PROFESSIONAL ETHICS IN ENGINEERING
(As per ANNA UNIVERSITY Revised Syllabus)
(Common for ALL Branches)

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Professional Ethics in Engineering

UNIT I Human Values


UNIT II Engineering Ethics


UNIT III Engineering as Social Experimentation

Engineering as Experimentation – Engineers as responsible Experimenters – Codes of Ethics – A Balanced Outlook on Law.

UNIT IV Safety, Responsibilities and Rights


UNIT V Global Issues


Total: 45 Periods
SYLLABUS (R - 2008)

GE2021 Professional Ethics in Engineering

UNIT I Engineering Ethics 9

Senses of ‘Engineering Ethics’ – Variety of moral issues –
Types of inquiry – Moral dilemmas – Moral Autonomy – Kohlberg's
theory – Gilligan's theory – Consensus and Controversy – Professions
and Professionalism - Professional Ideals and Virtues – Uses of
Ethical Theories.

UNIT II Engineering as Social Experimentation 9

Engineering as Experimentation – Engineers as responsible
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Standards - A Balanced Outlook on Law - The Challenger Case
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UNIT III Engineer's Responsibilities for Safety 9

Safety and Risk – Assessment of Safety and Risk – Risk
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Unit IV Responsibilities and Rights 9

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Crime - Professional rights - Employee Rights - Intellectual Property
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Ethics – Computer Ethics – Role in Technological Development -
Weapons Development – Engineers as Managers – Consulting
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- Moral Leadership – Sample Code of Conduct

Total: 45 Periods
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1.1. INTRODUCTION

Professional engineers possess various skills and capabilities in designing and processing numerous products. They are equipped with technical skills to solve and settle the problems in their careers. The engineers who take up challenging administrative posts, are confronted with various industrial problems such as worker’s unrest and wage disputes. These problems could be amicably settled, if engineers have a strategic approach, moral honesty and self-less commitment. In short, better knowledge and exposure on the various aspects of human values would help them form a successful co-ordination and management of administrative and labour problems. Hence, human values have become an essential part of the successful career of the professional engineers.

1.2 MORALS VALUES AND ETHICS

Morals, values and ethics that form the vital constituents of human values enable the professional engineers to differentiate right things from wrong things
in order to take a balanced judgement in the industrial conflicts.

1.2.1. MORALS

The term **morals** refers to the philosophical study which focusses on **right and wrong behaviour**. An exposure of an engineer to the basic aspects of **moral philosophy** provides him the capability to deal with the financial, industrial and technical formalities. The moral issues enable the professionally committed engineers to develop **perfect familiarity** with the industrial

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**Fig 1.1 Variety or Types of moral issues**
environment. The various types of moral issues and their interactions are given below:

1. **Organisation Related Type:**
   This type of moral issues comprise the professionally employed engineers. The engineers tend to show an enthusiastic interest and involvement for the upgraded development and growth of their concerned organisations. This type further restricts the engineers to derive any personnel benefits in an unauthorised way through the organisation.

2. **Environment Related Type:**
   This type of moral issue underlines the important value of certain environmental factors such as land, air and water. It further emphasises that engineers should have the **innovative capability** to make use of these natural resources without causing any environmental pollution and depletion thereby maintaining the ecological balance.

3. **Society Related Type:**
   **Social awareness** and **commitment of the professional engineers** is the essence of this type. The engineers who have been employed in various organisations, are not supposed to be self-motivated and self-centred for the sake of personnel benefits without minding the social and community welfare.

4. **Product Related Type:**
   This type of moral issue focusses on the **nature and safety of the product** and also its functional value and quality. The professional engineers are inclined to provide top priority about the **genuiness** and **originality** of the
product thereby avoiding substandard quality of the products.

5. **Finance / Cost Related Type:**

Fixation of correct cost of any product without any financial burden on the part of the consumers is the objective of this type of moral issue. This type is also directly associated with the moral honesty in an ethical sense.

6. **Customer Related Type:**

Easy availability of a specific product without any scarcity, and its correct cost are the main aspects of this type. **Black marketing** and **duplicate quality** of the product are the other factors that are highlighted by this type.

7. **Supplier Related Type:**

Procurement of raw materials at the reasonable cost and steady flow of raw materials to ensure for an uninterrupted production under the supervision of this type. The engineer should have the cordial relationship with the suppliers of the raw materials for the sustained production of the concerned products for an easy marketability of the products.

8. **Employee Related Type:**

Provision of safe or protective working atmosphere, reasonable and justified work-load norms based on the efficiency, proper remuneration and retirement benefits to the employees of an organisation are the important factors that are mainly emphasised in this type. Fair treatment and proper care for the well-being of the employees are also much considered in this category.
9. Competitor Related Type:

This type enforces strict morality and commitment in terms of healthy and genuine business activities on the part of the engineers. Engineers should be restrained from indulging in any unethical activities against the competitor for the commercial marketing of the products. He must resist to provide any false assurances about the facts and figures of the concerned products to the suppliers or consumers.

10. Government Related Type:

This type directly points out the norms and policies of the government authorities about the manufacturing and distributing the particular consumer products. This type clearly indicates that the professional engineers should strictly adhere to the rules and regulations of the government in terms of regular and prompt payment of central excise duties and taxes as per the existing norms. Illegal transactions should be strictly prohibited by the professional engineers and all necessary co-operation should be rendered by them to the customs and central excise officials, if any controversial disputes arises.

1.2.2. VALUES

Values which constitute an important component of behavioural and intellectual status of people, contribute to the stable and justified character. These values enable the persons to differentiate several moral issues such as good from bad, favorable from unfavorable and honest from dishonest. In real ethical sense, the term values strictly refers to the strong beliefs that influence the persons to take suitable remedies as a guiding force to any critical problem.
Values are of two types: **terminal** and **instrumental values**. **Terminal values** comprise factors such as comfortable life, assured family security, self-respect and sense of wisdom. Whereas, factors such as ambitious goal, sense of moral conviction and courage, undisputable honesty and imaginative thoughts have been included in the **instrumental values**.

In addition to this, values are further classified into the following categories:

(a) **Theoretical type:** It refers to the combination of moral reasoning and thinking to discover the truth.

(b) **Economic type:** It refers to the practical application of enthusiasm and interest in terms of earning and procuring wealth.

(c) **Aesthetic type:** It refers to the personal taste of interest to appreciate the natural beauty and cultural heritage.

(d) **Social type:** It refers to the motivated interest for the welfare of the people.

(e) **Political type:** It refers to the obligation of interest towards the selection of specific political power for the people in a democratic way.

1.2.2.1 **Sources of Values**

Values could be obtained through the following sources:

(a) **Family factors:** The family system is the crucial aspect in influencing the social status of an individual. Parental affection and guidance promote the disciplined growth of children. These factors are very important for the
civilised behaviour and conduct of the children for better future.

(b) **Social factors:** These factors enable the children to develop harmonious and personal interactions with the co-students and teachers for upgrading their academic status and performances. This factor would also help to build up the better learning process and healthy competition in their academic activities.

(c) **Personal factors:** These include self-motivation, intellectual memory, academic skill and qualification. These factors would also increase the perceptive power for better understanding and appreciation of the social and cultural values.

1.2.3. **ETHICS**

The word **ethics** is derived from the Greek word meaning as **customs** or **traditions**. The term **engineering ethics** literally refers to the study that is concerned with **ethical and moral issues** pertaining to the professional and engineering organisations. The engineering ethics strongly focusses on the **moral virtues**, **ideal characters**, **committed policies** and the **social interactions of the individuals and corporate sectors that are associated with the technical or technological activities**. Engineering ethics lays down the basic **moral code of conduct** and **professional commitment** on the part of all sections of a community such as workers, technical assistants, public individuals, professional engineers and government employees. Engineering ethics also provides necessary solutions to deal with the **conflicts** and
confrontations faced by the engineers and corporate managers.

