



# HAND BOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

**NANDHA ENGINEERING COLLEGE**

AUTONOMOUS





**HAND BOOK**  
**ON**  
**HUMAN VALUES AND PROFESSIONAL ETHICS**

**INDEX**

<b>S.No</b>	<b>CONTENT</b>	<b>PAGE NO</b>
<b>1</b>	Vision & Mission of the Institute	<b>3</b>
<b>2</b>	Scope (Human Values & Professional Ethics)	<b>4</b>
<b>3</b>	Objectives (Human Values & Professional Ethics)	<b>4</b>
<b>4</b>	Morally Desirable and Responsible Conduct	<b>5</b>
<b>5</b>	PART-I Human Values	<b>5</b>
<b>6</b>	PART-II Professional Ethics	<b>12</b>
<b>7</b>	Golden Rules	<b>12</b>
<b>8</b>	Work Ethics	<b>14</b>
<b>9</b>	Professional Values	<b>14</b>

## **VISION & MISSION**

### **VISION**

To be a world class Engineering and Management Institution in leading technological and socio-economic development of the country by enhancing the global competitiveness of technical manpower and by ensuring high quality technical education through dissemination of knowledge, insights and intellectual contributions.

### **MISSION**

To provide value-based technical education and mould the character of younger generation.



## SCOPE: HUMAN VALUES & PROFESSIONAL ETHICS

Engineering transforms science into functional products for human comfort. Engineers' capacity and responsibility to evaluate their decisions in the context of society's general well-being is known as ethics. It is the study of moral predicaments that engineers and engineering organisations face while making vital decisions. Engineering research and practice require work at hand by considering all of the advantages and disadvantages of a certain activity and its execution. Engineering ethics is mostly taught at academic institutions through a range of case studies aimed at developing awareness among engineering students of various disciplines in an interesting way. Studying engineering ethics helps students become more conscious and ethical.

Many factors influence engineering ethical standards:

1. Engineering as an experiment for the betterment of mankind is a major factor in the long-term outcome.
2. Taking Engineering decisions becomes intricate by ethical concerns.
3. In a global setting, technological advancement place a high demand on engineering skills.
4. Moral principles and responsible behaviour play an important role in decision-making.

Engineering ethics is taught as part of an engineering attribute to help students prepare for their career. The students who study ethics gain clarity in understanding and thoughts about ethical issues and behaviour. The study of ethics aids students in developing abilities in communication, reasoning and reflection that are useful in a variety of situations. These qualities enable students to engage in other aspects of the engineering degree, such as group projects and placements.

The following are the primary goals of understanding and prescribing Human Values:

1. To recognize the moral standards that guides engineering profession
2. To raise awareness of ethical values and practice standards
3. To impart moral and social values, as well as a sense of integrity
4. To be aware of other personal rights
5. To resolve the moral concerns about the profession
6. Intended to build a set of virtues, attitudes, and behaviours among students

The following are the primary goals of professional ethics:



1. To create moral awareness (the ability to recognize moral issues in engineering, such as plagiarism and patenting)
2. To enable moral reasoning for persuasion (understanding and assessing opposing points of view)
3. To promote moral consistency (the ability to form consistent points of view based on facts)
4. To enhance moral creativity (looking for alternatives to obvious solutions to problems and being open to new ideas)
5. To enrich moral communication that entails expressing and defending one's beliefs to others

#### MORALLY DESIRABLE AND RESPONSIBLE CONDUCT

1. Moral reasonableness or the intention and ability to act in a morally responsible manner
2. Moral hope (the belief that moral conflicts can be resolved rationally).
3. Respect for people, which entails expressing concern for others' well-being in addition to one's own
4. Tolerance of diversity, which includes tolerance for ethnic and religious distinctions as well as acceptance of justifiable moral differences

### PART-I

#### HUMAN VALUES

Moral is the noble idea or value that one adheres to in order to discern between good and wrong. These values or virtues are seen as valuable in developing a person's character. They are updated, adjusted or modified by rulers in response to changes in engineering and technology across time. Honesty, integrity, truthfulness, compassion, helpfulness, love, respect, hard work, and other desirable attributes are examples of moral value. Morality is concerned with moral concepts and behaviours such as: (a) what should or should not be done in a certain situation? (b) Is there a right or incorrect way to handle a situation? and (c) What are the positive and negative aspects of the people, policies and ideals involved?

