



A HANDBOOK OF HUMAN VALUES AND PROFESSIONAL ETHICS



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Vision

Traditionally believing that God is the Source of all Truth, Goodness, and Beauty, Lingaya's Vidyapeeth seeks to develop in students a wisdom that translates academic achievement into responsible citizenship, sincere professional service, a deep respect for life and beauty in God's Creation and Recreation.

Mission

- To commit to excellence in thought and action;
- To impart knowledge and skills and to mould attitude required for careers in Technical and Management fields by careful guidance and instruction for self-learning in both formal and informal modes.
- To dedicate oneself to improve social and economic status and enhance the quality of life for all;
- To strive to maximize human welfare through education and produce effective knowledgeable staff, practitioners and educators who will be guided by vision, compassion, knowledge, disciplined discovery and deep respect for human values;
- To provide an individual engineering and other professional learning experience for each student;
- To develop critical thinking, analytical ability and creative skills;
- To supplement the curricula with teamwork, leadership, persuasive oral and written skills, project management, financial aspects, social concerns and ethics; and
- To establish Industry-Institution interaction for technology, research and development.

Scope (Human Values & Professional Ethics)

A person who is offered a quality education will be able to serve the region, the state, and the nation through resourceful educational programmes. A quality based education consequently helps in upgrading the individual's growth which in turn endorses the growth of the nation. Human values are the virtues that direct us to consider other people when we engage in human interaction. Human values include things like openness, affection, empathy, respect, acceptance, consideration, appreciation, listening, and love for other people.

Lingaya's Vidyapeeth proffers Quality Education to create a personal paradigm, devoted to master the life skills required for success.



OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

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

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness on Engineering Ethics 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 engineers 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 views to others.

Human Values:

Value education is always crucial for influencing a person's life and providing them with the chance to compete internationally. Value education is becoming more and more important for parents, kids, teachers, and other stakeholders as seen by the rise in violent crimes, behavioral issues, social discord, and other problems. Value education enables us to understand our needs and visualize our goals correctly and indicate the direction for their fulfillment. It also helps remove our confusions and contradictions and enables us to rightly utilize the technological innovations.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human values help in understanding the attitude, motivation, behavior, and also influence one's perception about the world. They enable the interpretation of "right and wrong" and provide the ways to understand humans and organizations. The principal human values are discussed in brief as follows:

Love & Compassion: Love manifests in sincere care of others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.

Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.

Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in sincerity that can be seen in terms of commitment to work.

Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity. Non-violence demands abstinence from hatred and nurturing love and compassion for all beings.

Righteousness: Righteousness is the backbone of core human values as it involves conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.

Renunciation: Renunciation connotes caring attitude towards all living beings without any selfish motives. It is seen in austerity, self-control, and selflessness of a person.

Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.

Peaceful co-existence: Peaceful co-existence describes cohesive and coherent

relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.

Discipline: Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. Values are to be learned through practices to form the foundation of strong human culture.

PROFESSIONAL ETHICS

Professionalism is the conduct 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.



GOLDEN RULES

1. **Be trustworthy** In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Being trustworthy means that one will complete a work set to them, not let expectations down, and be dependable and trustworthy when called upon to provide a service. You have to demonstrate your integrity and worth over time in order to get the respect of your superiors and

coworkers.

2. **Be accountable** Being accountable is taking ownership of your activities and taking responsibility for the results, whether positive or negative. It means owning up to your faults and taking responsibility for your actions.
3. **Be courteous and respectful** Being amiable, courteous, and well-mannered with a gracious respect for others is what it means to be courteous. It facilitates respectful relationships, prevents conflict, and facilitates seamless social interactions at work. Respect is a favorable sentiment of regard or deference for an individual or group; it develops gradually and can be destroyed by a single thoughtless or careless act. To preserve or even grow the initial respect earned, polite conversations must continue.
4. **Be honest**, transparent is a component of moral character, honesty refers to good and virtue-filled qualities including loyalty, integrity, sincerity, fairness, and open communication, as well as acting in a way that makes one's activities visible to others.
5. **Be competent and improve continually** Competence is the capacity to accomplish a task correctly; it is the result of a person's conduct, knowledge, and abilities combined to enhance performance. Experience and a willingness to learn and adapt are the two main ways that competency develops. It is always necessary to continue developing oneself in order to provide competent service.
6. **Always be ethical** Acting morally within bounds and in conformity with the widely recognized norms of behavior or codes of conduct is considered ethical behavior. When an employee follows the rules, they are safe.
7. **Always be honorable and act with integrity** Being virtuous and having integrity on a personal level is acting in a way that demonstrates "nobility of soul, magnanimity, and a scorn of meanness." This idea refers to a character's "wholeness or completeness" in accordance with particular values, beliefs, and principles, as well as consistency in behavior and results.
8. **Be respectful of confidentiality** Respecting the set of guidelines or an agreement that prevents you from sharing information further or without authorization is what it means to be confidential. Throughout your professional journey, you will get confidential

information from colleagues or the organization; it is crucial to uphold these confidences.

9. Set good examples By following the aforementioned guidelines, you can enhance your professionalism inside your company, but your efforts won't be fully realized until you also impart knowledge to others who work beneath and around you. You have to lead by example and demonstrate. Leading a model life both within and outside of the company is what it means to be a professional.

WORK ETHICS & CODE OF 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 university is a gathering place for sophisticated thinkers. It is anticipated that freedom would come with a sense of accountability. Understanding one's rights should be accompanied by an awareness of one's obligations. Every pleasure should be savored while maintaining moral principles. The institution's character is shaped by its harmony and discipline in operation. To create and disseminate certain policies that respect each individual while pursuing knowledge and striking a balance between freedom and obligations, rights and duties.

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

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

It is required of all students at the Institute that they participate solely in events that will help the Institute's reputation remain high. Every student ought to treat everyone with respect.

Following actions constitute the university code of conduct.

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

11. Possession or use of Fire arms, Fireworks, Explosives, Weapons or items of destruction are prohibited.
12. Conservation of Natural resources, Energy and Environment: Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.
13. Cleanliness: Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.