1.2.3.1 Salient Features of Engineering Ethics

The intersection of the technical aspects of moral values between the individuals and the society is the important concept of engineering ethics. Such type of interaction is shown in Fig. 1.2. Engineering ethics emphasises on the moral values and dilemmas that are confronted by the engineering professionals and organisations. Engineering ethics provides the **basic framework** to take balanced decisions and judgements in various sensitive issues such as designing a qualitative product, efficiency and viability of the product and genuine quality of the raw materials to be used for the production purposes. It also provides strict guidelines to be adopted by the professional engineers for their devoted commitment and involvement in true spirit in their corporate organisations. It clearly indicates various types of **technical judgements** and **moral issues** to be practiced by the professional engineers to establish the sustainability of an organisation.

![Fig. 1.2 Scope of Engineering Ethics](image-url)
1.2.3.2 Technical Judgements

1. Production of quality products as per the specifications.
2. Proper designing and development of products and planning procedures for projects.
3. Fixation of proper cost of the manufactured items.
4. Proper framing of budgetary allocations.
5. Maintenance of optimum stability between inputs and outputs of an organisation.
6. Proper planning methods of the locations of the plant.
7. Development of technically sound and competent worker teams.
8. Updated documentation of the processes that are concerned with an organisation.
9. Introduction of innovative technical procedures for the replacement of expensive raw materials for the sake of cost effectiveness.

1.2.3.3 Moral issues

1. Mutual respect for the higher authorities, colleagues and co-workers.
2. Promptness in keeping up the committed assurances and promises.
3. Maintenance of professional honesty and sincerity.
4. Co-ordinated integration of various professional activities of an organisation in an unbiased manner.
5. Strict adherence to the norms and regulations for not violating the intellectual property rights and patent regulations.
6. Strict regulation of environmental policies and exploitation of natural resources.

7. Proper introduction of safety norms and procedures to the workers and safe maintenance of machinery items.

1.3. INTEGRITY

The term integrity refers to the upright honesty and fair-mindedness to communicate the exact truth to the individuals. The integrity would increase the self-respect of an individual and also would enable him to command respect from others thereby earning him the prestigious social status. The integrity is of the following types.

(a) ACADEMIC INTEGRITY: This refers to the lack of honesty among the educational institutions and organisations. There has been an alarming increase in the dishonesty and several sectors of educational institutes such as students, workers, teaching faculty members and management. Academic integrity could contribute to the successful educational career of the students thus paving a definite way for the academic excellence. The basic essence of academic integrity is contaminated by the following dishonest acts.

1. Cheating: Student community resort to various modes of cheating acts such as copying in the university examinations and adopting the unscrupulous techniques in chasing of university examination papers and for bribing the concerned authorities for bogus mark sheets. Nowadays, leakage of question papers prior to the conduct of the competitive examination is a good example for this category.
2. **Fabrication**: This includes the unethical alteration of marks in the original mark sheets and resorting to submit a **fake or false mark sheets** to gain admission in professional colleges.

3. **Plagiarism**: This refers to **unethical duplication of data** or theoretical informations from the **records already published**. There has been a **steady increase in the duplicated and manipulated data** in the submission of project works and thesis.

4. **Misinterpretation**: This refers to the failure to provide correct and true statements to the concerned authorities with reference to academic activities.

5. **Sabotage and theft**: It refers to the **gross misbehavior and indiscipline** among the section of student community to resort to violent activities by damaging the properties of educational institutions such as college laboratory equipments and library. Similarly, stealing of worthy journals, publications and books in the library by a few groups of students, also cause **social concern** among academicians. Several sections of student community who pursue their academic careers in various educational institutions, are tempted to commit the **social error of dishonesty** due to the following factors:

   (a) Poor performance in academic examinations by scoring lower grades.

   (b) Inability to cope with an increasing workload due to lack of hardwork and planning.

   (c) Financial constraints either due to the lack of parental support or due to discontinuation to academic scholarships.
(d) Lack of interaction with the faculty members for proper counselling and redressal of the personal problems.

The academic integrity can be cultivated from restraining to any act of dishonesty by adhering to the following moral principles:

(a) Development of **will power** with **mental conviction of mind** to understand that dishonesty is a wrongful act.

(b) The development and cultivation of mental feeling that loss of integrity would lead to the failure of academic success.

(c) Development of positive thinking to have self-respect and sense of attitude of respecting others.

(d) Development of genuine social behaviour with a sense of commitment to fulfil the academic aspirations.

(e) Role of universities and colleges to create the awareness on integrity through academic programmes.

(f) Role of teaching faculty members to infuse confidence and support in the minds of students by their interactions.

(g) Enforcement of strict code of discipline among students to refrain them from resorting to violent misbehavior.

(h) Implementation of beneficial schemes for the upgradation of deserving students in academic curricular activities.
(b) RESEARCH INTEGRITY: Resorting to dishonesty in the field of scientific research forms the important aspect of research integrity. Research integrity occupies the crucial status in the upward development and growth of any country. Any alteration or deviation in the research integrity would result in the negative trend in the sustained development and scientific growth of a nation. Various types of acts contribute to the imbalances in research integrity thereby leading to the dishonesty. **Trimming, cooking, forgoing** and **plagiarism** are some of these acts of dishonesty that directly affects the research integrity. Cooking up the scientific data by manipulation, reproducing or duplicating the already reported research methods and data and unethical exploitation of the intellectual property without any proper consent, are some of the examples for this category. This also includes the leakage of vital informations and resource data of any scientific or technical research studies.

1.4. WORK ETHICS

In simple terms, **work ethics** means the **moral value** in association with the specific accountability of an individual towards the responsible discharging of his duties. It forms the positive aspect of an individual with due respect for values and norms of a professional career. The term work ethics is more suitable for a person who possesses the inclination for hard work with a sense of dedication and integrity. Work ethics has become a crucial criteria for the proper development of an industrial organisation. **Interpersonal capability, initiative efforts** and **dependability** are the three essential aspects of work ethics. If an individual tend to develop the basic concepts
of work ethics, he could distinguish himself as a valuable asset to any professional organisation.

1.4.1. Some Qualities of Work Ethics

It has been the virtual expectation of employers that the employees should possess the moral honesty and values for the beneficial productivity of an organisation. If an employee has become aware of the qualities of work ethics, this would lead to the stability in the development and growth of an organisation. Some of the important qualities of work ethics are mentioned here.

1. **Punctuality** in attending the work with the proper permission in advance for the absence of duty.
2. Exhibiting certain noble characters such as loyalty, honesty, dependability and self-discipline in executing duties.
3. **Team spirit** to function as a co-ordinated unit with mutual respect for others.
4. Civilised manners in terms of personal conduct, hygiene and neat dressing.
5. Active involvement to boost up the net productivity of an organisation.
6. Exhibition of professional competence and skill and flexible character to adapt with the changes in the working atmosphere.
7. Better communicative skill through an effective verbal presentation of administrative reforms.
8. Development of **leadership quality** to have a cordial relationship with co-workers and superior authorities to create a harmonious atmosphere.
Possession of above-said qualities of work ethics of an individual or employee would shape himself into a **qualitative and competent worker**. These employees with awareness on the work ethics, would contribute to an increased productivity of an organisation thus fulfilling the expectations and achievement goals of their organisations. Employees with the poor exposure of work ethics would not earn the good will of the superiors of the organisations for not achieving the target productivity. Lack of goodwill, confidence and technical skill are the valid reasons for the poor performance and accountability of the employees who have miserably failed to develop the basic concepts of work ethics.

**1.5. SERVICE LEARNING**

Service learning refers to the typical academic programme in which students are actively involved in various **community services**. In most of the universities, service learning has been made compulsory for the students in the form of **NSS**. Service learning provides better opportunities to the student community to understand the practical problems faced by the common public. Students are better trained to provide assistance and counselling about education, agriculture, hygiene, welfare schemes and health to the urban and village people. Service learning imparts valuable guidance and career training to the students not only about the academic curriculum but also the social commitment and moral values to become the responsible citizens. Enough provisions have been made in the academic curriculum and syllabi to award ranks/credits for the active participation of students in community services.
1.5.1 Salient Features of Service Learning
1. It provides sufficient mental attitude and inclination to take up social and rehabilitation activities for the benefit of a society.
2. It stimulates aptitude and creative power thereby increasing the innovative thinking and writing power of a student.
3. It serves as a basic platform to develop and cultivate self-confidence, self-respect, social awareness and welfare mind.
4. It provides the basic accessibility to mould one’s character and conduct for the fulfillment of social and academic objectives.

