

TTWRDC(G), DAMMAPETA

CODE OF ETHICS POLICY

Preamble

Our institution has formulated code of conduct for all stake holders which ensure overall development of students and improving professional skills of teaching and non-teaching faculty. The aim is to ensure that all the stakeholders are aware of the rules and regulations of the college. Code and Conduct aims to accomplish the vision and mission of the institution

Core Values of our Institution

- Integrity
 - Respect
 - Responsibility
 - Truth
- Ethics
Quality
Learning Environment
Student Service

Integrity:

Our institution conducts all activities in an ethical manner. Commit to Practices that are fair, honest and objective in dealing with students, faculty members and stakeholders at all levels of the community.

Respect:

Support a Community and climate of Respect and thoughtfulness among students, faculty staff and the people of our community.

Responsibility:

Commit to being responsible and academic programs, transparency in our fiscal and operational proceedings.

Truth: Value and continually seek to earn the public's truth in all of our actions.

Ethics: Principled behavior, Honesty, Courage, trustworthiness and Respect and Dignity.

Quality: Provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information. Leadership and service to the community.

Learning Environment:

Our institution believe that an Outstanding Physical infrastructure along with the culture excellence in all our endeavors. Providing state of the art learning space Safe and healthy environment for students.

Student Service:

Strive to ensure that curriculum delivery, support services respond to in queries timely manner and pursue excellence. NSS service to local community, camps for social services. Creativity and scholarships are our culture.

Code of Conduct for Students

- Being Regular attendance, Punctual and in Uniform.
- Behaving in a manner that does not interfere with the Right of others. Abiding by Expectations, Guidelines, Rules and Regulations established by the college.
- Adhering to the Principles of Respect, Responsibility, Integrity, Courtesy and Performance.
- Students resolve conflicts in a positive manner, positive college culture and responsible for Misconduct.
- Always carry our identity cards issued by the college
- Do not indulge in ragging activities. Ragging is a punishable offence as per UGC Guidelines of the government
- Mobile phones should always be kept in silent mode when in class, Laboratory and Library.
- Use internet/wifi facilities of the college only for academic purposes.
- Work for a Clean, Green Plastic free college.
- Switch off the Lights and Fans when not in use.
- Students are encouraged to post their grievances in the Complaint Box provided

- Students should have a sense of patriotism, brotherhood, religious and communal harmony.

Code of Conduct for Teachers

- Being Regular attendance, Punctual and prepared to perform His/her teaching duties.
- Treating each student with dignity and respect.
- Creating a healthy, nurturing and safe environment for students in His/her charge.
- His/her should always try to command the respect of the studentcommunity.
- Reviewing with students the college expectations, guidelines, rules and regulations.
- The lecturers working in a college should form a disciplined and purposeful team, subordinating their individual interests and caprices to the college academic purpose and fit into a harmonious organizational frame work.
- They should help to the Principal in maintaining the discipline in the college.
- Rewarding and recognizing appropriate behavior and communicating with students and parents if student behavior is not appropriate.
- Teachers should be good counselors, facilitators, mentors and role model
- Teachers should trivet achieve the vision and mission of the college.
- Conduct activities for promotion of universal values and ethics
- Organize Parent Teacher meetings.
- Avoid using mobile phones when in Class/Library/Examination Hall
- Teachers should promote brotherhood, Nationalism and Patriotism among the students. They should have respect for National Anthem, National Flag and National symbols

Code of Conduct for Non-Teaching Staff

- Non-teaching Staff must represent loyalty to the college.

