Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE
Accredited with 'A' Grade by NAAC

HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Savitribai Phule Pune University, Pune, Government of Maharashtra and competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, teaching staff, official staff, supporting staff and Governing committees. As we are associated with the education faculty, our code of conduct has pivotal importance in a students' development.

About Institution:

The Marathwada Mitra Mandal's College of Engineering, Karvenagar was established in the year 2006. The Institute is affiliated to Savitribai Phule Pune University, Pune and approved by AICTE, New Delhi, recognized by DTE, Government of Maharashtra. The objective of the Institution is to impart quality education for professional excellence and sustainable development through continual improvement and teamwork.

The Institution aims to provide quality technical education to students by grooming them for development of professional skills and value based engineering education. The Institution ensures the trust's vision for overall development of students through continual improvement and teamwork. Along with the focus on core academics, Institute also takes care of overall personality development of the students. Quality education is the fundamental right of every Indian citizen. It lays the good foundation for Individual growth.

Vision:
"To aspire for the welfare of society through excellence in science and technology"

Mission:
- Mould young talent for higher endeavours
- Meet the challenges of globalization
- Commit for social progress with values and ethics
- Orient faculty and students for research and development

- Emphasize excellence in all disciplines

Core Values:
- Societal Trust
- Pleasant Environment
- Committed Faculty
- Teamwork
- Value Based Ethics
- Lifelong Learning
- Industrial Approach
- Standard Report Writing
- Adaptive Research
- Student Centric Teaching Methodology

Objectives:
- To understand the moral values that ought to guide profession and to find a solution to address moral issues in the profession
- To justify the moral judgment concerning the profession
- To foster a set of beliefs, attitudes, and habits that engineers should display concerning morality
- To bring an awareness on human values and professional ethics
- To encourage for inculcating the Moral Values and social responsibility
- To follow the fundamental duties laid down by constitution of India

Human Values

Human value is defined as "a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors' teachings and practices, need and judgment of fulfilling individual's need in society. Human values can be assured of a happy and harmonious human society. At Marathwada Mitra Mandal's College of Engineering, Karvenagar, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:
The six core human values are:
1. Right conduct
2. Peace
3. Truth
4. Love
5. Nonviolence
6. Discipline

1. Right Conduct:

Encompasses the following values such as

a) **Self - Help Skills:** Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance

b) **Social Skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment

c) **Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

d) **Ownership:** Ownership of the work

2. Peace

Encompass the following values such as:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self - acceptance, self - confidence, self - control, self - discipline, self - esteem, self - respect, sense control, tolerance, and understanding.

3. Truth

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self - analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Love

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust

5. Non - Violence

Encompasses the following values such as:

a) **Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

b) **Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

6. Ethics

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves

the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.

Professional Values

1. Integrity:
Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's 'peace of mind', and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility& Responsibility:
The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty:
Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

4. Commitment:
Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude:
It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude

change, consumer behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindliness and good common sense.

6. Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time. Time management is the key to increase effectiveness, efficiency or productivity.

7. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

8. Identifying one's role in larger picture

Cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to Lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change

PRINCIPAL