1.5.2. Goals and Objectives of Service Learning
1. Imparting of theoretical and practical oriented knowledge to the students.
2. Creation of awareness for social welfare.
3. Provision of better interaction between academic and social life.
4. Exposure of students to the multi-various traditional and cultural practices and customs for an effective association with community services.
5. Enhancement of will-power and positive mental attitude to fight against social imbalances and injustices.

1.5.3 Other Aspects of Service Learning
There has been an ever-increasing enthusiastic support both from the governmental agencies and common public, thus underlining ethical principles of service learning. In the developed and developing countries,
the concept of service-learning gains momentum among the
various sectors of a community such as administrators,
parents and teachers. In particular, countries such as India,
US and UK have formulated various novel schemes to have
the close network of communication and interaction
between students and common public through academic
curriculum.

In addition to this, various mode of research
avenues have been introduced to strengthen the knowledge
of students over the service-learning. These research
avenues provide an alert message about the drastic impact
caused on the social and cultural values of a community in
the event of any failure or any negative attitude to
propagate the principles and objectives of service-learning.
Research investigations have revealed that service-learning
could be employed as a dynamic weapon to achieve the
goal of economic and developmental reforms for the welfare
of a country.

The process of service-learning provides academic
benefits, ethical benefits and social benefits. The
academic benefits include the curricular activities that are
undertaken by the students to bridge between their studies
and practical applications. Ethical benefits include the
development of capability to cater the needs of a community
or society. Social benefits include exposure of the students
to various social problems to work with public interest and
self-confidence.

1.6. CIVIC VIRTUES

Civic virtue refers to the moral behaviour
through good habits for a better society interactions.
Civic virtues enables to have the justified morality that greatly influences the human behaviour. Several ancient and great philosophers like Socrates and Aristotle focussed on the important role of civic virtues in building up the cultural heritage and customary practice of a society. According to the view of one famous philosopher, “to live in accordance with nature is to live in accordance with virtue.” Civic virtues that interact between habits and morals, contribute to the contented and happy life with the real sense of commitment.

Several philosophers and scholars have strongly advocated that the civic virtues result in the development of good action by moral teaching. Several aspects of civic virtues could be developed only through a programmed training methods. For example, children are frequently taught and trained to say ‘please’, ‘thank you’ and ‘beg your pardon’. When the children grow older to become adults, they become morally trained to behave in civilised and cultured manner.

1.6.1. Significant Features of Civic Virtues

Civic virtues play an important role in the behavioral and social conduct of an individual to practice moral responsibilities. Intelligent prudence, emotional temperaments and truthful fairness are identified to be the active components of civic virtues. These virtues directly influence the human behaviour towards the active participation in a community and democratic programmes. When an individual is thoroughly exposed to the basic features of civic virtues, that individual becomes more strongly committed with the mental attitudes to serve the best both for the community and nation. The individuals
are truly oriented and directed towards interacting with common public for solving their social and community problems. Civic virtues enable the individuals to act with natural impulses and instincts for the sake of social harmony.

1.6.2. Association Between Civic Virtues and Civic Education

Civic virtue has become vital component in curricular activities thus imparting good and fair conduct of the student community. Civic virtue is closely associated with civic education on the basis of development of moral values and principles for the constitution of democratic organisations. The civilised social culture of a community could be achieved through the interaction between civic virtue and civic education. The possession of consolidated civic virtue that has been impartially given by the civic education, enables a academic student to increase the intellectual thinking and reasoning for his academic proficiency.

Character building and moulding is the best aspect of civic education for shaping the personality character of a student or an individual. The typical model character and moral discipline that are the essential parts of civic virtues, could be infused in the minds of young children and adolescent individuals to prevent any moral deviation only through the proper civic education. By various methodological procedures and programmes, moral virtues could be effectively taught from the primary level of students for the proper stabilisation of virtues in the conduct of a individual. So, the civic and civilised status of
an individual person may be much upgraded in terms of his social awareness.

1.6.3. Role of Community and School Curriculum in the Propagation of Civic Virtues and Characters

By making appropriate changes in the basic pattern of academic curriculum, the essentials of civic virtues could be actively focussed to the student community. Students should be motivated and encouraged to learn the principles of civic virtues to show their academic excellence. When the students are exposed to the moral values, their practical knowledge about current trends of civilisation and globalisation would be much enhanced to be a dutiful citizen.

There is a compulsory role of teachers at lower and higher education levels for imparting the essential goal of civic virtues. They can design and formulate their own methods to teach the basics of civic virtues and the drastic consequences in not learning them. The learning and teaching procedures could be made more innovative and purposeful by involving the parental and community associations. This would help the students to sort out and identify the common civic problems and interference that seriously threaten the honest efforts of the student community. Consistent co-operation and monitoring by the academic management and teachers would improve and strengthen the attitude and interest of the students about the importance of civic virtues. Suitable provisions should be made to reward and encourage the students who have shown keen interest and enthusiasm to acquire the basics of civic virtues and their applications.
1.7. RESPECT FOR OTHERS

Self-respect and respect for others are the basic constituents of a typical moral conduct and discipline, that plays an important factors in the behavioural pattern and life-style of an individual. When the young children and students, tend to be aware of this moral conduct, they are prompted to give respect to their parents, teachers, public and elders. This type of positive behavioural trend would certainly help to boost-up the personality and individuality of a person.

When an individual or person acquires the modest act of showing respect to others, he/she would be entitled to get the appreciation and support from all sections of a society for his/her well-mannered conduct.

Personal rapport and interaction with the co-students would be immensely strengthened with the excellent academic record by the attitude of caring others. This good conduct would streamline the academic performance and assessment of a student on the bias of knowledge on civic virtues.

1.7.1. Characteristics of Respect

1. Self-respect: Self-respect means an important virtue in the field of engineering, medicine and public life. It forms the basic foundation for building up other virtues such as honesty, integrity and self confidence. It is a desirable act of good conduct and attitude.

2. Altruism: This refers to the act of doing good to others and thus avoiding harmful acts. The basic attitude of thinking and doing good to others is considered to be a
noble act and would raise up the personal status of an individual.

3. **Calm Composure:** When individuals become excited and agitated, they must keep themselves in a relaxed and composed manner. This good conduct of maintaining mental stability without any physical provocation would lead to a healthy and peaceful life without strain and stress.

4. **Daring act:** Life is a mixture of pleasures and sorrows with frequent repetition of failures and successes. An individual should be mentally prepared to take some risks for any perfect achievement of objectives. He should be courageous enough to take some solid steps with daring efforts to solve any critical problem.

5. **Good humour:** This act of having soft behaviour with the sense of good humour would earn admiration and appreciation from others. The behaviour of good humour is the best medicine to keep the body in good health. The persons who possess this character would be able to solve any conflict or confrontation without any agitation.

6. **The concept of wisdom and trustworthiness:** The application of wisdom along with a refined character would lead an individual towards path of success. Trustworthiness is a modest character by which a person is able to keep up the promises. Trustworthiness enhances the self-respect and integrity of a person.

   There are two types of self-respect.

   1. Recognition self-respect
   2. Evaluative self-respect
1. **Recognition self-respect**: This type of self-respect is based on **personality** and **social status** of an individual. Involvement in the welfare of a society and contribution to its beneficial growth are essential for this type of self-respect of an individual.

2. **Evaluative self-respect**: This type of self-respect depends on the good character and conduct of a person. This further provides a correct assessment of the merits and successive achievements of an individual. The presence of worthy conduct and character is measured by this self-respect with the proper recognition of one’s moral value.

