state government.

➢ To seek a public welfare facility such as a school, hospital or a community⬚ hall or transport or communication facility, for the residents.

➢ To establish a green and safe environment, pollution free, corruption free, and to follow ethical principles.

➢ People are said to have the right to breathe in fresh air, by not allowing smoking in public. People have inalienable right to accept or reject a project in their area.

➢ One has the right to seek legal remedy, in this respect, through public interest petition Civic virtues as indispensable for a self-governing administration.

Respect for others

This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are: Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have. Respect others' ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts. Show goodwill on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate co linearity, focus, coherence, and strength to achieve the goals.

Living peacefully

To live peacefully, one should start to install peace within (self). Charity begins at home. Then one can spread peace to family, organization where one works, and then to the world, including the environment. Only who are at peace can spread peace. You can't gift an article which you do not possess. The essence of oriental philosophy is that one should not fight for peace. It is oxymoron. War or peace can be won only by peace, and not by wars. One should adopt the following means to live peacefully, in the world.

Caring

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

Sharing

Primarily, caring influences sharing. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. However, the proprietary information should not be shared with outsiders. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can't be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. For humanity, sharing is a culture. Happiness and wealth are multiplied, and crimes and sufferings are reduced, by sharing. It paves the way for peace and obviates militancy. Philosophically, the sharing maximizes the happiness for all the human beings. In terms of psychology, the fear, divides, and

Distrust between the haves and have-nots disappear. Sharing not only paves the way to prosperity, but also sustains it. Economically speaking, benefits are maximized as there is no wastage or loss, and everybody gets one's needs fulfilled and satisfied. Commercially speaking, the profit is maximized. Technologically, the productivity and utilization are maximized by sharing.

Honesty

Honesty is a virtue, and it is exhibited in two aspects namely, truthfulness & trustworthiness. Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that), it is easy to fix them. Reliable judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

Courage

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks. Physical courage - The thrust is on the adequacy of the physical strength, including muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. Social courage – It involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for a social cause. Intellectual courage – It is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press. Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action.

Learning from the past helps. Past experience (one's own or borrowed) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned. This anticipatory management will help anyone to face the future with courage.

Co-operation

It is a team-spirit present with every individual engaged in business. Cooperation is an activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e. blending of different skills required, towards common goals. Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes co linearity, coherence (blend), co-ordination (activities linked in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole

is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency.

Commitment

Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means 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. Only when the teacher (Guru) is committed to his job, the students will succeed in life and contribute well to the society. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

Empathy

Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others' point of view. It is also defined as the ability to put oneself into the psychological frame of reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

Self-confidence

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is a positive

attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their 11 abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees.

Character

It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally-desirable features). Character includes attributes that determine a person's moral and ethical actions and responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthlessness, aggressiveness, ambition, constricting selfishness, stinginess, cheerfulness, generosity and goodwill. Individuals vary not only in the type of their character but also in the degree. Those whose lives are determined and directed by the prevailing habits, fashions, beliefs, attitudes, opinions and values of the society in which they live, have at best a developed social as opposed to an individual character.

The aim of education is not only the cultivation of the intellect but also the formation of moral character. Increased intelligence or physical skill may easily be employed to the detriment of the community, if not accompanied by improved will. It is the function of ethics to determine the ideals of human character.

Spirituality

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development.

This is said to be the great virtue of Indian philosophy. Sometimes, spirituality

includes the faith or belief in supernatural power/ Ishwar, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns). Spirituality is motivation as it encourages the colleagues to perform better. Lack of motivation leads to isolation. Spirituality is also the energy and flexibility to adapt to challenging and changing situations. One should not be too dominating. Make space for everyone and learn to recognize and accept people the way they are. Variety is the order of the day. But one can influence their mind to think and act together. Tolerance and empathy are the reflections of spirituality.

PART-II PROFESSIONAL ETHICS

Integrity

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well- informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to ones success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards

Credibility & Responsibility

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

Loyalty

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

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. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, ones employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

Attitude

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, stakeholders' behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindliness and good common sense.

Valuing time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs,
Time and tide wait for nobody" and „Procrastination is the thief of time. Time management is the key to increase effectiveness, efficiency or productivity

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.