- Discharge duties with Honesty, fairness and integrity
- Non-teaching Staff must avoid any conflict of interest with respect to their fiduciary responsibility.
- Non-teaching Staff don't have the authority to exercise individual authority over the institution.
- Deal with students politely
- Non-teaching Staff a good manner that reflects fair play ethics and straight forward communication.
- When allotted to the Laboratories shall maintain a stock register for all articles, equipments, chemicals and work material.
- Non-teaching Staffs shall meet expectations as reasonably required by the college.
- Preparation of Admission Registers, Term, Fee Registers, Service Registers, DCB Statements and all periodical returns.
- Preparation of Budget Estimates, revised Estimates, Number Statements and all matters connected with them

Code of Conduct for Principal

- The Principal should conduct Himself/Herself in such a way that both the Staff and the Students look up to Him / Her guidance.
- She/He should be impartial, secular, dignified and punctual in discharging Him /Her duties.
- She/He should be a pale settler in dress, demeanor, attendance, punctuality etc.
- The Principal should be in constant touch with students and resistance of the hostel which will greatly solve the problem of indiscipline and discontent in the college and on the campus.
- The Principals should be a true academic & administrative leader and assume full responsibility for discipline of the college.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- The Principal should see that the Long-term and Short-term plans are prepared for the growth of the Institution.

- The Principal should plan for the use of Alternative and Innovative teaching methods. And the teachers should be motivated to adopt them in the class rooms for better results.
- The Principal should encourage the talented students in the field of Co-curricular and Extra-curricular activities by providing necessary facilities in the college.

Administrative Officers in Tribal Degree Colleges

The following are duties /powers delegated to the Administrative Officers working in the Tribal welfare. Degree College Dt.12.6.2007 under the overall supervision and control of the Principal.

- Signing the cashbook (General and special) and all subsidiary records relating to them.
- Cancellation of vouchers
- Drawing the salary bills of the Teachers and Non-teaching Staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing Officers.
- Preparation of Admission Registers, Term free Registers .C.C.B Statements and all periodical return.
- Attestation of entries in Service Register after sanction by the Principal or other higher authorities.
- Preparation of Budget estimates, Revised Estimates, and Number statements and all matters connected with them.
- Reconciliation of expenditure with the Treasury figures and reconciliation of pass books with Treasury figures (the Principal will operate the P.D. Account) Sanction of Casual leave, Optional holidays and Compensatory Leave to non-teaching staff below the rank of U.D. Clerks.
- Attestation of non-teaching staff Attendance Registers daily.
- In charge of Stationery and Forms, Indents, Issue of Stationery ~~and maintenance~~ of connected records.

- Routine correspondence not involving policy matters and signing of fair copies The Administrative Officer is accountable to the Principal of the College.
- Principals should verify cash book and pass books and other important records at least once in a month regularly and sign on them a statement of verification to ensure updating and correctness.

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENTS

- The Superintendent is head of the section/college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of Superintendents working in a college.
- He / She should monitor the movement of files going to the Officers/ Principal and coming back from them.
- He/ She should guide the Officers/ Principal with correct and latest rule position on the subject and assist them in taking correct decision.
- He/ She should assign current numbers to each and every paper received by him/ her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.
- He/ She should see that the assistants, working under him/ her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed preformed and submit them to the Officers/Principal before 5th of every month.
- He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/ Principal.
- He/ She should supervise the remainder files maintained by assistants.
- The Superintendents working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.

- He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/ grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.
- The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain the Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.
- The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.
- The Superintendent has to perform any other duties entrusted to him/ her by the Principal /Supervising Officer.
- The Superintendent is accountable to the Administrative Officer and the Principal

DUTIES AND RESPONSIBILITIES OF SENIOR/JUNIOR ASSISTANTS

- The Assistant should enter all tap pals received in the inward register and submit them to Superintendent for distribution to the concerned assistants
- After receiving tap pals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
- All details of the new currents be clearly entered in the P.R in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.

- The assistant should maintain a 'Remainder Diary' in prescribed Performa. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy
- The assistant should also maintain the register of court cases and register of disciplinary cases in the given Performa.
- The assistant should bring forward all undisputed files to the current years personal file on the 1st of April every year.
- When the file is disposed of finally the assistant should send it to record room by rounding off the current number in P.R with red ink. The type of disposal is noted on the file before sending it to stock.
- The assistant should dispose of the file within three working days of its receipt by him/her.
- The Senior and Junior Assistants are accountable to the Superintendent of the office.

