

(Deemed to be University) (Established Under Section 3 of UGC Act, 1956)

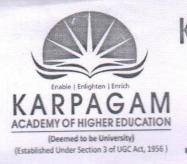
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### 7.1.10. Monitoring Committee, Students Attributes and Hand Book on Human Values and Professional Ethics

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REGISTRAR Karpagam Academy of Higher Education (Deemed to be University Under Section 3 of UGC Act 1956) Pollachi Main Road, Eachanari Post, Coimbatore - 641 021.





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No: KAHE/R/E1/CCC/2020

03.02.2020

From

The Registrar,

To

All the Members of Committee for Code of Conduct, Karpagam Academy of Higher Education, Coimbatore - 641 021.

Sir,

Sub: Reconstitution of Committee for Code of Conduct - reg.

Ref: VC's Note approval dated: 03.02.2020.

I am by direction to inform you that Committee for Code of Conduct has been reconstituted with the following members for a period of three years.

\*\*\*\*\*

- 1. Dr. N.V. Balaji, Dean FASH (Convenor)
- 2. Dr. S. Marimuthu, Head, Dept of Mechanical Engineering (Faculty Member)
- 3. Dr. C. Ranjitha, Head, Dept. of B.Des (Faculty Member)
- 4. Ms. K. Gayathri Dept. of Pharmacy (Faculty Member)
- 5. Dr. R. Velmurugan, Department of Commerce, (Faculty Member)

The Convenor of the Committee is requested to convene the meeting as per the schedule attached and / or as and when required and submit its minutes to the undersigned for approval with a copy marked to the Director, IQAC.

REGISTRAR

#### Copy to:

- 1. The Vice-Chancellor Desk
- 2. The Director, IQAC
- 3. The Member concerned



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### MINUTES OF THE 1<sup>ST</sup> MEETING OF THE MONITOING COMMITTEE OF CODE OF CONDUCT HELD ON 06.02.2020 AT 11.30 AM AT DEAN -FASH CHAMBER

Members Present:

- 1. Dr.N.V.Balaji Dean, Faculty of Arts, Science and Humanities, Karpagam Academy of Higher Education Coimbatore - 21.
- 2. Dr.S.Marimuthu Head, Department of Mechanical Engineering, Faculty of Engineering, Karpagam Academy of Higher Education Coimbatore - 21.
- 3. Dr.C.Ranjitha, Assistant Professor, Department of B.Design, Faculty of Architecture, Karpagam Academy of Higher Education Coimbatore - 21.
- 4. Ms.K.Gavathri Assistant Professor, Faculty of Pharmacy, Karpagam Academy of Higher Education Coimbatore - 21.
- 5. Dr.R.Velmurugan Associate Professor, Department of Commerce, Faculty of Arts, Science and Humanities, Karpagam Academy of Higher Education Coimbatore - 21.

Convener

Member

Member

Member

Member

### Agenda: 1

To consider for organizing professional ethics program for Students of Faculty of Arts, Science and Humanities.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 1**

Resolved to approve for organizing professional ethics programs for Students of Faculty of Arts, Science and Humanities.

### Agenda: 2

To consider for organizing professional ethics program for Students of Faculty of Engineering.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 2**

Resolved to approve for organizing professional ethics programs for Students of Faculty of Engineering.

### Agenda: 3

To consider for organizing professional ethics program for Students of Faculty of Architecture.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 3**

Resolved to approve for organizing professional ethics programs for Students of Faculty of Architecture.

2

### Agenda: 4

To consider for organizing professional ethics program for Students of Faculty of Pharmacy.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 4**

Resolved to approve for organizing professional ethics programs for Students of Faculty of Pharmacy.

Dr.N.V.Balaji

mythan Dr.C.Ranjitha,

5 Mannun Dr.S.Marimuthu

Ms.K.Gayathri

down

Dr.R.Velmurugan



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No.: KAHE/R-Acad/E1/PCE/2020/

07.02.2020

### CIRCULAR

I am, by direction, to inform that, All the Head of the Departments are requested to conduct Professional code of Ethics programme for the Students and submit the report to undersign.

02/2020 REGISTRAR

To

All the Deans / Head of the Departments

Copy to:

- 1. The Vice-Chancellor's Desk
- 2. The Director, IQAC



(Deemad to be University)

### KARPAGAM ACADEMY OF HIGHER EDUCATION

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### MINUTES OF THE 2<sup>nd</sup> MEETING OF THE MONITOING COMMITTEE OF CODE OF CONDUCT HELD ON 12.02.2020 AT 11.00 AM AT DEAN -FASH CHAMBER

Members Present:

1.	Dr.N.V.Balaji Dean, Faculty of Arts, Science and Humanities, Karpagam Academy of Higher Education Coimbatore – 21.	Convener
2.	Dr.S.Marimuthu Head, Department of Mechanical Engineering, Faculty of Engineering, Karpagam Academy of Higher Education Coimbatore – 21.	Member
3.	Dr.C.Ranjitha, Assistant Professor, Department of B.Design, Faculty of Architecture, Karpagam Academy of Higher Education Coimbatore – 21.	Member
4. 5.	Ms.K.Gayathri Assistant Professor, Faculty of Pharmacy, Karpagam Academy of Higher Education Coimbatore – 21. Dr.R.Velmurugan	Member
	Associate Professor, Department of Commerce, Faculty of Arts, Science and Humanities, Karpagam Academy of Higher Education Coimbatore – 21.	Member

### Agenda: 1

To consider and approve the action taken report on the Minutes of the Meeting of the Monitoring Committee on Code of Conduct on held on 6<sup>th</sup> February, 2020.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 1**

Resolved to approve the action taken report on the Minutes of the Meeting of the Monitoring Committee on Code of Conduct on held on 6<sup>th</sup> February, 2020.

(Annexure I)

### Agenda: 2

To consider for organizing professional ethics program for Teachers of the Faculty of Arts, Science and Humanities.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 2**

Resolved to approve for organizing professional ethics programs for the Teachers of Faculty of Arts, Science and Humanities.

#### Agenda: 3

To consider for organizing professional ethics program for Teachers of the Faculty of Engineering.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 3**

Resolved to approve for organizing professional ethics programs for the Teachers of Faculty of Engineering.

### Agenda: 4

To consider for organizing professional ethics program for Teachers of the Faculty of Architecture.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 4**

Resolved to approve for organizing professional ethics programs for the Teachers of Faculty of Architecture.

### Agenda: 5

To consider for organizing professional ethics program for Teachers of the Faculty of Pharmacy.

