Human Values and Professional Ethics
7.1.15 The institution offers a course on Human Values and professional ethics

1. Workplace Ethics and Value Systems

WORKPLACE ETHICS AND VALUE SYSTEMS

Subject Code	16MBA HR402	IA Marks	20
No. of Lecture Hours / Week	03	Exam Hours	03
Total Number of Lecture Hours	56	Exam Marks	80
Practical Component	02 Hours / Week		

Course Objectives:

- To understand the ethical practices at workplace.
- To address the ethical issues which arise in the work Environment.
- To acquaint students with various ethical problems at work place.

Course Outcomes:

- The students will be able to Learn the principles and practices of workplace ethics.
- Understand the concepts of corporate governance and ethics.
- Gain insights of Discrimination and Harassment at Workplace.

Unit 1: (8 Hours)

Workplace Ethics: Introduction, Needs, Principles, Development of Personal Ethics, Workplace Ethics for Employees-Ethical behavior in workplace- Professionalism, Ethical violations by employees, Employee Attitude and Ethics, Employee Etiquettes. Benefits of ethics in Workplace employee commitment, investor loyalty, customer satisfaction, profits

Unit 2: (8 Hours)

Professionalism at Workplace: Unethical Conduct for employees and employers. Factors leading to Unethical Behaviors. Different unethical behaviors. Measures to control unethical behaviors. Rewarding ethical behavior

Unit 3: (10 Hours)

Business Ethics and Corporate Governance: Overview of Business Ethics, Corporate Governance, Ethical issues in human resource management- The principal of ethical hiring, Firing, worker safety, whistle blowing, Equality of opportunity, Discrimination, Ethics and remuneration, Ethics in retrenchment. Ethical Dilemmas at workplace, Ethical issues in global business, corporate responsibility of employers.

Unit 4: (10 Hours)

Workplace Privacy & Ethics: Watching what you say and what you do in the workplace, Hardware, Software and Spyware, Plagiarism and Computer Crimes, Convenience and Death of Privacy, Defence of employee privacy rights.

Unit 5: (12 Hours)

Teamwork in the Workplace, Ethics, Discrimination and Harassment at Workplace & Ethics: Teams, Elements of team, Stages of team development, team meetings, team rules, and teams work and professional responsibility, rules of professional responsibility, ASME code of ethics .Discrimination, sexual harassment, creating awareness about workplace harassment, Vishaka Dutta vs. State of Rajasthan –Supreme Court directions, Compulsory workplace guidelines.

Unit 6: (8 Hours)

Managing Change in Workplace through Ethics: Introduction to Change Management, Models of change, the Ethics of Managing Change, the role of ethics and responsibilities in leading innovation and change, ethics based model for change management, ethics and risks of change management

Practical Components:

• To solve case studies on Workplace Ethics

• To visit organizations and find out the problems and causes for unethical behavior at workplace.

• To visit organizations and find out the measures adopted to control unethical behavior of employees.

• To compare and contrast the various ethical codes of conduct practiced in organizations.

• To study the recent cases on breach of workplace privacy.

RECOMMENDED TEXT BOOKS:

• Ethical Theory and Business, Tom L. Beauchamp, Norman E. Bowie and Denis Arnold, 8th Edition.

• Business Ethics – Ethical Decision making and cases O.C. Ferrell, John Fraedrich, and Linda Ferrell, 9th Edition, Cengage Learning.

• How technology is compromising Workplace Privacy, Fredrick S Lane 111, AMACOM Div American Mgmt Assn, 2003

• Ethics in the Workplace, Dean Bredeson, Keith Goree, Cengage Learning, 2011. REFERENCE BOOKS: • Ethics in 21st Century, Mary Alice Trent, Oral Roberts University, longman.

• Ethics in workplace, Elizabeth P Tierney, Oak tree press

• Ethics in Workplace: System Perspective, Wittmer Dennis, Pearson, 2014.

2. Constitution of India Professional Ethics and Human Rights.

CONSTITUTION OF INDIA, PROFESSIONAL ETHICS & HUMAN RIGHTS

Subject Code		15CPH18/15CPH28	IA Marks	10
Number of Lecture Hours/Week	02		Exam Marks	40
Total Number of Lecture Hours	25		Exam Hours	02

Course objectives:

1. To provide basic information about Indian constitution.

2. To identify individual role and ethical responsibility towards society.

3. To understand human rights and its implications.

Module 1

Introduction to the Constitution of India, The Making of the Constitution and Salient features of the Constitution.   **2 Hours**

Preamble to the Indian Constitution Fundamental Rights & its limitations.   **3 Hours**

Module 2

Directive Principles of State Policy & Relevance of Directive Principles State Policy Fundamental Duties.   **2 Hours**

Union Executives – President, Prime Minister Parliament Supreme Court of India.   **3 Hours**

Module 3

State Executives – Governor Chief Minister, State Legislature High Court of State. **2 Hours**

Electoral Process in India, Amendment Procedures, 42 nd, 44th, 74th, 76th, 86th &91st Amendments.   **3 Hours**

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Module 4

Special Provision for SC & ST Special Provision for Women, Children & Backward Classes Emergency Provisions. Human Rights –Meaning and Definitions, Legislation Specific Themes in Human Rights- Working of National Human Rights Commission in India

3 Hours

Powers and functions of Municipalities, Panchyats and Co - Operative Societies. **2 Hours**

Module 5

Scope & Aims of Engineering Ethics, Responsibility of Engineers Impediments to Responsibility.

2 Hours

Risks, Safety and liability of Engineers, Honesty, Integrity & Reliability in Engineering.

3 Hours

Course outcomes:

After study of the course, the students are able to

• Have general knowledge and legal literacy and thereby to take up competitive examinations

• Understand state and central policies, fundamental duties

• Understand Electoral Process, special provisions

• Understand powers and functions of Municipalities, Panchayats and Co-operative

Societies, and

• Understand Engineering ethics and responsibilities of Engineers.

• Have an awareness about basic human rights in India

Text Books:

1. Durga Das Basu: "Introduction to the Constitution on India", (Students Edn.) Prentice – Hall EEE, 19th / 20th Edn., 2001

2. Charles E. Haries, Michael S Pritchard and Michael J. Robins "Engineering Ethics" Thompson Asia, 2003-08-05.

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