

GURU NANAK INSTITUTE OF

TECHNOLOGY

**(Approved by AICTE and affiliated to Jawaharlal Nehru
Technological University (JNTU), Hyderabad)**

**Manual for Human
Values &
Professional Ethics**

**Campus: Ibrahimpatnam,
R.R. District, Hyderabad-
501506, Telangana,
India.**

Ph: (0/95) 8414-20 21 20/21

Website:-www.gnithyd.ac.in

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world class infrastructure is and advanced Research center to the students.

The prime objective of the Professional Ethics is to develop ability to deal effectively with moral complexity in students of GURU NANAK INSTITUTE OF TECHNOLOGY, Imbrahimpatnam, Hyderabad as follows.

Objectives:

- To foster a set of beliefs, attitudes, and habits that engineers should display concerning morality
- To bring an awareness on human values and professional ethics
- To encourage for inculcating the Moral Values and social responsibility
- To follow the fundamental duties laid down by constitution of India
- To understand the moral values that ought to guide the accounting professionals, resolve the moral issues and to justify the moral judgement.
- To develop a set of beliefs, attitudes, and habits that should display concerning morality.
- To create an awareness on accounting ethics and human values..
- To appreciate the rights of others.
- To develop ability to deal effectively with moral complexity.
- To improve cognitive skills like
 - ♣ Moral awareness (proficiency in recognizing moral problems)
 - ♣ Moral reasoning (comprehending, assessing different views)
 - ♣ Moral coherence (forming consistent viewpoints based on facts)
 - ♣ Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)

- ♣ Moral communication (expressing and supporting one's views to others)
- To act in morally desirable ways viz.
 - ♣ Moral reasonableness (willing and able to be morally responsible)
 - ♣ Respect for persons (showing concern for the well-being of others)
 - ♣ Tolerance of diversity (respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives)
 - ♣ Moral hope (believing in using rational dialogue for resolving moral conflicts)

About Institute

Guru Nanak Institute of Technology is a premier institution that takes the challenging task of engineering and technological world and continuing as a pioneer in the field of education.

The devoted teaching community of GNIT is its greatest asset. The faculty members have made significant contribution not only to the academics of the college but also shaped the corporate, social and cultural life. There is a great sense of belongingness to this institution among the faculty members and students. The students who come to GNIT are among the top achievers from their schools and add further achievements to their credit.

Vision

"To be a world –class educational and research institution in the service of humanity by promoting high quality Engineering and Management Education."

Mission

- **Imbibe soft skills and technical skills.**

- **Develop the faculty to reach the international standards.**
- **Maintain high academic standards and teaching quality that promotes the analytical thinking and independent judgment.**
- **Promote research, innovation and Product development by collaboration with reputed foreign universities.**
- **Offer collaborative industry programs in emerging areas and spirit of enterprise.**

What are Human Values?

Human values are closely related to human life. No human life is possible without values. Human values are those universal concepts, drivers of action which are found in all cultures, all societies, all times and in all places where human being seek out their lives.

The five human values which can be found in all cultures, all societies and in all religions are....,

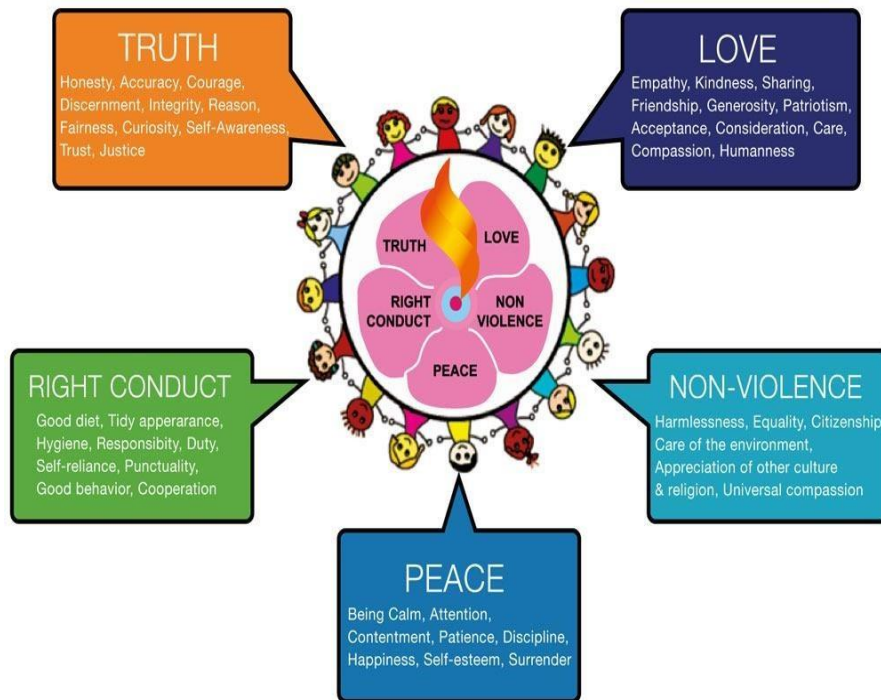


These values are eternal as they are eternal essences, which elevate human life to its highest expression, its highest capacity.

