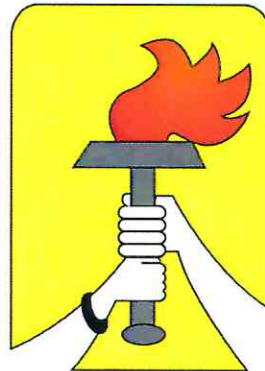


HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Coimbatore 641 032, Tamilnadu, India

Phone: 0422 4242424, website: www.hicet.ac.in

**HINDUSTHAN
EDUCATIONAL AND**



CHARITABLE TRUST

HICET

HANDBOOK ON VALUES AND ETHICS

Human values help in understanding the attitude, motivation, behaviour, 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. Our core ideals serve as our moral compass. Human values are based on morals and values. The values of life can also be referred to as human values. A good deed done today will always be a good deed. Human values are therefore the virtues that must be promoted, upheld, and passed on to succeeding generations. Values should be acquired by actions. Hence, administrators and teachers in higher education should be aware that their peers are watching them and that human values and professional ethics are being instilled in institutions. Hence, the environment within and outside of higher education institutions should be such that it will encourage people to respect education and make positive changes in their personal and professional lives. Knowing about life is the goal of higher education, and knowledge is the means to that end. Happiness is the goal in life, even though some might consider it a success. Success may not always imply grandeur or happiness. Only when success is accompanied by values and professional ethics can grandeur and happiness be realised. The journey of transformative learning and living a life of happiness and greatness therefore requires the integration of human values and professional ethics.

ABOUT THE INSTITUTION

Hindusthan College of Engineering and Technology (HiCET) Coimbatore, established in the year 2000. Surrounded with nature's pristine beauty and an excellent infrastructure coupled with dedicated and experienced faculty has made the campus a much sought-after abode of learning. HiCET is one of the premier technological institutions inculcating quality and value based education through innovative teaching learning process for holistic development of the Students. The institution is recognized under Section 2(f) and 12B of University Grants Commission (UGC) and is an autonomous

institution affiliated to Anna University, Chennai with permanent affiliation for most of the programs, approved by the AICTE and the Government of India. Accredited by the National Assessment and Accreditation Council (NAAC) with 'A' grade, National Board of Accreditation (NBA). Currently, there are around 5000+ students pursuing various Undergraduate programs (B.E./B.Tech.), Postgraduate programs (M.E./M.Tech, MBA & MCA) and Ph.D. research programs in the Institution and are mentored by above 400 well qualified and experienced faculty members. HiCET nurtures future global leaders by imparting knowledge, skills and building attitudes among students to face the world in a fresh, energetic and unrestrictive work environment.

VISION

To become a premier institution by producing professionals with strong technical knowledge, innovative research skills and high ethical values.

MISSION

- To provide academic excellence in technical education through novel teaching methods.
- To empower students with creative skills and leadership qualities.
- To produce dedicated professionals with social responsibility.

OBJECTIVES

- To recognise the significance of human values as the basis for both profession and way of life.
- To identify a way to deal with moral concerns in the industry.
- To support the ethical assessment of the field.
- To develop a set of morality-related values, attitudes, and behaviour among engineers.
- To raise consciousness about moral principles and professional ethics.
- To support the development of moral principles and civic responsibilities.

HUMAN VALUES

Morals: Morals are the deserving ideas or guidelines one adheres to in order to discern between right and wrong. These principles or virtues are thought to be valuable in enhancing one's character. They periodically altered, changed, or modified their dynasties in accordance with advances in engineering and technology. When we talk about moral values, we mean the excellent qualities like honesty, integrity, truthfulness, compassion, helpfulness, love, respect, and hard work, among others.

Values: Human values are described as "principles that advance wellbeing or guard against damage." Parents, religious leaders & gurus in daily life, and teachers at the institute level are all in charge of instilling and advancing human ideals. A pleasant and peaceful human civilization can be ensured by human principles. At Hindusthan College of Engineering and Technology, we teach these principles and foster their development in both faculty and students through various value-based activities.

Various Values

The following values are associated with right conduct:

- (i) **Self-help Skills:** Maintenance of property, dietary habits, hygiene, modesty, posture, and self-reliance.
- (ii) **Social skills:** politeness, relationships, helpfulness, avoiding waste, and maintaining a decent environment.
- (iii) **Ethical Qualities:** Code of conduct, reliability, bravery, duty, efficiency, resourcefulness, initiative, persistence, punctuality, and responsibility.

Peace: Gratitude, happiness, harmony, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense of control, tolerance, and understanding are all characteristics of peace. Peace also includes attention,

calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, and gratitude.