Matter is placed before Monitoring Committee for consideration and approval.

### **Resolution: 5**

Resolved to approve for organizing professional ethics programs for the Teachers of Faculty of Pharmacy.

### Agenda: 6

To consider for organizing professional ethics program for Nonteaching staff.

Matter is placed before Monitoring Committee for consideration and approval.

### Resolution: 6

Resolved to approve for organizing professional ethics programs for Non-teaching staff.



SMann -

Dr.S.Marimuthu

Ramjulta Dr.C.Ranjitha,

Ms.K.Gayathri

R.Velonum

Dr.R.Velmurugan



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### ANNEXURE I

### ACTION TAKEN REPORT ON THE MINUTES OF THE MEETING OF THE MONITORING COMMITTEE OF CODE OF CONDUCT HELD ON 06.02.2020 AT DEAN – FASH CHAMBER

Resolution passed in the Monitoring Committee of Code of Conduct held on 06.02.2020	Action Taken
Resolved to approve for organizing professional ethics programs for Students of Faculty of Arts, Science and Humanities.	Copy communicated to Dean, Faculty of Arts, Science and Humanities
Resolved to approve for organizing professional ethics programs for Students of Faculty of Engineering.	Copy communicated to Dean, Faculty of Engineering
Resolved to approve for organizing professional ethics programs for Students of Faculty of Architecture.	Copy communicated to Dean, Faculty of Architecture
Resolved to approve for organizing professional ethics programs for Students of Faculty of Pharmacy.	Copy communicated to Dean, Faculty of Pharmacy



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No.: KAHE/R-Acad/E1/PCE/2020/

14.02.2020

### CIRCULAR

I am, by direction, to inform that, All the Deans are requested to conduct Professional code of Ethics programme for the faculty members and submit the report to undersign.

REGISTRAR

То

The Dean, Faculty of Arts, Science and Humanities The Dean, Faculty of Engineering The Dean, Faculty of Architecture The Dean, Faculty of Pharmacy

Copy to

The President's Table
 The Vice- President's Table
 The CEO's Table

4. The Chancellor's Table

5. The Vice Chancellor's Table

6. The Director-IQAC



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No.: KAHE/R-Acad/E1/PCE/2020/

09.03.2020

03/20

REGISTRAR

### CIRCULAR

I am, by direction, to inform that, Professional code of Ethics programme for the Non Teaching Staffs of Karpagam Academy of Higher education to be held on 16<sup>th</sup> March 2020. All the Non teaching staff members are requested to attend the Programme.

То

All the Deans / Heads of the Departments (Circulate among all the Non teaching staff members of your department)

Copy to:

- 1. The Vice-Chancellor's Desk
- 2. The Director, IQAC

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### DEPARTMENT OF MECHANICAL ENGINEERING



Professional Ethics lecture by Dr.S.Marimuthu, HOD, Mechanical Engineering The Students of Mechanical Engineering attended a Lecture on the topic "Professional Ethics for Mechanical Engineering Students ". The Lecture was delivered by Dr.S. Marimuthu – HOD Mechanical Engineering. The students were explained how the Engineers are expected to exhibit the highest standards of honesty and integrity. The Lecture focused on the Importance of ethical and professional conduct of the people involved in the field of Mechanical Engineering. Students were also briefed about Moral values and responsible conduct and their role in decision making.

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#### DEPARTMENT OF BIOTECHNOLOGY

#### **PROFESSIONAL ETHICS FOR BIOTECHNOLOGY STUDETS**

Students with the academic mission of knowledge, Department of Biotechnology is keen, is effective in delivering Lectures to handle their career with the sound vision of professional ethics background. One such One day event was conducted on Professional Ethics for Biotechnology students by Dr. A. Sangilimuthu, Professor and Head, Department of Biotechnology and Dr.P.Rajiv, Associate Professor in Biotechnology on 11<sup>th</sup> February, 2020.



The lecture was about the technology for controlling and changing the nature of human and environment. It involves the agricultural biotechnology which employed the reliable techniques for manipulation of genes to produce new traits of crops with high quality of food with more nutritious and quantity of yield. Also the content was focused on the concepts of environmental biotechnology, used to design genetically modified organisms that can remove the toxic materials from environment. The resource person also conveyed the development of the new drugs, vaccines and therapeutic techniques that relieve or prevent from disease, cure the disease, and enhance physical and mental well-being which covers Medical biotechnology. Despite its many benefits, the information on the biotechnology which has provoked ethical controversy in five areas of moral concern: safety, liberty, environmental nature, human nature, and religious beliefs was one of the important key aspect of the talk which will be carried by the student ambassadors when they reach the society. Students should be aware of the Safety as it is a moral concern for opponents of biotechnology with the complex balance in living nature in ways that are likely to be harmful when violated. Also other ethical concern

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mentioned by the resource person was Liberty, the tyrannical power which should be handled with care, concern and responsible over the others especially developing new organisms, such as bacteria genetically engineered to metabolize toxic wastes, to restore dangerous natural environments to a condition that is safe for human beings to rescue the human nature.

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### **DEPARTMENT OF CHEMISTRY**

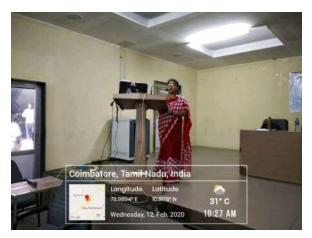


Dr.S.Ravi, during an interaction with Chemistry Students about "Professional Ethics"

Dr.S.Ravi, Professor & Head, Department of Chemistry interacted with the students about the professional code of ethics on 12.02.2020. In his speech, he discussed the ethical issues unique to the science and practice of chemistry. He discussed the issues arised from chemistry's position in the middle between the theoretical and the practical, a science concerned with molecules that are of the right size to directly affect human life. Many of the issues are raised by the central activity of chemistry—synthesis. Chemists make thousands of new substances each year. Many are beneficial, but others are threats. Synthetic chemists make thousands of new molecules designed for the greater good can potentially end up causing harm. Since the development of the chemical industry in the nineteenth century, chemistry has contributed to the deterioration of the environment but has also helped to reduce pollution. Finally, he discussed the role of codes of ethics and whether the current codes of conduct for chemists are adequate for the challenges of today's world.