### 1.7.2 The Moral Codes of Respecting Others

There are various ways and means of the ethical code of respecting others in a civilised manner. When the ethical code of conduct is followed in true sense, the morality and the civic sense of an individual would deserve the recognition of a society. The suggestive measures of respecting others are given as below.

1. To avoid sarcastic comments thereby insulting others.
2. To give a patient hearing of the views of others.
3. To pay proper attention and due importance to the feelings and suggestions of others.
4. To avoid any personal confrontation by assessing the **likes** and **dislikes** of an individual.
5. To keep away from blaming and wounding the feelings of others.
6. To avoid **back-biting** and expression of negative comments in the presence of others.
7. To avoid compelling and persuading others to do any activity against their wishes and options.

8. To appreciate and encourage the positive aspects of the character of others.

9. To avoid discrimination of others based on the social community and poor social status of an individual.

1.8 LIVING PEACEFULLY

It is a reasonable ambition of every individual to lead a peaceful and healthy life. In modern world, several philosophical advocates have suggested various measures to have a peaceful life which is free from tension and excitement. Peaceful mind is essential for a healthy and comfortable life. To live in peace, an individual should have the mental contentment and satisfaction. Various social and psychological factors such as poverty over-ambition, jealousy and discontentment directly affect the process of peaceful living. Social conflicts and confrontations such as racial discrimination, religious violences and offences also affect the peaceful living. The basic concept of peaceful living is also disturbed and defeated by the failure to follow the moral values and self-discipline. Several imbalances in the human culture and civilisation also affect the standard of peaceful living.

1.8.1 Suggestive Measures to lead a Peaceful Living

Individuals are exposed to various types of stresses and strains due to their family, communal and social factors. The constant exposures to these psychological disturbances lead to impatience and anger thereby upsetting the peaceful mind. Several medical reports and psychotherapists have suggested various procedures and
methods to reduce tension for restoring the peaceful life. They are explained as below.

1. **Development of disciplined orderliness:** When an individual is subjected to mental stress due to several factors, he could lead a peaceful life through disciplined and civilised cultures. By developing the **orderly behaviour**, an individual could regain the peaceful mind. Any uncivilized behavioural acts finally result in the loss of peaceful mind thereby affecting the morality of that individual.

2. **Reorientation of the personal commitment:**

   Any unwanted involvement with an excess burdening of the lifestyle could cause various problems such as changes in the personality and behaviour pattern of an individual. Excess commitments in the social community programmes would make a person to earn the displeasures and critical comments from others. These displeasures and unwanted arguments would subject the concerned individual to lose **patience, self-respect** and **balance of mind**. Finally, that person would tend to show violence and arrogance in his behavioral activity thus losing his peaceful and contented life.

   Excess commitments can be wisely reduced to get out of excited and strained lifestyle by rational thinking and modest behaviour. The outburst of anger and anxiety would certainly affect the mental status of an individual thereby spoiling the peaceful life. Better analysis of stress-causing factors reduction of mental heaviness and position thinking could help an individual to build up the peaceful life. Personal exchange of views and distress-causing problems
with the close friends and family members, would boost up the mental status for a peaceful life.

3. **Physical exercise programmes:**

   When persons volunteer to spend considerable time for physical exercises such as walking, jogging or playing games, they derive **mental happiness** and **consolation** to avoid **stressful** and strained life.

4. **Mental exercise programmes:** Several research studies have proved that several mental exercises such as meditation and yoga could provide a **magical cure** for those suffering from several health disorders. The constant practice of meditation and yoga could tone up the mental depression and psychological imbalances thus motivating a person to have a peaceful life.

5. **Development of self-reliance and self-control:** It has become a common problem to understand that more individuals tend to lose their patience, when they face domestic and professional conflicts. Loss of patience and temperament may be caused by **sudden act of irritation** and **provocation**. As a consequence, the concerned person enters in to the state of mental discomfort and instability that would eventually disturb the process of peaceful living. These problems could be successfully managed by practicing the positive act of self-reliance, self-confidence and self-control. These behavioural managements would relieve a person from the sources of stress and confusion for the restoration of peaceful life.

6. **Role of counselling:** The provision of methodical counselling programmes by organisational or professional counsellors would help a person to resist a negative
thinking and mental depression there by enabling him to function with individual caution and attention for an effective management of personal life and professional career.

1.9 CARING

The attitude and tendency of understanding and sharing feelings of others is the essence of caring. The process of caring includes the personal caring, family caring and community caring. The act of caring has become an important aspect of human civilisation and ethical conduct. The process of caring promotes and strengthens the bond of love and affinity. Thus reflecting the magnanimous attitude of a person. The process of caring is the basic tool of social justice and dignified conduct. The other features of caring is better illustrated by the examples:

1. A devoted teacher should be prompt enough to help a student to solve a mathematical problem, when the student finds it difficult.
2. A teacher should play a neutral role to solve a moral problem or crisis between the students thus restoring the climate of harmony.

1.9.1 CHARACTERISTIC FEATURES OF CARING:

1. Caring as an essence of moral values:

The process of caring is learnt and followed in life, through moral values and virtues such as honesty, trustworthiness and humility. When a person follows the basics of caring, various modes of moral values are spontaneously inducted in to his character, thus making him a respected and prestigious personality.
2. Caring as the heart of ethics:

The process of caring constitutes the basic foundation of ethical conduct and behaviour. Those individuals who respect the ethics of caring, possess the noble qualities to work and dedicate for the welfare of others.

3. The ultimate goal of caring:

To cater the basic needs of others for their well-being is the ultimate goal of caring. Caring enables a right person to do anything that he wants to do for himself. The mentality and interest for the well-being of others without any selfishness is also the true aspect of caring.

4. Caring to fulfill one’s obligations:

A person who has been committed to the act of caring, is able to understand and visualise the options and obligations of others for the final fulfillment of a goal. Moreover, he tends to translate his thoughts in to a real action for himself and others. He becomes highly devoted to contribute his assistance and efforts to make the life of others a peaceful and comfortable one.

5. Caring as an experienced learning:

The essential features of caring could be gradually learnt through proper experience with commitment and dedication. All the practical experiences of a person are neatly consolidated to appreciate the logics of caring. The tendency of caring gradually enhances the intensity of learning with rich experience.
6. Reciprocation of the caring:

Although everyone expects to be cared, we must have the positive attitude of reciprocating for being cared by others. This reciprocative quality would expose the dignity and integrity of an individual. Moreover, the reciprocative attitude would motivate an individual to work for creating a peaceful and congenial atmosphere. The ultimate objectives of caring such as promotion of human welfare and protection of deserving community are much focussed as the prominent impacts of this reciprocation. Finally, reciprocative mentality would strengthen the moral reasoning and virtues of an individual.

1.9.2 Interaction Between Listening and Caring

Listening is identified as an important constituent in the act of caring. There is a close interaction between listening and caring. The essence of caring remains incomplete and meaningless without caring. The combination of listening and caring provide a keen and unbiased sense of self-judgement to a person. According to the available reports, the act of listening could be well developed by the following factors.

1. **Personal acknowledgement:** This includes the communication of any message through verbal or non-verbal manner.

2. **Response to the message:** A person should reciprocate to any verbal communication. This positive response would accelerate the act of caring. In contrast, when a person remains without any response and silent for any verbal message, act of caring will not further develop and becomes purposeless.
3. **The process of interpretation and summary:** On receiving any verbal communication, the person should explain the status of the message such as likes, dislikes, pleasant and unpleasant feelings and also desires. He should be able to **brief** or **summarise** the statements for better focussing of the ideas and views.

4. **Probing approach:** A person who is much interested in listening and caring, must have the probing approach to have a clear assessment of facts thereby avoiding the confusions, suspicions and conflicts.

5. **Feedback response:** After analysing the motives and feelings, the person should provide further details of relevant informations in the form of a **better feedback.** The process of feedback response would eliminate any controversy or doubtful thoughts thus restoring a transparent relationship between them.