For Assistance, queries and complaints, please contact below

1. Class Teachers
2. Mentors
3. Respective In charges of Departments
4. Respective conveners of Committees
5. Academic coordinator-Smt. M. Kranthi kumari, Academic coordinator
6. Vice-Principal–Smt.Dr.G.Jaya
7. Principal–Smt.B.Roja

For Complaint sand Redressal:

Sri SK SUFIYAN, Convener, Assistant Professor of Political science,
Complaints and Redressal Cell

For Complaints on Sexual Harassment:

Smt.P.Sravani, Convener, Internal Complaints Committee(ICC)

**HANDBOOKO
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HUMANVALUESANDPROFESSIONALETHICS
(H VPE)**

TTWRDC (G), DAMMAPETA

HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing to Human Values are as follows:

1. To understand the moral values
2. To create an awareness on and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that should display concerning morality.

The prime objectives of the Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's view smoothly.

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 inferences in moral perspectives.

HUMANVALUES

Morals:

Morals are the worthy ideals or principles that one follows to distinguish the right from the wrong. These ideals or virtues are considered worthy in building up the character of an individual. They were edited, changed or modified rulers (dynasty) according with the development of knowledge in engineering and technology time to time. Moral Value refers to the good virtues such as honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard work, etc. Morality is concerned with principles and practices of morals such as: (a) what ought or ought not to be done in a given situation? (b) What is right or wrong about the handling of a situation? And (c) What's good or bad about the people, policies, and ideals involved?

Values:

Human value is defined as "a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life and teachers at the institute's level. Human values can assure happy and harmonious human society. At Bharat Institute of Engineering and Technology, we cultivate and inculcate these values in the students and staff through teaching and conducting various value based activities.

Types of Values:

Values related to Right Conduct are:

(a) **Self-help Skills:** Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.

(b) **Social Skills :** Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment.

(c) **Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

Peace:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self

esteem, self-respect, sense of control, tolerance, and understanding.

Truth:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

Love:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

Non-Violence

(a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

(b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

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 one's success. It is one of the self-direction virtues. It entices 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 a 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 work place situations. Without responsible behavior, distrust can make a work environment tense and uncomfortable. A strong work ethic shows co-worker and clients that you're reliable and take your responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help you stand out as a trustworthy employee.

Follow Institutional Policies: Abiding by institution policies is a powerful way to demonstrate integrity. Cutting corners and neglecting to follow workplace regulations can lead to mistakes, problems and even dangerous situations.

Service Learning:

Service-learning seeks to engage individuals in activities that combine both community service and academic learning. Because service-learning programs are typically rooted in formal courses (core academic, elective, or vocational), the service activities are usually based on particular curricular concepts that are being taught. Service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.

Service-Learning Program Provides Educational Experiences:

Under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with school and community.

Connection to curriculum: Integrating the learning into a service project is a key to successful service learning. Academic ties should be clear and built upon existing disciplinary skills.

1. **Learner's voice:** Beyond being actively engaged in the project, trainees have the opportunity to select, design, implement, and evaluate their service activity.
2. **Reflection:** Structured opportunities are created to think, talk, and write about the service experience. The balance of reflection and action allows the trainee to be constantly aware of the impact of their work.
3. **Partners in the community:** Partnership with community agencies are used to identify genuine needs, provide mentorship, and contribute input such as labor and expertise towards completing the project.

Service-Learning benefits students by:

- Enhancing the sense of civic responsibility through civic engagement
- Allowing students to explore possible career paths
- Stressing the importance of improving the human condition
- Developing relevant career-related skills
- Providing experience in group work and interpersonal communication
- Promoting interaction with people from diverse backgrounds
- Instilling a sense of empowerment that enhances self-esteem

Service-Learning benefits faculty by:

- Providing exciting new ways to teach
- Offering professional development challenges
- Engaging faculty in meaningful interactions with the community at large
- Encouraging faculty to form close, interactive, mentoring relationships with students
- Reminding faculty of the direct consequences of their teaching for society

Civic Virtue:

Civic virtues are the moral duties and rights, as a citizen of the village or 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.