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**REPORT – PROFESSIONAL ETHICS** 



Dr.M.Nandhini, Professor, Department of Management, KAHE

Dr.M.Nandhini, Professor and Head, Department of Management in her speech discussed the importance of professional ethics with BBA students on 12<sup>th</sup> February, 2020. She explained that ethics means the moral rules and regulations governing the professional and business world. Each and every person in the world should maintain moral values in their professional and personal life. When a standard or code of conduct is fixed for a specific profession it will be known as professional ethics. Ethics can be classified as internal and external ethics. When a person is honest with himself it will be internal ethics. When a person is honest and straight forward with others will be called as external ethics. Honest and respect are the two main components of professional ethics. Professional ethics are the important component of safeguarding individual and groups from the negative consequences of poor managerial decision making. She also explained that we all are human beings; this life is gifted by the almighty. So as a human being we have to develop the code of ethics and code of conduct and all of them has to follow this ethics in their personal and profession without fail. Further, she insisted students must understand the need and importance of professional ethics and it must be taken as a base for constructing the professional ethics at workplace in future. She also stressed the importance of humanity. In future, whether you are going to pursue higher studies or employed in an organisation or starting a business venture you must not compromise the ethical and human values at any situation. She also insisted it is the duty of the students to inculcate the professional ethics value to the next generation.

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### **DEPARTMENT OF MATHEMATICS**



Professional Ethics lecture by Dr.S.Shanmugapriya, HOD, Department of Mathematics

Dr.S.Shanmugapriya, Professor and Head, Department of Mathematics delivered a lecture on Professional Code of Ethics for Mathematics Students on 12th February, 2020. In her speech, she mentioned that Mathematics is always done by people, and they always live, work and think in a complex social environment. Mathematics might be applied to various situation with social consequences, mathematics itself is free of ethical connections. Mathematics deals with the professional responsibility off mathematicians whose work influences decisions with major consequences, such as in law, finance, the military and environmental sciences. Mathematicians in industrial, scientific and intelligence roles crucially influence decisions with large consequences. When writing or speaking about mathematics, we should not intentionally suppress the work of others, nor improperly detract from that work. When we discover an error in our own work, we should attempt to correct it or withdraw it. Do not announce results that don't have; and once announced, results should be submitted in a timely fashion. Mathematical models are necessary to understand the world. We draw on examples from fields such as finance to teach the process of modelling and its limitations. The global financial crisis demonstrates that poorly understanding models can have devastating consequences. Mathematics is not a spectator sport; every day, maths students go home after lectures and spend many hours on traditional exercise sheet questions. We all know that the value of doing this is to understand the mathematics at a deeper level by 'doing it for yourself'. The American Mathematical Society publishes a code of ethical guidelines for

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mathematical researchers. The responsibilities of researchers include being knowledgeable in the field, avoiding plagiarism and giving credit, to publish without unreasonable delay, and to correct errors. All fields, including mathematics, have a sense of community, conventions and values. Abstraction and the art of mathematical thinking may not necessarily lead to ethical solutions to industrial or social problems. Finally, she mentioned that we work towards a "society that values the power and beauty of mathematics and fully realizes its potential to promote human flourishing." That's certainly a call for all of us to work in an ethical way.

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### DEPARTMENT OF CHEMICAL ENGINEERING



Mrs. Neethu Jayan, Assistant Professor, Department of Chemical Engineering, addressing students about Professional Ethics followed by Chemical Engineering

Mrs. Neethu Jayan, Assistant Professor, Department of Chemical Engineering, addressed among their students about Professional Code of Ethics followed at Chemical Engineering on 13<sup>th</sup> February, 2020. In her speech, she narrated that as a chemical engineer, we are the members of a professional community defined not only by its training and work activity, but also by its responsibility to society and common consent to abide by certain standards of conduct in the execution of our work. Some of the standards are purely technical; for example, engineers are expected to use accurate data, perform valid computations, and abide by various codes of practice in design, construction, and operation. Professional ethics address matters of right and wrong that arise in engineering practice. As chemical engineers, we subscribe to the code of chemical engineering ethics adopted by the Indian Institute of Chemical Engineers (IIChE).

By abiding by this code, the individual engineer can expect the support of the professional community if a conflict arises as a result of actions taken in accordance with the established code of ethics. It guides the behaviour of the individual engineer by stating the expectations of peer engineers. As part of our departmental mission, we endeavour that our graduates be "sensitive to the environmental, social, safety and economic context in which their work is done, and possess a strong commitment to ethical practice within that context".

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### **DEPARTMENT OF BIOCHEMISTRY**



Lecture on Professional Code of Ethics by Dr. M. Sridhar Muthusami – 13<sup>th</sup> February, 2020 A lecture on professional ethics was given to the students of Biochemistry by Dr. M. Sridhar Muthusami on 13<sup>th</sup> February, 2020. The code of ethics related to science was discussed in detail. Students were given the do's and don'ts to be followed during the laboratory practical sessions. The students were advised to follow the standard procedures available for experiments and use of instruments and adhere to the scientific standards while conducting and reporting the research activities. He showed the students to gain skill-based knowledge leading to competency that would avoid the grace for plagiarism. The disposal methods of biological wastes and the ethics associated with it was discussed in detail. A quiz program as conducted after the lecture to ascertain the impact of the lecture.

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### **DEPARTMENT OF MICROBIOLOGY**



Professional Code of Ethics lecture by Dr.M.Kulandhaivel, Associate Professor, Department of Microbiology Department of Microbiology organizes a Profession Code of Ethics Programme for students on 13<sup>th</sup> February, 2020. The programme commenced with a devotional song by the students of Microbiology Department. Dr.M.Kulandhaivel, Associate Professor, Department of Microbiology delivered a lecture on Professional Code of Ethics to Microbiology Students. He delivered an ethics followed in food industry. There were series of food scandals and scares all over the world which staggered consumers' confidence in food safety and in the food chain. Consumers worried about new technologies, any existing and perceived risks being out of their control. Food production is more complex than ever and several ethical issues are raised in relation to agricultural practices and the food supply chain. Making good ethical decisions requires a trained sensitivity to ethical issues and a practiced method for exploring the ethical aspects of a decision.

Ethical considerations are becoming dominant in consumer food choices because of the unease expressed by many regarding the increasing gap between production processes and consumption. Current trends showed that consumers have three types of ethical concerns: the first type of concerns covers substantive issues like animal welfare, the second cover requirements with respect to reliable information and the third one covers involvement and participation. The last type of consumer concern goes against the idea of the passive, utterly vulnerable consumer, who has to be protected by the state or some market optimum

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He also mentioned that Food engineering is to improve the quality and quantity of food by using microorganism. Food engineering involves the process of designing and updating the manufacturing process of food products. By food engineering, new food and high-quality biological products can be prepared using microorganisms. Also, in industries microorganisms are used to preserve food and its quality.