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

Human Values Vs. Moral Values

- Moral values regard matters of right and wrong whereas Human values help a person to distinguish between right and wrong.
- Moral values are constant and unchanging whereas Human values change from person to person and from time to time.
- Moral values are for self-development and self-discipline whereas Human values are about how we treat others in society.
- Moral values can be taught whereas Human values are inherited values and are intact in all of us.



Importance of Human Values

- Provides understanding of the attitudes, motivation and behaviours.
- Influence our perception of the world around us.
- Represents interpretation of “right and wrong”.
- Imply that some behaviours or outcomes are preferred over others.
- Provides a way to understand humans and organization.

Human values are integral part of one's personality and effects employability quotient. Many employers are inclined to hire those who have better human values

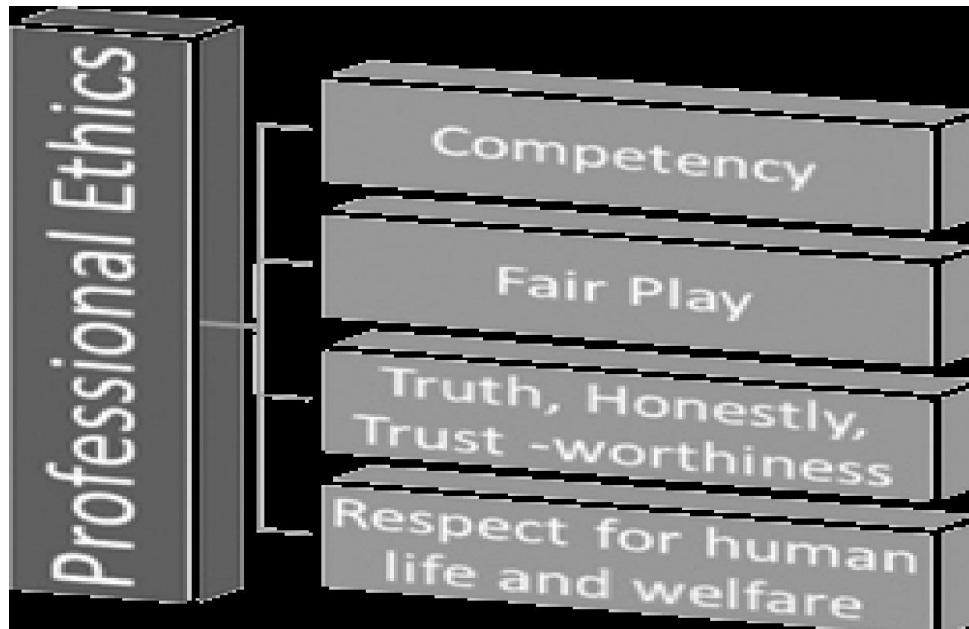


What is Professional Ethics?

Professionally accepted standards of personal and business behaviors, values and guiding principles. Codes of professional ethics are often established by professional organizations to help to guide members in performing their job functions according to sound and consistent ethical principles

Professional ethics may be understood as professionally acknowledged measures of individual and business conduct, values, and guiding principles. Professional ethics is nothing but a code of conduct applicable to different professions and is set up by the expert members of such profession or professional organizations. The underlying philosophy of having professional ethics is to make the persons performing in such jobs to follow the sound, uniform ethical conduct. Hippocratic Oath undertaken by medical students is one such example of professional ethics that is adhered by even today.

Some of the important components of professional ethics that professional organizations necessarily include in their code of conduct are integrity, honesty, transparency, respectfulness towards the job, confidentiality, objectivity etc.



Why should we have a Professional Code of ethics?

A professional code of ethics serves several functions such as:

- Symbolises the professionalism of the group.
- Defines and promotes a standard for external relations with employers, employees, peers, etc.,
- Protects the group's interests.
- Codifies members' rights.
- Expresses ideals to aspire to.

- Offers guidelines in “gray areas”.

<p>They help us to decide whether preferences or events are good or bad, right or wrong, desirable or worthless, important or insignificant.</p>	<p>They become the basic determiners of perceptions, opinions and attitudes.</p>	<p>Using values will always mean going through certain processes: motivation, selection, appraisal (evaluation).</p>	<p>Values have also a social function. Those derived from commonality of experience unite families, tribes, societies and nations.</p>
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Professional Ethics

1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, Color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Be considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.