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. Some people may wait and watch as fun, if one falls, claiming that they know others' mistakes before and know that they will fall! 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 colinearity, focus, coherence, and strength to achieve the goals.

Living Peacefully

To live peacefully, one should start 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:

Nurture

Get

I Order in one's life (self-regulation, discipline, and duty).

I

Pure thoughts in one's soul (loving others, blessing others, friendly, and not criticizing or hurting others by thought, word or deed).

I Creativity in one's head (useful and constructive).

I Beauty in one's heart (love, service, happiness, and peace).

I Good health / body (Physical strength for service to enjoy the academic environment in the institution).

Act

I Help the needy with head, heart, and hands (charity). Service to the poor is considered holier than the service to God.

I Not hurting and torturing others physically, verbally, or mentally.

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 the humanity, sharing is a culture. The happiness and wealth are multiplied and the 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, divide, and distrust between the haves and have-nots disappear. Sharing not only paves the way to prosperity, early and easily, and sustains it. Economically speaking, benefits are maximized as there is no wastage or loss, and everybody gets one's needs fulfilled and satisfied.

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 engineering 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 a 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, namely

- Physical courage
- Social courage
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the 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. The social courage 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 the social cause. The intellectual courage 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 goal through ethical means.

Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It can't 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 have stressed the importance of time and valuing time.

PROFESSIONAL ETHICS

Professionalism is the conductor or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

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 trustworthy In today's society, trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension - not letting down expectations, it is being 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 inconsiderate action. 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 other to see what actions are being performed.

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 behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

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

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, beliefs, 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 and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence — either from the organization or from colleagues — and it is important to be true to such confidences.

10. 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 life 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.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It 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.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and openmindedness. It includes the capacity to communicate the factual information so that others canmakewell informeddecisions. It is one of the self-direction virtues. It enthusespeople not onlytoexecuteajobwellbuttoachieveexcellenceinperformance.Ithelpsthemtoowntheresponsibility and earn self-respect and recognition by doing the job. Integrity is the quality ofbeing honest and having strong moral principles; moral uprightness. It is generally a personalchoicetoupholdoneselftoconsistentlymoralandethicalstandards.

2. Credibility&Responsibility: The obligation of an individual or organizationto account forits activities, acceptresponsibility for the demandto disclose the results in a transparent manner.Italsoincludestheresponsibilityformoneyorotherentrustedproperty.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is atrait highly valued in working professionals. Students are taught to be loyal to the institute, thesociety,theirfellowcitizensandto thenation.

4. Commitment: Commitment means alignment to goals and adherenceto ethical principlesduring the activities. One shouldhave the conviction without an iota of doubt that one willsucceed. Holding sustained interestand firmness, in whatever ethicalmeans one follows,withthe ferventattitude and hopethat one will achievethe goals, is commitment. It is the drivingforce to realize success. This is bound to add wealth to oneself, one's employer, society, and thenationatlarge.Targetorientedeffortsareputto reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, orcharacterizes a person. Attitudes is the most distinctive and indispensable concept in present day.Attitudecanbeformedfromaperson'spastandpresent.Positiveattitudepeoplearemostsuccessful in their life. One should develop such attitude which provides synergy and satisfactionin their day to day life. PositiveMental Attitude(PMA) characterizesfaith,integrity,hope,optimism,courage,initiative,generosity,tolerance,tact,kindlinessandgoodcommonsense.

6. Valuing Time: Time is rare resource. Once it is spent, it is lost forever. It cannot be eitherstoredorrecovered.Hence,timeisthemostperishableandmostvaluableresource.