He emphasized handling of microbes during the production process. With more and more consumers vying for vegetarian and vegan products, the demand for meat and other products has observed a significant decline, posing as one of the major challenges in food and beverage industry. Social platforms and online information portals have paved the way for animal abuse awareness. He shared the regulation framed by FDA , Labeling, Packaging , Limitation in food industry.

In industrial food production, microorganisms play a critical role in the manufacturing of a variety of food substance. The production and preservation of beverages like whiskey, brandy, beer, and rum are done by *Saccharomyces cerevisiae*. Microorganisms are also involved in the commercial production of enzymes. Example: Production of lipase. In food processing technology, some of the microorganisms are used for the preservation of packed food as well. This professional ethic really gave them good information to students to take the role in food industries.

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### DEPARTMENT OF AUTOMOBILE ENGINEERING



Mr.A. Sivanantham, HOD, Department of Automobile Engineering delivered a lecture on Professional Code of Ethics to Automobile Engineering Students on 14th February 2020

Mr.A. Sivanantham, HOD, Department of Automobile Engineering delivered a lecture on Professional Code of Ethics to Automobile Engineering Students on 14th February, 2020. He insisted the students to apply contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice. Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. He also mentioned the professional code of ethics applicable to their field like engineers shall hold paramount the safety, health and welfare of the public in the performance of their professional duties, engineers shall perform services only in the areas of their competence, engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional and ethical development of those engineers under their supervision., engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest or the appearance of conflicts of interest, engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others, engineers shall associate only with reputable persons or organizations and engineers shall issue public statements only in an objective and truthful manner.

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### **DEPARTMENT OF PHYSICS**



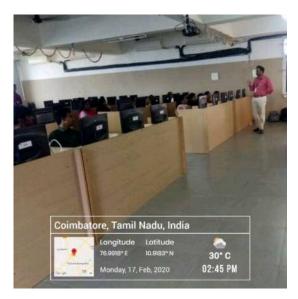
Dr.E.Sivasenthil, Head, Department of Physics delivered a lecture on Professional Code of Ethics among Physics Students on 14th February, 2020. In his speech he mentioned that scientific ethics calls for honesty and integrity in all stages of scientific practice, from reporting results regardless to properly attributing collaborators. This system of ethics guides the practice of science, from data collection to publication and beyond. As in other professions, the scientific ethic is deeply integrated into the way scientists work, and they are aware that the reliability of their work and scientific knowledge in general depends upon adhering to that ethic. Many of the ethical principles in science relate to the production of unbiased scientific knowledge, which is critical when others try to build upon or extend research findings. The ethics of science and technology as a species of professional ethics is the only way out of conflict between professional autonomy and social control by a scientific community's selfregulation of its own conduct. He also pointed out in his speech that Ethics in science include: a) standards of methods and process that address research design, procedures, data analysis, interpretation, and reporting; and b) standards of topics and findings that address the use of human and animal subjects in research. Technology ethics are principles that can be used to govern technology including factors like risk management and individual rights. They are basically used to understand and resolve moral issues that have to do with the development and application of technology of different types. There are several reasons why it is important to adhere to ethical norms in research. First, norms promote the aims of research, such as knowledge, truth and avoidance of error. For example, prohibitions against fabricating, falsifying, or misrepresenting research data promote the truth and minimize error.



Ethics programs cultivate strong teamwork and productivity. Ongoing attention and dialogue regarding values in the workplace builds openness, integrity and community, critical ingredients of strong teams in the workplace.

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DEPARTMENT OF BIOMEDICAL ENGINEERING



Dr.S.Kamalraj, Professor and Head, Department of Biomedical Engineering delivered a lecture on Professional Code of Ethics among their students on 17<sup>th</sup> February, 2020. In his speech, he mentioned that biomedical engineering is the application of engineering principles and techniques to medicine. It combines expertise in engineering with expertise in medicine and human biology to develop technologies and techniques for healthcare and patient care. Biomedical engineers differ from other engineers, and are similar to medical practitioners, in that they aim to contribute to good patient care and healthcare. The ethical responsibilities of biomedical engineers thus combine those of engineers and medical professionals, including a responsibility to adhere to general ethical standards in research and development of technology and to do Research and Development that adheres to the specific standards set forth by medical ethics and bioethics. He elaborately discussed about the Professional ethics applicable to their profession. Profession is a commitment to a designated and organized occupation by virtue of being an authority. Over a body of knowledge with requisite skills acquired through specialized training. An occupation becomes a profession when a group of people sharing the same occupation work together in a morally acceptable way with members setting and following a certain ethics code. A professional is a practitioner belonging to a specific profession. Professional ethics, as opposed to personal values and morality, is a set of ethical standards and values a practicing engineer is required to follow. It sets the standards for professional practice,

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and is only learned in a professional school or while practicing ones own profession. Today, it is an essential part of professional education because it helps students deal with issues they will face.

The scope of engineering ethics envelopes diverse activities like

- 1. Engineering as a social experimentation
- 2. Engineers responsibility for safety
- 3. Role of engineers, managers, consultants etc.
- 4. Rights of engineers
- 5. Moral reasoning and ethical theories
- 6. Responsibility to employers
- 7. Global issues and concerns

The best way to teach engineering ethics is by using case studies—not just the disaster cases that make the news, but the kinds of cases that an engineer is more likely to encounter. Many real time cases are available or some hypothetical cases can be constructed and there are methods for analyzing them.

### **Professional Codes of Ethics**

A code of ethics prescribes how professionals are to pursue their common ideal so that each may do the best at a minimal cost to oneself and those they care about. A code is a solution to a coordination problem. A professional has obligations to the employer, to customers, to other professionals- colleagues with specific expectations of reciprocity.

### Individual Responsibility:

An individual in his professional capacity has responsibility for the regular tasks he is assigned, for the outcomes of the actions and decisions. A professional is answerable and liable for the actions. He should have the capacity and moral strength to defend his actions/decisions. Individuals may fail for one or the other of the following reasons: 1. failure to meet minimum appropriate standards or falling very much below expectations due to negligence, 2. deliberate underperformance

### Human values; morals, values and ethics

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For understanding of how in order for individuals, organizations and societies to endure and function effectively, it is essential that an individual's positive exalting forces be rediscovered and revitalized.

#### Work ethic

Work ethic is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills. Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility and ultimately promotion. Workers who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility. Work ethic is not just hard work but also a set of accompanying virtues, whose crucial role in the development and sustaining of free markets.

