

The institution offers a course on Human Values and professional ethics

S.No.	Module	Time Slot
1	Professional Etiquette / Manners. <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	Organisational behaviour <ul style="list-style-type: none"> ➤ Industrial Psychology ➤ Industrial Sociology ➤ Industrial Fatigue ➤ Selection and Training of Workers ➤ Leadership and Motivation 	2hrs/Week
3	Managerial skills <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	Indian Constitution <ul style="list-style-type: none"> ➤ Indian Constitution ➤ Indian Federal System ➤ Fundamental Rights , Duties and Directive Principles ➤ Bureaucracy 	2hrs/Week
5	Fundamental rights <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