6. **Verification of perceptions:** The listening habit is significantly cultivated by verifying the validity and accuracy of the informations. This approach would present a better profile and character of a person for personality assessment.

7. **Application of silence:** The process of keeping silent with patience would be a right step to promote the act of listening and caring. When a person gives a silent hearing to any information or conversation, he plans a better strategy for transparent discussion of the concerned matter towards taking a correct decision.
1.10 SHARING

The term sharing refers to the personal tendency for the mutual inter-dependence on various aspects. The views and motives of an individual members or groups could be properly reciprocated and acknowledged by means of sharing. It is the mutual communication between the individuals for a free and frank inter exchange of views, opinions and personal matters. The act of sharing in the form of mutual exchange would serve for strengthening the relationship between the individuals.

1.10.1 Various Types of Sharing

1. Sharing of technological and scientific knowledge and resources.
2. Sharing of personal informations.
3. Sharing of any achievements such as success in exams or promotions in professional careers.
4. Sharing of sympathy and condolences in terms of any tragic eventuality.
5. Sharing of experiences and exposures in the field of any profession.
6. Sharing of time for maximum utility.
7. Sharing of job prospectives for professional standards.
8. Sharing of loss and profits of an organisation.

1.10.2 Key Points to Develop Sharing

1. Motivation and willingness to earn friendships and relationships.
2. Gaining of wealth and knowledge by more sharing.
4. Avoiding excess sharing to prevent the loss of potential viability.
5. Encouragement and promotion of mutual sharing.
6. True commitment with a sense of dedication and involvement.
7. Sincere and truthful act of sharing is the symbol of caring.

1.11. HONESTY

The moral standard by which virtues such as truthfulness and trustworthiness are maintained, is called honesty. Honesty is the yard-stick for measuring the several moral quality such as self-conduct, self-reliability, transparent behaviour and frank-mindedness. Strict adherence to the basic principle of truthfulness, confers the integrity, respect and social recognition on an individual. Honesty would act as a strong barrier from restoring to any immoral conduct thus shielding the personal integrity and respect of a person.

Presentation of truth or open fact is the best quality or a trademark of honesty. Honest persons are always respected and honoured by the society for their truthful character. Although a honest person may face some hurdles or barriers to achieve his target in the initial period, he will be suitably rewarded with an ultimate success to fulfil his goal of achievement in the later period. Several epic poems in all international languages have focussed on the importance of honesty to be practiced in daily life. When the honesty is incorporated in to the
characters of children and youth, they can blossom in to matured people with a strong mental willpower and good moral conduct for a bright future. The basic essence of honesty is manifested, when the individuals respect their inner thoughts and consciousness to perform their duties to the entire satisfaction of their employers and common public.

Honesty which is a unique moral virtue, should be exhibited by all sectors of community such as students, teachers, professionals and teachers. Studying with hardwork and determination in a disciplined manner to have a excellent academic career is the honesty of students. Teaching with dedication and commitment to motivate the students towards the path of bright future is the honesty of teachers.

A person becomes dishonest, when he fails to display the act of honesty. The act of dishonesty is considered to the untruthful act without any trustworthiness thus spoiling the personal image and integrity of that concerned person. Dishonest persons are not recognised by the community or society for the loss of their moral values. The act of honesty could be displayed with commitment and courage in order to prove the mental stability and trustworthiness of a person. It has become a common right that several persons of all walks of life, exhibit dishonesty for their personal gains, cheap popularity and false prestige.

Combination of several noble characters and virtues lead to the stable development of honesty The act of honesty could contribute not only to the credibility, but also to an enhanced social status of an individual. Most moral
and ethical theories have advocated that a honest person could contribute to the desirable changes in a community by the way of his two primary virtues such as truthfulness and trustworthiness.

1.12 COURAGE

The term courage refers to the firm tendency of an individual for the bold and upright expression of views and acts without any fear and submission. The act of courage virtually leads to the successful achievement of goal, although it may take some more time.

Irrespective of the result of outcome, a person tends to show courageous acts with a strong willpower and determination. Any individual who is physically and mentally courageous may be confronted with any failure or disappointment. But the act of courage provides him moral support and strength thereby moulding him still more stronger to achieve the final target of success. Courage enables a person to readily accept the defeats or failures or disappointments without any discouragement for fulfilling his final objective.

The courageous act is always associated with the disciplined character. When a person possess the courageous character in combination with self-discipline, he is sure to check a success through his determined efforts. The act of courage could infuse a positive thinking in the minds of people and enhances the power of tolerance. Individuals with a courageous character are not discouraged and confused over the failures. Instead, they become ensured to keep on trying and struggling to reach the successful target with the enhanced motivation. The act of
courage strengthens the mental calibre and personal integrity of an individual for the proper management of the critical problems without any fear and disappointment. Courageous persons would be so determined to the act against any social injustice or evil with the sense of moral devotion and commitment thus not minding their personal discomfort.

1.13. VALUING TIME

Valuing time literally means to the judicious planning of utilising the time for a fruitful purpose. The process of time management is the critical aspect of any professional individual for an enhanced productivity. Various strategic procedures have been adopted in the management and valuation of time. Those people who have been aware of the values of their time, will not afford to waste their time schedule by indulging in unwanted activities. The individuals who have responsible commitments in their profession, never plan to lose their moral and spirit. Proper planning with advanced efforts has become the key formula in the effective management and valuation of time. Right application of mind combined with the advanced preparation are the best approaches for the skillful and useful management of time.

1.13.1. Significance of Time Management

The significance of time management is explained as follows:

1. **Limitation of time:** Specific duration is an important aspect of limitation of time. According to one popular proverb, **when time is lost, some valuable thing is lost.**
Intelligent exploitation of available time period leads to the professional excellence and academic success.

2. **Scarcity of time:** Improper planning without any fixed time schedule results in the scarcity and wastage of time. Time scarcity is artificially caused by the failure to stick on to the time schedule.

3. **Requirement of time:** Time is the crucial factor for the fulfillment and achievement of objectives in life. An individual must be capable of classifying the preference and order of the jobs for the specific allocation of time, thus deriving maximum utility of time. The most important and most urgent issue should be given a top priority for the time schedule for the perfect completion of the task.

4. **Production with less efforts:** The rate of productivity is much increased or accelerated by employing various mechanical or automated procedures and tools with the lesser efforts. Accurate planning strategies along with professional capability have been regarded as the best way of achieving maximum productivity in a lesser time with lessor efforts.

1.36.2 **Beneficial Aspects of Time Management**

1. Wastage of time is minimized with the prominent effect of gaining more time for attending some more activities.

2. Any proper initiatives on the management of time provides motivating force for an effective functioning to achieve the expected target.

3. Any perfect planning on time management helps to identify the problem that does not require more time.
4. By means of time management, any kind of work done or executed, can be easily reviewed and reassessed for its quality.

5. Work tension and anxiety may be reduced by a proper planning in management of time.

1.13.3 Successful Ways for Planning Time Management

1. Specific type of work alone is selected for successful completion and execution in the fixed availability of time schedule.

2. Team spirit is much required for an efficient turn over of a specific work. A good support and interaction with the friends and colleagues are also required for the successful execution of a specific work within the frame of available time.

3. When a person is well exposed to a selective job or assignment, the final objective with the positive result, may be fulfilled.

4. The basic formalities should be analysed before the commencement of a particular work or project.

5. The order of preference or priority should be neatly worked out before the initiation of the work.

6. Work load should be equally shared with the commitment and accountability among the team members there by showing solidarity and mutual cooperation.

7. Innovative and creative concepts may be introduced or any design of a work for a better productivity and marketability with a professional approach.
8. When a person is actively associated with the execution of a work, he is not supposed to be either deviated or disturbed by frequently checking with e-mails or phone calls.

9. Self-assessment and evaluation are much required before finalising any work for final consent and approval.

10. Any lapses or lacunae in the execution of a particular work is identified for further fine tuning or upgrading the quality of that work.

11. The formal meetings, submission of periodical reports and conduct of board meetings are cautiously scrutinised to avoid any delay.