#### Valuing Time:

A first step in good time management is to understand the value of your time. By knowing the value of your time, you should be able to tell what tasks are worthwhile to perform, and which tasks give a poor return. This helps you cut away the low value jobs, or argue for help with them.

#### **Respect for others**

Respect for others is based on self-respect. It really is following the Golden Rule: Do unto others as you would have others do unto you. Being a polite and courteous person makes one a rare individual in today's world.

#### **Peaceful living:**

Our principle of 'Peaceful living' centers on the ethical and sustainable application of technologies which would aim to provide basic needs for everyone without compromising the planet's resources.

#### Sustainability

Sustainability can be expressed as meeting present ecological, societal, and economical needs without compromising these factors for future generations. Sustainable design encompasses the development of appropriate technology which is a staple of sustainable living practices. Sustainable development in turn is the use of these technologies in infrastructure.

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### Ethics of technology

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The Ethics of Technology is a sub-field of Ethics and generally sub-divided into two areas:

• The ethics involved in the development of new technology – whether it is always, never, or contextually right or wrong, to invent and implement a technological innovation.

• The ethical questions that are exacerbated by the ways in which technology extends or curtails the power of individuals – how standard ethical questions are changed by the new powers.

In 1998 UNESCO set up its Ethics of Science and Technology Programme which aims 'to promote

consideration of science and technology in an ethical framework by initiating and supporting the process

of democratic building.'

Likewise The Centre for Technology and Ethics is a collaboration of three universities in the Netherlands

(Delft, Eindhoven, Twente) which aims:

• To stimulate and undertake interdisciplinary and applied research in the field of ethics and technology;

• To stimulate and undertake fundamental research in ethics relevant for the field of ethics and technology;

• To stimulate and undertake activities in the field of teaching in ethics and technology;

• To act as an intermediary between the philosophy departments involved in the three universities. Ethics on the one hand and public debates and the media on the other.

### **Commitment and cooperation:**

Commitment means acceptance of the responsibilities and duties and cooperation means help and assistance. By developing team commitment and cooperation in a work team you are assisting the team to meet its goals and objectives.

There are a number of signals that indicate the work team is committed and cooperating. These include:

• maintaining or increasing quality

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- · reaching or exceeding production targets
- · decreasing complaints from team members
- limited conflict between team members
- fewer workplace injuries.

Involving team members in decision making, which can include problem solving, should be based on

whether one or more of the following is met:

• The need for acceptance. The greater the need for the team to accept your decisions, the

more you should involve them.

• The effect the decision will have on the team. The more the problem or decision affects the

team, the more you should involve them.

• Their involvement in implementing the decision. If the team will be implementing or carrying

out the decision, involve them.

• The ability and desire of the group to become involved. If the team wants to be involved,

consider involving them, particularly if they have sufficient knowledge or expertise in the

issue involved. Even if they do not, it could be useful for training and development purposes.

#### Empathy

Empathy is the ability to mutually experience the thoughts, emotions, and direct experience of others. The ability to understand another person's circumstances, point of view, thoughts, and feelings is empathy. When experiencing empathy, you are able to understand someone else's internal experiences.

#### Self-confidence

Self-confidence relates to self-assuredness in one's personal judgment, ability, power, etc., sometimes manifested excessively. Being confident in yourself is infectious if you present

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yourself well, others will want to follow in your foot steps towards success. Promise yourself, no matter how difficult the problem life throws at you, that you will try as hard as you can to help yourself.

Basic recommendations on Biomedical Engineering ethics are:

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(1) Establishing a clear technical foundation, by checking out the alleged facts and technical arguments as thoroughly as possible;

(2) Keeping arguments on high professional planes, as impersonal and objective as possible, avoiding extraneous issues and emotional outbursts;

(3) Trying to catch problems early, and keeping the argument at the lowest managerial level possible. Though trivial, calling attention to a problem at an early stage makes a satisfactory solution much more likely;

(4) Ensuring that the issue is sufficiently important, and before going further it should be considered whether the stakes are sufficiently high;

(5) Using organizational dispute resolution mechanism, as many good organizations have procedures for resolving disputes;

(6) Prior approval from ethics committee is mandatory to conduct research involving human subjects.

(7) Seeking for guidance and support from a professional society, which is potentially a powerful aid to engineers.

(8)Procedures and methods have to be explained to the subject before carrying out.

(9)Data collected has to be kept confidential unless until the person grants permission to reveal.

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### DEPARTMENT OF COMPUTER SCIENCE, APPLICATIONS & INFORMATION <u>TECHNOLOGY</u>



Lecture on Professional Code of Ethics by Dr.S.Veni, Professor and Head, Department of Computer Science – 17.02.2020

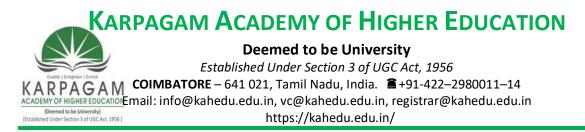
A Programme on "Professional Ethics" was organized on 17<sup>th</sup> February for the students to enlighten them about the requirement of proper professional behaviour while working in corporate companies. Dr. S. Veni, Professor & Head, Department of CS, CA & IT-FASH, Karpagam Academy of Higher Education, Coimbatore gave a talk. She spoke about the importance of professional ethics. She explained the components of professional ethics on Honesty, Trust worthiness, Transparency, Accountability, Confidentiality, Objectivity, Respect, Obedience to the law and Loyalty. She stressed the importance of ethics to achieve advancement in the professional career as well as in personal life. The session was interactive and most of the students came forward to share their ideas and experiences.

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Professional Code of Ethics lecture by Dr.K.Jothi, Dr.S.Venkatachalam and Mrs.K.Kavitha, Professors, Department of Commerce Dr.K.Jothi, Professor and Head, Dr.S.Venkatachalam and Mrs. K.Kavitha interacted with Students on 18<sup>th</sup> February 2020 on Professional and Code of Ethics. In her speech she briefly mentioned Professional code of ethics of Accountant, Auditor and Company Secretary. She has pointed out the students as an Accountant students' have to comply with the fundamental principles of ethics, apply the conceptual framework to identify, evaluate and address threats to compliance with the fundamental principles and to exercise professional judgment, remaining alert for new information and to changes in facts and circumstances. In addition, the Code and professional ethics requires professional accountants to be independent when performing audit, review and other assurance engagements. Further, she informed the code of conduct framed at our institution like students lishould attend the classes, functions and any other extra and cocurricular activities regularly and punctually. Students are expected to dress neatly and to follow the approved dress code. Girls are expected to be either in saree or in churidhar or in salwar kameez with duppatta. Girl students shall tie their hair properly. Boys are expected to come in full pants with shirt. Round neck T-shirt with or without any message, Jeans and Short shirts are not allowed.