Human value is defined as "a principle that promotes well-being or prevents harm". Various people are responsible for inculcating and evolving human values, including parents, religious leaders, gurus in daily life, and teachers at the institutional level. Human values can assure a happy and harmonious human society. Through teaching and conducting various value-based activities, Nandha Engineering College cultivates and inculcates the Human Values among the students and staff.



## **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, well mannered, cordial relationships, helpfulness, shun wastage and amicable 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 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, sprit of enquiry, synthesis, trust, truthfulness, and determination.

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

### **Non-Violence**

- (a) Psychological:** kindness, tenderness, concern for others, tolerance, patience, forgiveness, politeness, contentment, devotion, ethics, and universal love.
- (b) Social:** Respect for other cultures and religions, fraternity, environmental responsibility, citizenship, fairness, harmlessness, national awareness, persistence, property respect, and social justice are all the features of social values.

Integrity is defined as the consistency of one's thoughts, words, and actions (honesty) as well as open-mindedness. It also includes the ability to present accurate data so that others can make well-informed decisions. It gives a person's mind tranquilly and so adds power and consistency to their character, decisions and actions. This opens the door to one's success. It is one of the virtues of self-direction. It motivates employees to not only do a good job but also perform at a high



level. It enables individuals to take ownership of the task and acquire self-respect and recognition as a result of their efforts. Moral integrity is defined as a virtue that demonstrates the consistency of one's views, feelings and behavior with regard to moral standards that are justified. Integrity can take numerous forms, but in most business contexts, honesty and reliability are the two attributes that are needed. Without appropriate action, distrust can create a hostile and unpleasant work environment. A good work ethic demonstrates to coworkers and clients that they are dependable and serious about their tasks. Polite communication, respectable behavior, and budgetary responsibility contribute to one's reputation as a reliable employee.

**Following Institutional Policies:**

It is an excellent way to demonstrate the dedication to the Institution. Cutting corners and failing to adhere to workplace laws can result in errors, issues and even dangerous circumstances.

**Service Learning:** Service learning is a method of involving people in activities that combine community service and academic learning. Because service-learning programmes are usually based on formal courses (core academic, elective, or vocational), the service activities are usually based on specific curricular concepts. Service-learning is a teaching technique that focuses on critical, reflective thinking and civic duty while combining community service and academic training. Students participate in organised community service that addresses local needs while enhancing their academic skills, civic responsibility and dedication to the community through service-learning programmes.

Students learn and develop through active involvement in intelligently structured service experiences that fulfill actual community needs and are coordinated in correlation with the school and community as part of a service-learning programme. Another example of service learning is an engineering student analysing and implementing a socially important project. Service learning is a technique of learning that belongs to the area of experiential education. It's one of the types of community services and experiential learning activities.

It is distinguished in the following ways:

**1. Curriculum Connection:** A key to successful service learning is incorporating the learning into a service project. Academic linkages should be obvious and build on prior disciplinary knowledge.

**2. Learner voice:** In addition to being actively involved in the project, trainees can choose, design, implement and evaluate their service activity.

**3. Reflection:** Structured opportunities to think about, talk about, and write about the service experience are provided. The trainee can always be aware of the influence of their work because of the balance of reflection and action.

**4. Community Partners:** Partnerships with community agencies are employed to discover genuine needs, give mentorship, and provide labour and knowledge for the project's completion

### **Service-Learning Benefits**

#### **Service-Learning benefits students by:**

- Relating theory and practise
- Improving comprehension of course materials
- Increasing civic participation and sense of civic duty
- Providing students with the opportunity to consider various career paths
- Emphasizing the importance of improving people's lives
- Developing relevant job-related abilities
- Providing experience with group work and interpersonal communication
- Encouraging interaction with people from all walks of life
- Instilling self-determination, which boosts self-esteem

#### **Service-Learning benefits faculty by:**

- Providing exciting new ways to teach familiar material
- 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
- Connecting faculty across academic disciplines through a shared approach to teaching and learning process.



## **Civic virtues**

Civic virtues are the moral obligations and rights that one as a citizen of a town, a country, or as a **member** of society and the environment has to abide by. Voting, volunteering and creating **welfare** organizations and meetings are all examples of civic virtues.

The following are the responsibilities:

- Paying municipal and state government taxes on time
- Maintaining a clean and green environment.
- Practicing proper hygiene and waste disposal to avoid polluting the water, land, and air.
  - Adhering to the rules of the road.

This is a necessary condition for fostering friendship, teamwork and the synergy it fosters and **maintains**.