12. Advanced management techniques and administrative staffs could be employed to execute the work in a short span of time in an organised manner with professional competence.

1.14 CO-OPERATION

The term co-operation refers to the voluntary interest of an individual to help or assist other persons for achieving a specific goal and objective. Co-operation which is a true symbol of the human values, promotes the successful completion of any task with a sense of satisfaction. The right tendency for co-operative association would highlight the essence of team spirit and dutiful consciousness. Any type of movement in the interest of a nation or community or an organisation could be achieved by the concept of co-operation.

The social and political architecture of any nation is based on the concept of co-operation. It is a worth
mentioning to point out that liberation movements in several countries including India for procuring independent freedom from the clutches of rulers, had been achieved only through the co-operative movement and struggle. Any social or community conflict could be amicably settled and solved through the co-operative movements. The legitimate interests of any subject are fully protected without any violation by means of co-operation. The process of co-operation creates a strong network of bonding by which social harmony and cultural traditions are fully protected. Right from ancient time onwards, vedic scholars and philosophers have underlined the importance of co-operation in the restoration of democratic rights and justice. It has become the moral obligation of every individual to cultivate and develop the sense of co-operation for the betterment of community or organisation with which he is associated.

Some of the basic objectives of co-operation are;

1. Team spirit with active involvement.
2. Unified and coordinated efforts.
4. Service mindedness with honesty and integrity without any expectation for personal benefit.
5. Sharing identical views for the common goals.
6. Democratic participation with dedication for the welfare of a nation or community.
7. Voluntary acceptance to the outcome of co-operative efforts.
1.15 COMMITMENT

The term commitment refers to the voluntary instinct and readiness to take up any kind of work. The process of fulfilling the desires and expectations regarding the personal life is the personal commitment. Whereas, the efforts that are initiated with the sense of duty for the sake of organisation is the organisational or professional commitment. The tendency for commitment is much required for the perfect completion or execution of any personal or professional affair. Lack of commitment and enthusiasm may not contribute to any successful achievement of any task. Execution of any academic or professional task without the commitment may not yield the expected result. The characteristic features of commitment are mentioned as follows

1. Consistent efforts
2. Tendency of caring
3. Reliable approach
4. Dependable attitude
5. Duty consciousness
6. Sense of integrity
7. Dedicated loyalty.

Commitment is considered to be a voluntary and spontaneous act and is not enforced by any compulsion or authoritative act. Commitment cannot be formally registered by any act of pact or written statement. But it is the original expression of mental attitude of an individual for an active involvement in any task. A person with a true
sense of commitment is prepared to forgo his conveniences and comforts for the sake of welfare of others. It is also evident to say that selfishness is totally eradicated by the true application of commitment. The act of commitment would provide an individual with safety, security and social justice thereby enhancing his personal status. If a person wants to be committed for any specific work or cause, he should be able to adhere to a choice of specific option despite the fact that too many choices are available.

1.15.1 Different Types of Commitments

1. Any commitment to work or task refers to the application of mental thinking and inclination to take up any work with a sense of perfection.

2. Professional commitment refers to the sensible attitude of involvement for the sustained growth of an organisation.

3. Any commitment to a customer refers to the sincere and satisfactory service to the expectations of a customer.

4. Any commitment to a friend refers to the true symbol of spirit and enthusiasm for mutual help and service to justify the true symbol of friendship.

5. Any commitment to a nation refers to the patriotic sacrifice to uphold the integrity and sovereignty of a country.

Several people do not volunteer to show the noble act of commitment because of the lack of social instinct and dedication. As a result, people who are not committed for any social cause, would not succeed to fulfil and achieve their goals of objective due to the absence of motivating
force. The act of commitment leads to the building up of disciplined character and conduct. It provides the natural instinct with an anticipated efforts for the honest sharing of the problems of others.

The development of tendency for commitment could induce a self-realisation and self-confidence to serve for the community or society. The public welfare and social awakening are spontaneously contributed by the real sense of commitment thereby paving a definite way for a successful mission. The common public, students, teachers and professionals should make it as a compulsory criterion to develop and also cultivate the act of commitment for the sake of both personal and community welfare benefits.

It is the moral responsibility of every individual to become committed to any social or professional purpose for the justification of ethical values and virtues. It becomes mandatory for any engineering or medical professional to exhibit the act of commitment with loyalty to maintain the honesty and integrity of their professional standards. Moreover, any individual who is closely associated with a community work, should remain committed with responsibility and devotion for the sake of public welfare. This is because of the fact that those individuals who become committed in their tasks, would be benefited by acquiring either the professional or academic excellence through their intellectual integrity.

1.16 EMPATHY

The term empathy refers to the attitude of a person to feel and share the problems of others. The act of empathy would enable a person to go to the rescue of the
other person in terms of any need or assistance. By means of empathy, an individual develops a clear understanding to appreciate the intentions of others in their own views and moral angles. The empathetic act establishes an intimate bridge of relationship between the sender and receiver for the proper perception of a communication in a right sense. The act of empathy plays a vital role in creating or close bonding between personal and emotional relationships. The concept of empathy basically involves the patient listening of a communication to promote the conducive climate of interaction between individuals.

1.16.1. Association Between Listening and Empathy

Listening and empathy are the two important factors to build up a strong and worthy relationship, based on the mutual exchange of views and ideas. The proper listening enables a person to have the accurate assessment of the conditions, situations and status of other persons for the proper future-orientated actions. Learning also provides more clues to the person to identify the feelings of others for mutual help. The ultimate benefits of the association between listening and empathy are explained as follows:

1. It provides a green signal to the other persons about the meaningful perception of a message and for further close dialogues.

2. This erodes and also corrects any misconception or misunderstanding between the individuals there by creating transparent understanding of others.
3. This interaction promotes and improves the quality of personal conversation between individuals regarding some sensitive and emotional topics.

4. This interaction strengthens the bond of friendship thus ensuring for further intimate exchange of personal views.

5. This interaction contributes certain good qualities and virtues such as mutual help, forgiveness and tolerance.

1.16.2 Procedures for Acquiring and Developing the act of Empathy

(a) The process of **active learning** can be developed through the following aspects:

1. Constant interaction with the speaker for proper perception.

2. Rapid perceptive recognition of the mind about the mentality and calibre of the speaker.

3. Anticipated planning about the future course of action of the concerned topic.

4. Ability of discriminating and classifying the mode of statements into various categories such as mature, immature, non-sense or stupid and provocative only after the completion of conservation.

5. Tendency to avoid the imaginative thoughts of carrying out impossible things in to real possibilities.

6. Ability for the recollection of his own personal experiences with that of the speaker.
7. Tendency to accept the facts and figures submitted by the speaker after careful thinking for a positive decision.

8. Tendency for not abruptly deviating from the topic of the speaker in the middle of conversation.

9. Active inclination and interest for the careful listening of speaker without creating any doubt that the informations of the speaker are wrong and impractical.

There are other formalities to be followed to be an effective listener. When an individual listens a prolonged conversation for a longer duration of time, the individual tend to lose concentration and thus may get deviated. But this problem which is common for all people, could be gradually reduced or avoided by asking for frequent clarifications then and there during the conversation. This would help us to avoid the mental distraction during the careful listening of a talk or conversation. While hearing and listening a conversation of any speaker, we must be able to probe and analyse the mental calibre and the attitude of the speaker for the proper recognition of the statements. Moreover, we must be able to identify and acknowledge the facial expression and style of speech of the speaker. Above all, we must express positive signs of our consent or willingness, enthusiasm and interest for a patient listening of a speaker thereby indirectly or directly signalling for the continuation of the conversation.

(b) Proper understanding in the empathy response for an effective learning could be established by the following aspects:
1. Proper acknowledgement with an encouraging response to the speaker should be given.

2. **Empathetic response** should be given, although the subject of the talk is not perfect or inaccurate.

3. Mutual understanding of the speaker is essential to appreciate his positive aspects of his task thereby indirectly neglecting or ignoring the negative features.