Boys shall not wear ear rings, bangles or similar items. students shall wear the ID cards issued by the University. Without ID cards, they will not be allowed inside the campus, class room and examination hall.



### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING



Professional Code of Ethics Lecture by Dr.S.Kamalraj, HOD, Department of ECE

Dr.S.Kamalraj, Professor and Head, Department of Electronics and Communication Engineering delivered a lecture on Professional Code of Ethics among their students on 19<sup>th</sup> February, 2020. He emphasized the following points to the students about this professional Ethics related to Electronics and Communication Engineering. Engineering is an important and learned profession. Engineers are expected to exhibit the highest standards of honesty and integrity and transparency in every aspect in life. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behaviour that requires adherence to the highest principles of ethical conduct.

#### **Ethical responsibility**

- Electronics Engineers should make wise choices when such choices suddenly, unexpectedly present themselves
- Electronics Engineers willing to engage others in the crucial choices
- Electronics Engineers make choices on issues that confront technological society and how intelligently to confront them

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### What does the code of ethics say?

- Student should Create an environment within the profession where ethical behaviour is the norm
- They are not legally binding an engineer cannot be arrested for violating an ethical code, but may be expelled from or censured by the engineering society
- Enough Security Should be provided to prevent communication hacking.
- Care Should be taken for transfer of data's to the client the company policy has to be adhered.

### For example,

- The IEEE Code of Ethics, implemented in 1990, pledges its members "to accept responsibility in making engineering decisions consistent with the safety, health and welfare of the public, and to disclose promptly factors that might endanger the public or the environment." It also commit its members "to assist colleagues and co-workers in their professional development and to support them in following this code of ethics"
- NSPE Code of Ethics (The National Society of Professional Engineers is an American professional association representing licensed professional engineers) says Hold paramount the safety, health, and welfare of the public.
- Issue public statements only in an objective and truthful manner.
- Act for each employer or client as faithful agents or trustees.
- Avoid deceptive acts.

### **Responsibility of Engineers**

- Safety should be an integral part of any engineering design
- Risk is a key element in any engineering design which has to be minimized to the maximum possible extent

### How to ensure safety?

- The engineering design must comply with the applicable laws
- Design must meet the standards of accepted engineering practice
- Any design alternatives that are potentially safer must be explored

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# DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING



Professional Code of Ethics Lecture by DrA.Amudha, HOD, Department of EEE

Dr.A.Amudha, Professor and Head, Department of Electrcial and Electronics Engineering delivered a Professional Code of Ethics lecture to their students on 19th February, 2020. In her lecture, she indicated that Ethics are very important for electrical engineers. Ethics are something that cannot be taught by teachers, but must be learned on your own. You must be the one to teach yourself this important skill. Ethics are the basis for your own confidence as an engineer. Engineers who make the correct, ethical decisions are the ones who know what they are doing and can correct their mistakes. Unethical and poor engineers are so worried in their performance they are "forced" to cheat, lie, and steal in order to be competent. Cheating can be easy, but doing the work will make you a much better engineer in the long run. It is hard to cheat on exams, harder to cheat on projects, and impossible to cheat when you are designing systems never before done. That is why it is necessary to do things the hard way so you can think for yourself when the time comes. Cheating is most likely the most common form of unethical behaviour in college settings, but it certainly is not the only unethical practice. Lying to other students and not helping others is also unethical. There is a fine line between cheating off some ones work and working together to complete work. Working together is extremely beneficial and important when growing as an engineer. Everyone knows more in some subjects then others, so everyone can help each other be the best engineers they can be. Working together on homework can allow you to see other ways of doing problems and seeing problems through more than one lens.

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## **DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**



Professional Code of Ethics Lecture by Dr.N.Mohana Sundaram, HOD, Department of CSE Computer Science and Engineering professionals have special skills and knowledge that can impact the society in variety of ways. They are in a position of interacting with people of many domains like employer to employee, client to professional, professional to client, professional to professional and professional to society. Dr.N.Mohana Sundaram, HOD-CSE addressed the students about the professional ethics and code of conduct to be followed by them in the place of study, work and research activities in the field of computer Science and Engineering on 24<sup>th</sup> February, 2020. He addressed the students about the dress code, interpersonal relationship, Continuous Internal Assessment and attendance percentage to be maintained inside the college campus. In addition to that he addressed the ethics related to System administration, Software development, online fraud, cyber-crime, use of pirated software and also insisted the students not to get involved in any white-collar criminal activities. Moreover, he pointed out students that the software to be developed should not be used for illegal activities, terrorist activities, stealing activities or any activities involving to cause damage to people or their properties, the clients are to be fully satisfied and further support is to be extended till they require in using and maintain the systems, the clients and people using the software should not be cheated, the software should not perform or help any on-line fraud and cybercrimes, the software should benefit the society.

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#### DEPARTMENT OF CIVIL ENGINEERING



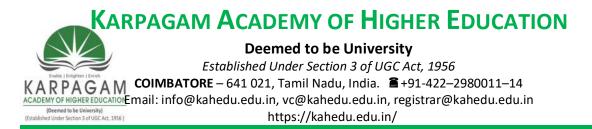
Professional Code of Ethics Lecture by Dr.M.Natarajan, Professor, Department of Civil Engineering Dr.M.Natarajan, Professor, Department of Civil Engineering, delivered lecture on Professional Code of Ethics for Civil Engineers on 27<sup>th</sup> February, 2020. In his speech he mentioned that Civil Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their duties, Civil Engineers shall perform services only in areas of their competence, Civil Engineers shall issue public statements only in an objective and truthful manner, Civil Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest, Civil Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others, Civil Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the civil engineering profession, Civil Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those civil engineers under their supervision.

Apart from he also stated that students to maintain the disciplines inside the campus. The students should be regular and punctual in attending classes and in all activities connected with the Institution; No student is permitted to leave the classroom during class hours. All students should wear proper dress code and professional in appearance. In laboratories students should wear coat (Blue) with shoes. Student with less than 75% of attendance, is not eligible to write the Semester Examinations. If the Students found guilty of ragging, will be dismissed from the college as per the Supreme Court ruling. Every student must wear the

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Identity Card while entering the campus and identify himself with help of the Identity Card whenever asked for. Students should attend all Seminars, Guest Lectures, and Training Classes, organised by the department.