Truth consists of the following qualities: accuracy, discernment, fairness, courage, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, pursuit of knowledge, logic, self-evaluation, sincerity, spirit of investigation, synthesis, trust, veracity, and tenacity.

Love is characterized by acceptance, affection, consideration, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance, and trust.

Non-violence

- (i) Psychological: Kindness, compassion, empathy, care for others, respect, patience, Tolerance, happiness, loyalty, morality, and unconditional love
- (ii) Social: Respect for other people's cultures and religions, brotherhood, and environmental preservation citizenship, equality, prudence, awareness of one's country, tenacity, property respect, and social justice

Integrity: Honesty and dependability are two qualities that are expected in the majority of workplace settings. Integrity can take many different forms. Without appropriate behaviour, distrust can create a hostile and uncomfortable work environment. A good work ethic demonstrates to clients and colleagues that you are dependable and take your duties seriously. Being a trustworthy employee is also enhanced by your politeness, decency, and financial accountability. A good work ethic demonstrates to clients and colleagues that you are dependable and take your duties seriously. Being a trustworthy employee is also enhanced by your politeness, decency, and financial accountability.

Civic virtue: Civic virtues are the moral obligations and rights that come with being a villager, a citizen of a country, or a significant contributor to society and the environment. Voting, giving back to the community, and setting up meetings and clubs for welfare purposes are all examples of civic virtues.

The obligations include keeping the area clean and green and timely paying taxes to the state and local governments.

- To practice good hygiene and adequate waste disposal in order to avoid polluting the water, land, and air.

Some of the civic (duties) virtues include refraining from burning wood, tyres, plastics, spitting in the open, smoking in the open, and disturbing the peace.

- To adhere to the rules of the road.

Respect for Others

This is a necessary foundational element for fostering friendship, teamwork, and the synergy it fosters and upholds. The guiding principles in this regard are as follows:

- Acknowledge and recognise the existence of others as human beings since they have the same right to life as you do.
- Respect the thoughts, words, and labour of others (actions). Although one must listen to them first, one need not accept, approve, or award them. If one makes mistakes, they can be corrected or warned. Some people could choose to wait and observe as amusement if someone slips and falls, saying they are aware of past mistakes and anticipate falling themselves. Reward coworkers and subordinates for their commendable efforts. Encourage them while offering constructive criticism.
- Goodwill towards others. Love other people. Permit others to develop. In essence, the goodwill spreads to everyone and returns to the

source. This will make it easier to attain the goals by promoting coherence, co linearity, concentration, and strength.

Living in Peace

To live in peace, one must first cultivate inner peace. Giving starts at home. Peace can then be transferred to one's family, workplace, and ultimately to the rest of the world, including the environment. Only those who are peaceful can promote peace. An item that you don't own cannot be given. Oriental philosophy's central tenet is that fighting for peace is wrong. It's an oxymoron. Only through peace, not through conflict, can either war or peace be won!

Caring

Having empathy for others is caring. It is a procedure that demonstrates concern for and support for the wellbeing of others in all workplace activities, among the employees, in the context of professional ethics. It entails being considerate of others' sentiments as well as honouring and upholding the interests of all parties involved. Friendship, participation in social clubs and professional societies, as well as numerous interactions in the family, fraternity, community, country, and in international councils, are all examples of activities that show care.

Sharing

Sharing is primarily influenced by caring. Transferring knowledge (teaching, learning, and information), experience (training), commodities (material ownership), and facilities with others is referred to as sharing. The transfer must be sincere, legitimate, advantageous, willing, and free of any expectation of compensation. However, it is best to keep the confidential information to yourself. Sharing allows experience, knowledge, and other advantages to reach more people more quickly. As sharing is voluntary, it cannot be coerced; instead, it is successfully encouraged by moral standards. In essence,

generosity is sharing. Sharing is ingrained in humanity's culture. By sharing, we may increase our happiness and riches while lowering our crime and suffering. It eliminates militancy and opens the door for peace. According to philosophy, sharing maximises everyone's happiness. The anxiety, division, and mistrust between the wealthy and the poor vanish psychologically. Sharing not only creates and maintains early and easy prosperity. Economically speaking, advantages are maximised because there is no waste or wastage and everyone's demands are met. From a business perspective, the profit is maximised. Sharing maximises productivity and utilisation in terms of technology.

Honesty

Honesty is a virtue that manifests in two ways: truthfulness and trustworthiness.

