

Professional Ethics

Department: Civil Engineering

Program: B-Tech

Marks 50

Q.1. How work ethics can make a person a valuable asset to a professional organization.

Work Ethics:

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 organization

A List of Good Work Ethics by Employees:

Competent employees are critical to the success of a growing business. As a manager or owner, you must be able to recognize and filter out the good from the bad. Employees who consistently demonstrate good work ethics can be invaluable assets. Recognize who they are, treat them well and work together to further the goals of your business.

Tip for following a employee or person who make a valuable assets an organization.

1. Incorporate good work habits throughout your organization:

Everyone at every level should strive for professionalism. Encourage managers and supervisors to model the behavior they expect from their subordinates.

2. Developing Good Work Habits

Reliability is key to being a good employee. This means that the employee is:

Punctual:

The employee arrives at work on time every day. She does not take unapproved breaks, overlong lunch hours and remains in the workplace until the workday ends.

3. Consistent in work attendance:

Reliable employees show up for work each day and make an effort to not be out of the office without giving advance notice.

ATTENDANCE

- >- Attend workplace, arrives/leaves on time
- >- Make advance notice for planned absences
- >- Punctuality

4. Accomplishes tasks by required deadlines:

A good employee respects deadlines and manages their time at work well.

Business owners cannot afford to keep employees who are not reliable. If an employee consistently arrives late to work and routinely fails to follow through or complete his tasks, the company loses time, money and business.

APPEARANCE

>- Display appropriate dress, grooming, hygiene and etiquette

5. Being Positive and Helpful

Small businesses often have a close, tightly knit, familial atmosphere. It is natural to experience some growing pains or rough days. In general, your employees should have a positive attitude and be willing to help each other out.

Employees should show initiative to make themselves useful and act as teammates to one another.

TEAMWORK

>- Team worker, cooperative, assertive, display a customer service attitude, continuous learning, mannerly behavior

ATTITUDE

>- Positive attitude, self-confident, realistic expectation of self

6. Good Communication Skills

Strong interpersonal skills can help form cohesive teams among employees and make handling challenges easier.

Employees should learn how to communicate effectively in email, by phone and in-person.

In addition, it's also important for employees to learn how to present negative information in a constructive way.

>- Appropriate verbal and non-verbal skill

ORGANISATIONAL SKILL

>- Skill in personal management, time management, prioritizing, flexibility, stress management and dealing with chance

7. Altruistic and Goal-Oriented

Good employees are often altruistic and goal-oriented. While receiving a paycheck is a strong motivator, a good work ethic is also putting yourself aside to work toward the greater good of the company as a whole. Doing so leads to working toward goals rather than putting in the minimum effort.

8. Respect:

Respect the rights of others, deal appropriately with cultural/racial diversity and not engaged in harassment of any kind

>Essential for individuals in acquiring a high quality of life, a successful career and to be a good citizen

>Organization has to adopt a set of core values for creating code of conduct or standard of behaviors expected of individual serving in that entity

9. Character

>- Display loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline and self-responsibility

10. Productivity

>- Safety practices, conserve materials, keep work area neat and clean, follow directions and procedures

11. Cooperation

Development of leadership quality to have a cordial relationship with co-workers and superior authorities to create a harmonious atmosphere.

>- Display leadership, appropriate handle criticism and complaints, demonstrate problem solving capacity, maintain appropriate relationship with supervisors and peers, and follow chain of command

These principal are followed by a person who able to a valuable assets in the organization.

Q. 2. The process of service-learning provides academic benefits, ethical benefits and social benefits. Discuss with examples.

Service- Learning:

Service learning refers to the typical academic program in which students are actively involved in various community services. In most of the universities, service learning has been made compulsory for the students. 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 counseling about education, agriculture, hygiene, welfare schemes and health to the urban and village people.

The process of service-learning provides **academic benefits, ethical benefits and social benefits.**

Academic benefits:

The academic benefits include the curricular activities that are undertaken by the students to bridge between their studies and practical applications.

Example of academic benefits:

- Students benefit from service learning, a real-world application of their academic learning while they are still in school. This research-based approach allows them a laboratory to practice, review, reassess, and reflect, all with the guidance and support of knowledgeable teachers. They see the viability and purpose of their study. This process adds rigor to academics, builds interdisciplinary understandings, and deepens learning
- Service-learning improves student academic outcomes as demonstrated through complexity of understanding, problem analysis, critical thinking, and cognitive development

Ethical Benefits:

- Ethical benefits include the development of capability to cater the needs of a community or society.
- Creation of awareness for social welfare.

Social Benefits:

- Social benefits include exposure of the students to various social problems to work with public interest and self – confidence.
- It provides sufficient mental attitude and inclination to take up social and rehabilitation activities for the benefit of a society.
- It serves as a basic platform to develop and cultivate self-confidence, self-respect, social awareness and welfare mind.

- Provision of better interaction between academic and social life.

Q. 3. Explore the link between civic virtues and civic education. How Civic education helps in building character.

Link Between Civic Virtues And Civic Education:

Civic virtue is the harvesting of habits important for the success of the community. Closely linked to the concept of civic education or citizenship, civic virtue is often conceived as the dedication of citizens to the common welfare of their community even at the cost of their individual interests.

Civic virtue is closely associated with civic education on the basis of development of moral values and principles for the constitution of democratic organizations. The civilized 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 an academic student to increase the intellectual thinking and reasoning for his academic proficiency.

Civic education are helps in building character:

Character building and molding 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 programs, moral virtues could be effectively taught from the primary level of students for the proper stabilization of virtues in the conduct of an individual. So, the civic and civilized status an individual person may be much upgraded in terms of his social awareness.

Q. 4. Discuss various strategies to cultivate the virtue of respecting others.

Method of cultivate the virtue of respecting other:

There are various ways and means of the ethical code of respecting others in a civilized 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 back-biting and expression of negative comments in the presence of others.
2. To give a patient hearing of the views of others.
3. To avoid any personal confrontation by assessing the likes and dislikes of an individual.
4. To avoid sarcastic comments thereby insulting others.
5. To keep away from blaming and wounding the feelings of others.
6. To pay proper attention and due importance to the feelings and suggestions of others.

Q. 5. How do you implement time management skills in your daily life? Draw a timetable of your daily activities.

Implement Time Management:

First of all we wake up at 03:45am

then pay prayer of fajir

then walking
then brekasting
then studying
then homeworking
then lunching
then pay prayer of zuhur
then prayer of asar
then playin cricket
then prayer of maghrib
then eating
then prayer of isha
then sleeping..

Time table use for different activities;

Activities	Time
Wake up	03:45am
Fajir prayer	From 04:10am-04:25am
Reciting Quran	From 04:30am-05:00am
Walking	From 05:05am-05:15am
Breakfast	From 05:30am-05:40am
walking	From 05:40am-05:45am
studying	From 06:00am:08:00am
Home working	From 08:00am-11:00am
Resting	From 11:00am-11:30am
Lunching	From11:45am-11:55am
Social media using	From 12:00pm-12:55pm
Zuhur prayer	From 01:15pm-01:45pm
Home working	From 04:00pm-05:30pm
Prayer of asar	From 05:45pm-06:15pm

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Playing a cricket	06:15pm-0730:pm
Prayer of maghrib	07:30pm-07:20pm
Eating	08:00PM-08:15Pm
Prayer of isha	09:15pm-09:25pm
Sleeping	10:00pm-03:45am

The 24hrs are uses in these activities..