The students should utilize the counselling classes to express their feelings and should maintain strict discipline inside the class rooms as well as in the college campus. They should keep the class rooms/college campus neat and tidy and Smoking is strictly prohibited in the premises of the institute. Students shall keep themselves informed of the instructions issued to them from time to time orally or through notices/ circulars and must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories. All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the College campus. Students are required to keep safe custody of their valuables. They should maintain decency and decorum during cultural events, be it inside the campus or outside.



#### DEPARTMENT OF BIOTECHNOLOGY



Professional Code of Ethics Lecture by Dr.R.Thilagavathi, HOD, Department of Bio-Tech

Biotechnologists or biological engineers understand the living things at the level of genes, and apply the knowledge, to develop new products to help mankind. The major areas that get benefitted by the biotechnology are environmental, health, and agricultural sector. Though it is a popular, emerging discipline, but demanding ethical concerns are associated due to the use of living things in biotechnology. Dr. R. Thilagavathi, Professor and Head, Department of Biotechnology, addressed the students about the ethical guidelines to be followed during their education, employment, and research activities on 29<sup>th</sup> February, 2020. She addressed the students about maintaining discipline, classroom behavior, interpersonal relationship, following good laboratory practices during the practical classes. The importance of academic performance and maintaining attendance percentage was insisted. In addition, she explained about the ethical concerns related to biotechnology products used to improve human health and genetically modified foods or bioengineered foods. The ethical issues related to genetics, stem cells, and human testing are explained to the students in order to create awareness. She also discussed the ethical considerations in studying bioterrorism or biological weapons and biowarfare

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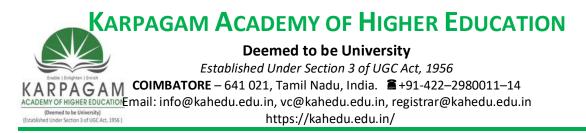
using microorganisms. Further importance of animal ethical committee clearance, proper handling of animals during research activities, mainlining legal documents, confidentially of the patient record were addressed. It was pointed out that the patent protection, an unethical culprit that keeps the prices of life saving drugs and biologics. As a bioengineer or biotechnologists, the following three key responsibilities should be remembered. (i) Work to minimize environmental pollution, (ii) Uphold a patient's right, keep in mind the patient's safety while designing drugs and devices and (iii) Be keen to update with the current innovations in the filed.

### ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

Annual Awareness Programme on Code of Conduct has been organized on 5<sup>th</sup> March, 2020. Vice Chancellor, Registrar and Dean of various streams addressed among faculty members on need and importance of code of conduct and also highlighted the code of conduct drafted at our Institution in the midst of faculty members. Vice Chancellor in his address mentioned that each and every faculty should discharge their duties in a diligent manner, put necessary efforts for constant knowledge updation, to complete the assigned tasks in time, be ready to accept responsibilities and also stressed that faculty members have to put maximum efforts to make the students employable and socially responsible citizen.



Annual Awareness Programme on Professional Code of Ethics, Various Faculty Deans Addressed the Faculty





#### Professional Ethics Programme for Non-Teaching Staff on 16th March, 2020



Professional Ethics Programme for Non-Teaching Staff

On 16<sup>th</sup> March 2020 Professional Ethics programme has been organized for Non-teaching faculty of Karpagam Academy of Higher Education. The programme has been organized in association with Internal Quality Assurance Cell. Dr.A.Amudha, IQAC Director welcomed the gathering. Dr.S.Sudalaimuthu, Vice-chancellor delivers the Presidential Address and interacted with non-teaching staff. Dr.M.Palaniswamy, Registrar in his address mentioned that all non-teaching staff have to carry out the assigned job with utmost care and should not avail leave without availing permission from appropriate authority. He also stressed that no staff member should not engage himself / herself in any political activity and no staff employed shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government. Dr.N.V.Balaji, Dean, Faculty of Arts, Science and Humanities proposed vote of thanks.



# -KARPAGAM ACADEMY OF HIGHER EDUCATION

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## 7.1.10 THE STUDENT ATTRIBUTES OF OUR INSTITUTION

- ➢ Have an in-depth Knowledge on their programme
- > Able to apply analytical knowledge in finding the solution for complex problems
- > Design and develop solution for recurring problem in the society
- Able to conduct extensive research in their programme domains to serve the community and society
- > Can handle any modern equipment, tools and trained up to the latest trends.
- Become socially responsible citizens.
- > To act in favor of environment in all aspects and duties.
- > Apply professional ethics in the work they carry out.
- > Improves student's self-confidence and Obtain decision-making ability.
- Possess good communication skills.
- > Become employable and also acquire entrepreneurship qualities.
- > Ability to adopt and perform continuously in the ever changing world

To attain the above mentioned attributes following activities are regularly conducted at our institution.

- Activity-based teaching.
- > Organization of seminar, guest lectures by inviting the eminent personalities.
- Enough practical, hands-on sessions and industrial visits to their programme discipline are arranged frequently to make them able to coin the problem and develop the solution for the same.
- The students were given real time scenarios and able to come out with a good research work, able to convert it to a journal publication and patents.
- By offering Value added and Add-on Courses the students are trained with modern tools and latest trends.

- Life-skill development programs are organized to create awareness among the students about the socio-cultural effects in their minds.
- Motivating students to participate in the extension activities organized by NSS and other departments, Organizing Blood-donation, health awareness and Cleanliness programs etc. to inculcate environmental awareness programs.
- Inculcating discipline and patriotism among the students and conducting Personality development programs to make act as ethically and socially responsible citizens.
- The students were given responsible at the department level and at institution level to bring out their potential as a leader and also to make them adapt to works as a team member. In connection to this cultural, symposium, conference, seminars, guest lectures and sport activities are conducted.
- Communication skill development courses are planned in the curriculum and laboratory sessions are planned to improve their language proficiency in writing as well as in speaking. The placement training classes are conducted frequently and group discussion are organized often in the regular academics.
- Mini projects are assigned to the students to test their ability in terms of planning, budgeting and executing their work.
- We have inculcated self-learning process in the minds of students; this makes them a practise that students will have the ability to learn continuously in the long-term of their discipline.

