

The institution offers a course on Human Values and professional ethics

S.No.	Module	Time Slot
1	<p>Professional Etiquette / Manners.</p> <ul style="list-style-type: none"> ➤ Professional Manners ➤ Forms of Mannerism ➤ Business Etiquette ➤ How to master Your Mannerism ➤ Good Mannerism and Bad Mannerism in Professional Life ➤ Email Etiquette ➤ Telephonic Etiquette 	2hrs/Week
2	<p>Organisational behaviour</p> <ul style="list-style-type: none"> ➤ Industrial Psychology ➤ Industrial Sociology ➤ Industrial Fatigue ➤ Selection and Training of Workers ➤ Leadership and Motivation 	2hrs/Week
3	<p>Managerial skills</p> <ul style="list-style-type: none"> ➤ Stress Management ➤ Problem Solving ➤ Conceptual Skills ➤ Managing the relationship ➤ Manage to work in group ➤ Negotiation ➤ Teamwork and team spirit 	2hrs/Week
4	<p>Indian Constitution</p> <ul style="list-style-type: none"> ➤ Indian Constitution ➤ Indian Federal System ➤ Fundamental Rights , Duties and Directive Principles ➤ Bureaucracy 	2hrs/Week
5	<p>Fundamental rights</p> <ul style="list-style-type: none"> ➤ Right to Information Act 2005 ➤ Public Interest Litigation ➤ Intellectual property Rights ➤ Lokpal and Lokayukta ➤ Indian Labour Law ➤ Indian Company Laws 	2hrs/Week