The **principles** enunciated in this regard are:

- Recognize and accept the existence of other people as human beings, because they have the same right to life as you have.
- Value the opinions (decisions), words and labour of others (actions).
- It is not necessary to accept, approve, or award them, but it is necessary to listen to them **first**.
- If they make a mistake, they can be corrected or warned.
- Be a good person to others. Others should be loved. Allow for the development of others.  
Essentially, the goodwill is returned to the source and multiplied by everyone. This will help with coherence, focus, and strength in order to attain the objectives.

## **Living Peacefully**

To live in peace, one must first establish peace inside oneself. It all starts at home. Then one can bring peace to one's family, workplace, and finally the rest of the world, including the environment. Peace can only be spread by those who are at peace. One can't give someone something one don't have. The essence of eastern philosophy is that fighting for peace is futile. It's a contradiction in terms. War or peace can only be won through peace, not through battles.

To live peacefully in the world, one should adopt the following strategies:

## **Nurture**

- A sense of order in one's life (self-regulation, discipline and duty).
- One's spirit is to be filled with pure thoughts (loving others, blessing others, being **friendly** and not criticizing or hurting others by thought, word or deed).
- Foster creativity (useful and constructive).
- Beauty in one's heart (love, service, happiness, and peace).
- Good physical and mental health (physical stamina for service in order to enjoy the **academic** environment at the institution).

## **Act**

With one's brain, heart, and hands assist those in need (charity). Service to the needy is regarded as more sacred than service to God.

## **Caring**

Caring entails having a strong sense of empathy for others. In the context of professional ethics, it is a process in which employees demonstrate an interest in and support for the welfare of others in **all** actions with fairness, impartiality and justice. It involves exhibiting consideration for **others'** sentiments as well as respecting and safeguarding the rights of all stakeholders involved. Friendship, membership in social organizations and professional groups and transactions in the family, fraternity, community, country, and worldwide councils are all examples of caring.

## **Sharing**

Caring has a strong influence on sharing. The transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possessions) and facilities with others is referred to as sharing. Genuine, lawful, positive, voluntary and without any expectation of remuneration should be the goals of the transfer. Outsiders should not be given access to confidential information. Experience, skill, insight, and other benefits reach more people faster through **this** sharing process. Sharing is voluntary and it cannot be forced, but it can be successfully **inspired by** ethical ideals. In a nutshell, sharing is a form of philanthropy. Sharing is a culture for humanity. By sharing, happiness and wealth are multiplied and crime and suffering are reduced. It paves the way for peace and promotes oneness. Philosophically, sharing maximises happiness for all human beings. In terms of psychology, the fear, division and distrust between the haves and have-nots **disappear**. Sharing not only paves the way to prosperity, early and easily, but sustains it. Economically



speaking, benefits are maximised as there is no wastage or loss and everybody gets their needs fulfilled and satisfied. Commercially speaking, the profit is maximized. Technologically, productivity and utilization are maximized by sharing.

### **Honesty**

Honesty is a desirable quality, and it is expressed in two facets namely,

- Truthfulness
- Trust worthiness.

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 tough and principled stand, even if unpopular.

### **Courage**

Courage is the ability to rationally accept and face hazards and tough tasks. Self-assurance is a prerequisite for developing courage. Courage is categorized into three parts:

- Physical courage
- Social courage
- Intellectual courage.

The emphasis on physical courage is on the adequacy of physical strength, which includes muscle power and armaments. People with high levels of adrenaline may be prepared to tackle obstacles for the sheer excitement of it, or they may be motivated by a desire to succeed. Social bravery means making decisions and taking steps to alter the established order based on one's belief in or opposition to particular social behaviours. This involves leadership qualities like empathy and sacrifice, as well as the ability to mobilise and encourage people for a societal purpose. Knowledge, experience, games, tactics, education, and training are used to instill intellectual courage in people. In professional ethics, courage applies to employers, employees, the general public, as well as the press.

A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis should be performed. Before making a decision or taking action, calculate (estimate) the risks, compare them to one's strengths, and predict the eventual results. It is beneficial to learn from the past. Past experience (one's own or borrowed) and wisdom learnt through self-study or others will enable one to plan and act confidently, achieving ethical goals using ethical means. Opportunities and threats that exist now or that are expected to exist in the future should be analyzed and measures should be developed.

### **Valuing Time**

**Time** is a precious treasure. Once it's spent, it's lost forever. It can't be saved or restored in any way. As a result, time is both the most perishable and valuable resource. Whether or not a choice or action is taken, the resource is continually depleted. Great reformers and innovators throughout history have emphasized the importance of time and the value of time. The Proverbs, Time and tide wait for none and Procrastination is the thief of time demonstrates the significance of time.