# HAND BOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS





# Karpagam Academy of Higher Education (Deemed to be University) (Established Under Sec. 3 of UGC Act, 1956) Coimbatore

# **HUMAN VALUES & PROFESSIONAL ETHICS**

Character oriented education instills basic values and ethnic values in human's psyche is called 'Value Based Education'. Value Education is important to help everyone to improve the value system to have cordial relation with everyone. When people understand their values in life they can examine and control various choices in life. Value education enables people to understand the needs and visualize the goals aptly and helps to bring harmony at all levels. It also helps to utilize the technological innovations rightly to remove confusions and contradictions in life.

Values becomes the basis for all thoughts, behaviors and actions of people. Human should understand the universality of various human values to have a definite and common programme for value education. These actions can be assured for happy and harmonious society.



# MORAL

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited, changed or modified according to the development of knowledge in engineering and technology.

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



# VALUES

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three directly influence a person's behavior. People have taken great efforts 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. People will act congruent with their personal values or what they deem to be important. Personal values are defined as: —Emotional beliefs in principles regarded as particularly favorable or important for an individual. Values normally associate emotions to give experiences and guide choices, decisions and actions.



## **INTEGRITY**

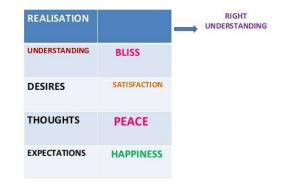
Integrity is defined as the unity of thought, word and deed and open mindedness. It includes the capacity to communicate the factual information so that others can make well- informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to human's success. It is one of the self-direction virtues. It enthuses people not only to execute a work but also to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the work. Moral integrity is defined as a virtue, which reflects a consistency of human's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits those are expected in the most workplaces.



# **SELF-EXPLORATION**

Self-exploration is the process to find out what is valuable in a person. People should pay attention towards investigating their beliefs and aspirations to know whether the aspirations and ambitions are interlinked and given success. People started to lead their life against natural acceptance, when they fail to follow two aspects and life will not bring happiness to them.

Self-exploration is a process of discovering that there is something innate, invariant and universal in all human beings. This enables them to look at the confusions and contradictions through their knowledge and resolve the problems by becoming aware of their natural acceptance. When people start to observe inside, they can achieve harmony at all levels of living.



## **SELF**-EXPLORATION

# NATURAL ACCEPTANCE

Natural acceptance implies unconditional and total acceptance of the self, people and environment. It also refers to the absence of any exception from others. When people truly commit themselves on the basis of natural acceptance, they feel a holistic sense of inner harmony, tranquility and fulfillment. Natural acceptance is the way to accept the good things naturally. People should learn moral aspects from others and they have to apply in their own style.



# **JUSTICE (NYAYA)**

Justice is the recognition of values (the definite feelings) in relationship, fulfillment, the right evaluation of resulting in mutual happiness. Justice concerns itself with the proper ordering of things and people within a society. When all the four aspects are ensured, justice is ensured. Mutual fulfillment is the hallmark of justice and justice is essential in all relationships. Justice starts from family and slowly expands to the world family. The child gets the understanding of justice in the family. With this understanding, he/she goes out in the society and interacts with people.



# 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 cannot be driven by force, but motivated successfully through ethical principles. In short, sharing is charity.



## 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 committed mistake (one needs courage to do that), it is easy to fix them. Reliable judgment, maintenance of truth, defending the truth, and communicating the truth 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.



## **CO-OPERATION**

It is a team-spirit which exists in every individual who engaged in business. Co-operation is an activity between two persons or sectors that aims at integration of operations (synergy), and no need to sacrifice the autonomy of either party. Further, working together ensures coherence and blending of different skills required towards common goals. Co-operation is defined as willingness to understand others, think and act together. 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 includes quantity, quality, effectiveness, and efficiency.



# **CO-EXISTENCE**

Co-existence in nature which means, there is a relationship and complementarity among all the entities in nature including human beings. Co-existence is a state in which two or more groups are living together, while respecting their differences and resolving their conflicts non-violently. Co-existence has been defined in numerous ways:

- 1. To exist together (in time or space) and to exist in mutual tolerance.
- 2. To learn to recognize and live with difference.
- 3. To have a relationship between persons or groups in which none of the parties is trying to destroy the other.
- 4. To exist together (in time or place) and to exist in mutual tolerance.

The world is full of diversity - there are different nations, cultures, religions, communities, languages, and beliefs. The beauty of existence can be maximized, if everything is in harmony in the world.



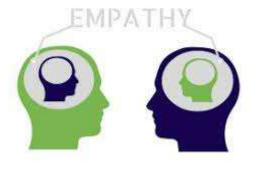
## COMMITMENT

Commitment is a configuration to achieve goals and becomes the foundation to ethical principles during the activities. Human beings should believe in their actions performed and have confidence to face the unexpected end results. It means that they should have conviction without a speck of doubt that they will succeed. Holding sustained interest and firmness in the ethical means with the fervent attitude and hope will achieve the goals is called commitment. It is the driving force to realize success. This is a basic requirement for all professions. When the teacher (Guru) is committed to his/her job, the students will succeed in life and contribute 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 nation.



## **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 a person 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**

Self-confidence is certainty in one's own capabilities, values, and goals. People with these qualities, always have positive thinking, flexibility and willingness to change. They respect others so much as they respect themselves. Self-confidence is a positive attitude, where the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. They are not influenced by threats or challenges and are prepared to face the problems and 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.



## TRUST

Trust or VISHWAS is the foundational value in relationship. "To be assured that each human being inherently wants oneself and other to be happy and prosperous" is known as trust. Trust is the expectation of people that they can rely on the words of others. It is built through integrity and consistency in relationships. To keep the trust on own and others, people have to pay attention on the intensions. Trust is the result of right understanding of the intention of all the human beings around people. This trust helps to improve competence in them.



# LOVE

Love is called the complete value of relatedness to all human beings. It is the emotion of strong affection and personal attachment. In other words, love is a feeling of warm personal attachment or deep affection, as a parent, child, or friend. It starts with identifying that one is related to the other human being (the feeling of affection) and it slowly expands to the feeling of being related to all human beings.



# CHARACTER

It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morallydesirable features). Character includes attributes that determines a person's moral and ethical actions and responses. It is 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 degree. Their lives are determined and directed by the prevailing habits, fashions, beliefs, attitudes, opinions and values of the society in which they live. The aim of education is to cultivate intellectuals and also to develop moral characters. Increased intelligence or physical skill may easily be employed to the detriment of the community, if not accompanied by improved will. So, 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 material development and spiritual development. This is said to be the great virtue of Indian philosophy. Sometimes, spirituality includes the faith or belief in God/supernatural power, regarding the worldly events. It functions as a fertilizer for character to blossom as values and morals.