Being truthful means accepting the consequences of speaking the truth. One ought to honour their commitments. It is simple to repair mistakes once they have been admitted (one must have courage to do that!). Some of the aspects of truthfulness are sound engineering judgement, maintaining the truth, defending the truth, and conveying the truth only when it benefits others. Yet, being trustworthy means upholding your moral principles and accepting accountability for your actions. People uphold the law and rely on one another. In accordance with the regulations or rules, they play to win in the proper manner (legally and morally). They gain trust by being trustworthy and sincere.

Courage

Courage is the propensity to logically accept and deal with risks and challenging tasks. The foundational condition for developing courage is self-assurance. Based on the different risks, there are three different categories of courage: intellectual courage, social courage, and physical courage.

When it comes to physical bravery, the emphasis is on how strong one is physically, including their muscles and weapons. Individuals with high levels of adrenaline may be willing to take on difficulties for the pure excitement or may be motivated by a desire to succeed. The social bravery refers to the choices and activities to alter the status quo that are motivated by a conviction for or against particular social behaviours. To mobilise and inspire the followers for the social cause, this calls for leadership skills such as empathy and sacrifice.

Honoring Time

A limited resource is time. After it is used up, it is permanently lost. It cannot be recovered or stored. Time is therefore the most important and perishable resource. Whether a choice is made or not, this resource is continuously used. The significance of time and the value of time have been emphasised throughout history by great reformers and innovators. This notion is well illustrated by the proverbs "Time and tide wait for no man" and "Procrastination is the thief of time."

PROFESSIONAL ETHICS

Professional ethics and human values are interwoven. The core thought or goal that serves as a personal compass and influences behavior is what is meant by values. Ethics has been defined as norms of behavior that outline how one should act in accordance with moral obligations and virtues derived from ideas about right and wrong. The idea and framework of moral right or wrong as applied to a professional organization, implementation policies, and behaviors are the subject of professional ethics.

The three main factors that influence ethical behavior and decision-making in an organization are human values, professional ethics, and the legal system. Motivating moral obligation, improving problem-solving abilities, and accepting or minimizing uncertainty are among the objectives of ethics. Therefore, merely one or more people cannot be held accountable for unethical practices. Organizational environment is a third component influencing ethical stand, practices, or actions in addition to moral development and self-esteem. The necessity to establish an ethical workplace in an organization stems from this. People make more ethical decisions if the workplace environment supports them, and the opposite is also true.

Professional Ethics are Required

Professional ethics are significant because they set forth for professionals a set of guidelines regarding how to behave towards those with whom they interact professionally.

The main objective of having professional ethics is to compel people to always act morally upright. An institution's committed faculty, officers, employees, and students are what enable it to successfully carry out its mission and vision due to their morally upright behavior.

The following are the fundamental components of professional ethics that must be stated in the rules of conduct of professional organizations:

Integrity: Upholding the moral principles of truthfulness, reliability, openness, and equity while carrying out one's obligations.

Trusteeship: governing a body in a true, honest, and effective manner while making sure that there is group participation and a system of checks and balances.

Harmony: All parties must work together to create an environment that is tolerant, open to communication, and forgiving.

Accountability: Fostering an environment of transparency.

Inclusiveness: Implementing principles, procedures, and practices to encourage and ensure that no one faces discrimination whether looking for work, promotion, or other opportunities inside an institution.

Commitment: Making an honest attempt to uphold the institution's vision and mission while acquiring the skills, information, and attitudes required to achieve excellence within the confines of time constraints and legal requirements.

Respect: Promoting a climate of confidence, dependability, and effective communication as well as ensuring that beneficiaries and staff at the institution participate fairly.

Belongingness: Establishing a shared institutional vision that will make everyone feel supported, welcomed, and included is step eight, which is belonging.

Sustainability: Ensuring that economic, environmental, and social resources be used as effectively as possible to ensure a secure future.

PROFESSIONAL ETHICS POLICY OF THE INSTITUTION

Employees and students shall adhere the following:

- Acquaint themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
- Perform duties with utmost integrity, discipline, honesty, devotion and diligence.
- Not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
- Constantly strive and behave in good manner for upholding good Reputation of the Institution amongst the public.
- Not be guilty of any act or any conduct which involves immorality.
- Possess valid identity card issued by the Institution, while on duty.
- Not engage in any sexual harassment or any other behaviour which may appear to be sexual harassment or make others feel uncomfortable.
- Not disturb the discipline, environment and good order of the office.
- Strive to ensure fairness and justness in selecting suppliers, and avoid any potential "conflict of interest" while striving to procure the most superior goods and services.

- Not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty, by virtue of his position in the Institution.
- As good corporate citizens, employees and students shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers/Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.
- Not enter into any transaction with any anti-social group or any entity connected therewith.




PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.