4. Mutual exchange of ideas with the proper recognition of the emotional feelings of a speaker is also very essential.

The **ideal combination** of both empathy and sympathy constitutes the important aspect of ethical code of conduct and character. This unique combination of a character is expressed, when a person remains in a state of calamity due to various personal and social causes. For example, when an individual is grieved by the death of his family member, the gentle expression of condolences by uttering a few soothing words with the sharing of his sorrowful feelings would provide a sense of consolation and comfort to the bereaved individual. It is the real essence of human values that the persons who are affected by any natural or personal calamity, should be attended with the deep sense of affection and dedication.

### 1.17 SELF-CONFIDENCE

The term **self-confidence** refers to the positive attitude to face and execute anything with capability. Self-confidence is identified as an important moral virtue that strengthens the mental stability and will power for the successful achievement of any task. It acts as a moral
booster to motivate a person in a right direction. It provides a person with self-courage and self-interest to think and act in a constructive terms. The basic attitude of optimism and selfless efforts would provide a striking force to a person for the perfect execution of any task.

1.17.1. **Salient Features of Self-confidence:**

1. Powerful conviction of mind.
2. Courageous attitude to shoulder responsibility.
3. Positive thinking with optimistic thoughts.
4. Awareness to cater the needs of others.
5. Capability to adapt with the changes.
6. Bold attitude to take risky efforts.
7. Capability to face the challenging encounters.
8. Attitude for experimentation to understand new things.
9. Individuality in taking bold decisions.

1.17.2 **Features of lack of Self-confidence:**

1. Tendency of expecting approval and consent from others.
2. Indesitive approach without bold character.
3. Fearful attitude for criticisms and remarks from others.
4. Insecure feeling without moral courage.
5. Lack of precise planning without an advanced strategy.
6. Arrogant attitude without any flexibility.
7. Provocative behaviour towards the organisational authority.
1.17.3. Key Points for the Cultivation of Self-confidence

1. Mental alertness to assess the reason for mistakes and failures.
2. Flexible temperament by the mutual exchange of ideas and views.
3. Well-designed strategic procedures for the proper achievement of goal and objectives.
4. Meaningful and beneficial association with the people of good moral values and characters.
5. Consistent planning for an accurate execution of a task.
6. Ignoring the unhealthy comments and criticisms for achieving professional excellence
7. Well-planned preoccupations for purposeful objectives and goals.
8. Deriving sense of satisfaction and pleasure, while executing any work.
9. Ability to develop positive thinking in terms of progressive upliftment of an organisation or company.

The basic principles of self-confidence is expressed by the following selective examples:

1. I have the potential ability of doing any task.
2. I have the better exposure and capability of handling and doing any activity.
3. I have the professional competence of executing that task.
4. I have the personal integrity and honesty in my professional approach.
5. Proper evaluation and assessment of one’s capability and potential strength.

6. I have a transparent and modest character to avoid the balancing by others.

7. I have a better sense of mind to appreciate the nature of work done by others.

1.18 CHARACTER

The term **character** refers to the total presence of all good values and virtues of an individual. Character is exposed through several avenues of our conduct and behaviour. Character which forms the primary basis of one’s personality and credibility, is constituted by several human values such as integrity, unselfishness, commitment, dedication, loyalty and respect. The essence of character forms the strong basis to build up the conduct and behaviour of an individual towards the right path of a bright future. According to one popular proverb “when character is lost everything of an individual is lost”. All philosphical and intellectual scholars have firmly advocated about the role of character and conduct in moulding the future personality of a person.

1.18.1 Some Important Features of Good Character:

1. A person with a good character never compromises on excuses for committing frequent mistakes.

2. It does not encourage on giving false promises.

3. It opposes selfishness and personal gains from public interest.

4. It encourages composed behaviour without any agitation and provocation.
5. It imposes restriction on several bad habits, thus imparting a defined civilisation in to one’s moral conduct.

6. It provides an activating force for the achievement of success in any career.

7. It ensures a person to develop magnanimity and generosity to the flexible with successes and failures in a life of an individual.

8. It incorporates the mentality for hardwork and sustained efforts to achieve a goal.

9. It makes a person to cultivate self-discipline, self-confidence and self-respect for enhancing the image of the personality.

10. It provides tolerance power to withstand disappointments and defeats thereby maintaining the morale of a person at stability.

The unique combination of character and conduct is very crucial for shaping the future of a person. This combined pair of behaviour would provide motivation and encouragement to any individual for the solid approach towards the goal of success.

The character and conduct cannot be either inherited or generated by magical efforts. This would be only derived through gradual and sustained exposures, experiences and guidance. It has been the moral obligation on the part of the parents to the conscious about their responsibilities and commitments to infuse the moral character and conduct right from the infant stage onwards. A character with a moral value in combination with a good conduct, should be taught through moral lessons and community services.
The term spirituality literally refers to the internal instinct and conscious soul that are directed towards the attainment of eternal peace. It strongly focuses on the power of our internal mind and feeling about the essence of eternal world. Spirituality provides the right source of inspiration to stimulate our internal instincts to probe for certain philosophical and spiritual questions such as where is the omnipotent God?, How living things are created?, What is the origin of our souls? What is the final destination to which the departed souls reach? and what is the basic philosophy for the creation of living things? All these philosophical questions and subsequent clarification are better explained only by the essence of spirituality.

As a basic rule, spirituality confers on an individual virtues such as honesty, integrity, dedicated service of the poor and commitment for the welfare of the downtrodden and neglected community. Spirituality also underlines the importance of value for humanity and respect for eternal power. Most of the spiritual aspects could be explained and accounted by the simple facts of worldly life. The mysterious and sacred aspects of divine life and power of creativity could be explained only by the deep sense of spirituality. It is worth mentioning to state that the right inclination for the cultivation and practice of spirituality should be encouraged among students, teachers, professionals and common public to make the human lives to be free from sorrows, conflicts, unhappiness and discontentment. It deserves a special mentioning that several internal spiritual leaders especially in India are carrying out intensive efforts thus propagating the ideal
virtues and the consequent benefits of spirituality through articles, books and news media. The present world possess through a tough and testing period to become confronted and threatened with several problems such as conflicts of war between countries, barbaric violence, uncivilized rituals and ceremonies involving human sacrifices and unethical human behaviour and cultural traditions. The only answer for all these problems lies in the strict adherence to the principles of spirituality.

Spirituality involves the teaching and the subsequent learning of several human values such as self-confidence, self-reliance and self-control. It is the ultimate source of mutual human relationships by which certain moral qualities such as tolerance, forgiveness, patience and obedience could be cultivated.

1.19.1. Salient Features of Spirituality

1. Supernatural powers: Spirituality strongly underlines the concept supernatural powers. Although nothing is evident to prove the concepts of supernatural powers, several religious ceremonies and rituals remain associated with the supernatural powers. Several traditional cultures also involve supernatural powers in relation to the superstitious customary practices. Strong and unflinching faith on supernatural powers in terms of Omnipotent Almighty is the centre theme and dogma of all religions. Although it is beyond the human level to prove and establish the existence of supernatural powers, the conflicts, confrontations, sorrows, griefs, natural calamities loss of human lives through mysterious diseases and human made atrocities, could indirectly emphases the unseen existence of supernatural powers. People resort to various modes of
ritual prayers for benevolent remedies from the supernatural powers for their grievances and consolation.

2. Religion: Spirituality is closely associated with religion in terms of faithfulness and rituals. Most of the religions in India and across the world stress mainly about the deep faith on the Almighty and the sacred rituals to get His blessings and benovolence. Worshipping the Almighty God with several types of rituals is the main axis of a religion. In short, the true combination of religion and faith are the basic foundations of spirituality. Spirituality without religion and faith is comparable to the body without life.

3. Faith: The term refers to the belief or trust of an individual to be spiritualistic and religious. It is the true symbol of religious harmony. This is expressed in the form of ritual norms that are commonly presented in each religion. Despite the diversified ritual formalities in all religions, the sense of faithfulness is the common criteria, for all religions irrespective of creed and colour.