## **PART-II**

### **PROFESSIONAL ETHICS**

#### **INTRODUCTION**

Professionalism is the behavior or attributes that define or distinguish a profession or professional; it suggests high-quality work or service. Professional ethics govern how members of a professional organization should interact with others while practicing their trade.

#### **TEN GOLDEN RULES**

##### **1. Always strive for excellence**

This is the fundamental rule of achieving success in any effort; this is the trait that distinguishes oneself from one's work. Excellence is defined as a level of service that is extraordinarily high and beyond conventional expectations; it should be practised on a regular basis to leave a positive impression on both superiors and coworkers.

##### **2. Be trustworthy**

In today's society, trustworthiness is a popular issue and any employee who demonstrates it is on the fast track to professionalism. It means becoming dependable, and reliable when called upon to execute a service. Trustworthiness is about accomplishing assigned work and, as a consequence, not



falling short of expectations. Worth and integrity must be demonstrated over time in order to acquire the trust of both management and colleagues.

### **3. Be accountable**

To be held accountable, one must stand tall and be counted for one's actions; this is the worthiness and responsibility for one's actions and the consequences, whether positive or negative.

### **4. Be courteous and respectful**

Being courteous means being kind, polite and well-mannered with a cordial attitude toward others. It allows for seamless workplace social interactions, the avoidance of confrontations and the acquisition of respect. Respect is a good emotion of regard or deference towards someone or something; it is earned through time and can be lost with a single thoughtless or inconsiderate action. To preserve or expand the initial respect garnered, continued respectful encounters are essential.

### **5. Be honest**

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.

**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 the professionalism within an organization but it is not complete until one impact knowledge on those around and below one. One must show and lead by good example. Being a professional is about living an exemplary live within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

## **WORK ETHICS**

**Work ethics** is defined as a set of attitudes that are concerned with the worth of work and serve to motivate people. It is a set of principles centered on perseverance and hard work. It's also a belief in work's moral value and ability to improve one's character. Being reliable, taking initiative and learning new abilities are all examples of a strong work ethic.

**Work ethics** are intended to ensure the economic system (find a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raising a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobbies, and happiness), welfare (social work), environmental protection (anti-pollution activities), and provide opportunities for all, based on the abilities. Work ethics are a set of associated values that play a critical part in the creation and maintenance of a high level of professionalism.

## **PROFESSIONAL VALUES**

### **1. Integrity**

**Integrity** is based on the correlation of one's thoughts, words, and actions (honesty) as well as on open mindedness. It includes the ability to communicate accurate information to others so that they can make well-informed decisions. It is one of the virtues of self-direction. It motivates people to strive for perfection in performance rather than just doing a good job. It enables individuals to take ownership of the task and acquire self-respect and recognition as a result of their efforts. Integrity is



defined as the trait of being truthful and adhering to strong moral convictions; it also refers to moral uprightness.

## **2. Credibility & Responsibility**

It is an individual or organization's responsibility to account for one's actions and accept responsibility for the requirement to reveal the consequences in a transparent manner. It also covers the management of money and other entrusted assets.

## **3. Loyalty**

Loyalty refers to a person's or a group's commitment to a person, country, or cause. Working professionals place a high importance on loyalty. Students are taught to be loyal to their Institution, society, fellow citizens and country.

## **4. Commitment**

Commitment implies adhering to aims and adopting ethical values while participating in activities. Without a shadow of a doubt, one must believe that one will succeed. Commitment is defined as a continuous interest and firmness in whatever ethical means one chooses, with an ardent attitude and the hope of achieving one's objectives. It is the driving factor behind achieving achievement. This will undoubtedly increase prosperity for oneself, one's job, society, and the country as a whole. To achieve efficiency, targeted efforts are made.

## **5. Attitude**

A person's attitude is a psychological entity, a mental and emotional entity that resides in or defines them. In today's world, attitudes are the most distinctive and essential idea. A person's attitude can be shaped by the past and present experiences. People with a positive mindset are the most successful in life. In order to achieve synergy and satisfaction in one's daily life, one needs to cultivate such an attitude. Faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness, and excellent common sense are the characteristics of a positive mental attitude (PMA).

**6. Passion:** Passion is a strong drive to complete a task that is fueled by extreme enthusiasm. The term "passion" refers to factors that improve performance and make work more enjoyable. When a person feels enthusiastic about one's job, one is more likely to work longer hours, resulting in more job satisfaction.



  
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