1.20 INTRODUCTION TO YOGA AND MEDITATION FOR PROFESSIONAL EXCELLENCE AND STRESS MANAGEMENT

Yoga, which developed in India, is an ancient tradition of bringing together the physical, emotional, mental and spiritual aspects of our being. The goal of yoga is to recognize our true nature and the inherent wisdom. The word yoga is derived from the Sanskrit verbal root “yuj” which means “to yoke”. It has a wide array of meanings which range from “union” to “spiritual endeavour”. Essentially, yoga means union; union within
yourself, union with the divine spirit within and harmony between you and all that is within your world.

The practice of yoga involves stretching the body and forming different poses, while keeping breathing slow and controlled. The body becomes relaxed and energized at the same time. There are various styles of yoga, some moving through the poses more quickly, almost like an aerobic workout and other styles relaxing deeply into each pose. Some have a more spiritual angle, while others are used purely as a form of exercise.

The practice of yoga, while deeply spiritual, need not be affiliated with any one religion. Around the world, yoga is practiced and embraced by people of different faiths as a profound tool for wellness and enhancement of spiritual practice. The elements of authentic yoga include asana, pranayama, mudra, mantra, meditation and service to mankind. Yogic practices enhance muscular strength and body flexibility, promote and improve respiratory and cardiovascular function, promote recovery from and treatment of addiction, reduce stress, anxiety, depression and chronic pain, improve sleep patterns and enhance overall well-being and quality of life.

The human mind is the most powerful tool we will ever have at our disposal, yet we are never given any set of proper operating instruction for how to use it most effectively. Consequently, we often spend the vast majority of our mental resources either reacting to the world around us or simply directing our physical action.

**Meditation** is a practice in which an individual trains the mind or induces a mode of consciousness, either
to realize some benefit or for the mind to simply acknowledge its content without becoming identified with that content or as an end in it. In simple words, meditation seeks to intentionally remove the distraction of the external world to let us observe what our mind will naturally produce on its own, allowing us to gain a deeper understanding of our own thought process.

The term meditation refers to a broad variety of practices that includes techniques designed to promote relaxation, build internal energy or life force and develop compassion, love, patience, generosity and forgiveness. Meditation aims at effortlessly sustained single-pointed concentration meant to enable its practitioner to enjoy an indestructible sense of well-being and practice human values while in any life activity.

Meditation has been practiced for thousands of years. Meditation originally was meant to help deepen understanding of the sacred and mystical forces of life. These days, meditation is commonly used for relaxation and stress reduction. It is considered as a type of mind-body complementary medicine. Meditation produces a deep state of relaxation and eases many health concerns, such as high blood pressure, depression and anxiety by repeating a mantra and closing the eyes.

The mantra is chosen based on its suitability to the individual mediator. Meditation has a calming effect and directs awareness inward until pure awareness is achieved, described as “being awake inside without being aware of anything except awareness itself”. For example: Buddhist monks involve awareness in their day-to-day activities as
a form of mind-training. Prayer or other ritual objects are commonly used during meditation in order to keep track of or remind the practitioner about some aspect of the training. According to Buddhist philosophy the roots of addiction are in the mind and the practice of mindful meditation encourages addicts to accept the basic impermanence of human experience and helps them to develop a detached awareness of thoughts. Yoga and meditation practices exert positive influence on addictive behaviours. Through the practice of yoga, addicts shift from self-inflicted harm and disrespect toward their bodies to more respectful, caring and loving behaviours. Eating disorders are a specific type of addiction and yoga appears to be beneficial in improving body image disturbances and useful in the recovery from eating disorders.

Yoga and Meditation together helps an individual to achieve professional excellence and manage stress because of the work pressure and other factors in the organisation. Mental health problems such as depression, anxiety, stress and insomnia are among the most common reasons that lack individuals from performing their best. Yoga and meditation encourages one to relax, slow the breath and focus on the present, shifting the balance from the sympathetic nervous system and the flight-or-fight response to the parasympathetic system and the relaxation response.

The practice of yoga and meditation generates balanced energy which is vital to the function of the immune system. This practice optimizes the body’s sympathetic responses to stressful stimuli and restores autonomic regulatory reflex mechanisms associated with stress. This inhibition results in lower anxiety, heart rate,
respiratory rate, blood pressure and cardiac outputs in students and professional practicing yoga and meditation.

Improved flexibility is one of the first and most obvious benefits of yoga. With continued practice comes a gradual loosening of the muscles and connective tissues surrounding the bones and joints; this is thought to be one reason that yoga is associated with reduced aches and pains. Many studies have shown that yoga, meditation or a combination of the two reduced pain in people with arthritis, Carpel Tunnel syndrome, back pain and other chronic conditions.

Yoga increases blood flow, haemoglobin in red blood cells which allows more oxygen to reach the body cells, enhancing their function. Yoga also dilutes the blood which reduces the risk of heart attack and stroke. Yoga, breathing exercises and meditation can reduce stress, promote healing and enhance quality of life for patients with cancer, thus it is especially important for people with cancer to reduce and manage stress. Because of its ability to increase relaxation and induce a balanced mental state, it has been studied to evaluate its possible effects on sleep and insomnia.

Stress has a negative impact on the immune system and prolonged exposure increases susceptibility to disease and leads to physical and mental health problems such as anxiety and depression. Practicing yoga and meditation as a means to manage and relieve both acute and chronic stress helps individuals overcome other co-morbidities associated with diseases and leads to increased quality of life. As it is a non-pharmacological form of treatment there
is no side effect, yoga based interventions is an alternative option for the treatment of mood disorders.

Yoga and meditation are rapidly emerging in the Western world as a discipline for integrating the mind and body into union and harmony, when adopted as a way of life, yoga improves physical, mental, intellectual and spiritual health. Researchers are only beginning to understand how disciplines such as yoga promote personal growth, health and well-being. By acknowledging the unity of mind, body and spirit, mind-body fitness programs can assist people in their pursuit of peace, calmness and greater wholeness and integration in their lives. Health care professionals, health educators, etc. need to be aware of the potential of yoga as an important component of a personal wellness plan.

QUESTIONS

Part A

1. Define the term morals.
2. What are values?
3. What is integrity?
4. What are the sources of values?
5. Give any three forms of academic dishonesty among the students.
6. What is work ethics?
7. Give any four qualities of work Ethics.
8. What is service learning?
9. What are the objectives of Service - Learning?
10. Define the term civic virtue?
11. Mention the salient features of civic virtues.
12. What is altruism?
13. What are the essential elements of respect?
14. What are the suggestive for peaceful living?
15. What is Caring?
16. What is sharing?
17. What is honesty?
18. What is courage?
19. What is meant by valuing time?
20. What is co-operation?
21. What are the objectives of Co-operation?
22. What is meant by commitment?
23. What is empathy?
24. What is self-confidence?
25. What are the salient features of self-confidence?
26. What is character?
27. What is spirituality?
28. What is plagiarism?
29. Write a short note on Yoga.
30. Write a short note on Meditation.

Part - B

1. Write a brief summary on the aspects of morals, values and ethics.
2. Briefly explain the three aspects of morals.
3. Give a brief account on the various types and sources of values.
4. Briefly explain about the salient features of engineering ethics.
5. Write a brief account on the various types of integrity.
6. Explain about the various aspects of work ethics.
7. Write an account on the salient features and objectives of service-learning.
8. Bring out the role of civic virtues in character building and civic education.
9. Explain the various features of respect.
10. Explain the various suggestive measures for a peaceful living.
11. Focus on the various features of caring.
12. Write a short account on the various aspects of honesty.
13. Briefly write about the beneficial aspects of time management and their ways of implementation.
14. Explain the salient features and types of commitment.
15. Briefly discuss the various aspects of empathy.
17. Write a short account on the various aspects of character.
18. Bring out the various features of spirituality.
19. Explain how yoga and meditation are helpful for professional excellence.
20. Explain how yoga and meditation helps in stress management.