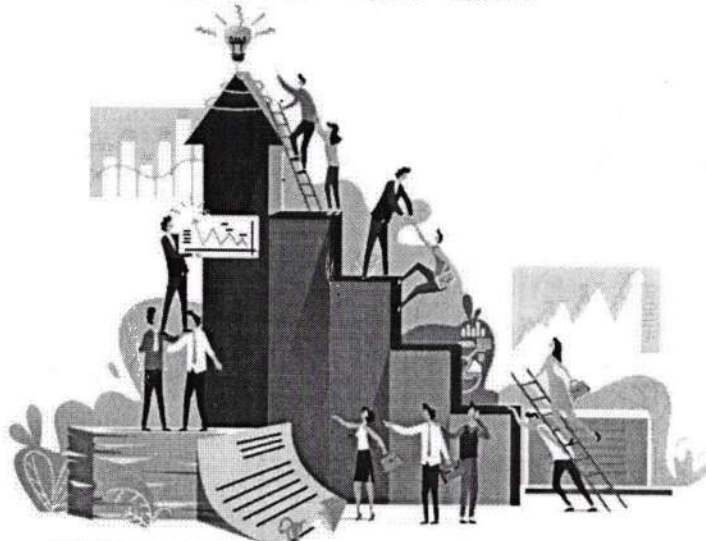


VALUE ADDED COURSE

Session - 2023-2024



CERTIFICATE COURSE IN STRONG WORK ETHICS

About the course

Strong Work Ethics course aims to discuss the ethical issues and societal challenges derived from scientific research and professional activities. Students will examine the sources, fundamental principles, and applications of ethical behavior; the relationship between personal ethics and social responsibility of organizations. After this course students will learn about skills for recognize and promote of ethical decisions in the workplace, Integrity, treating everyone with dignity and respect, and owning up to mistakes and ethical and unethical actions and behaviors.

Learning Outcome

After completion of the course, students will be able to:

- Promote the healthy work environment
- Show the power of integrity at workplace
- Differentiate the ethical and unethical behavioural aspects

Note

- Interested students must report in the office of HoD MBA by 31/01/2024, by 5:00 pm.
- 75% attendance is mandatory to get the certificates.
- Assessment will be held on the basis of viva voce.
- If students are less than 50%, the course will not be conducted.
- For any queries related to the course, kindly contact the undersigned.

Timing : 12:30 PM - 01:30 PM (Friday)
04:00 PM - 05:00 PM (Saturday)

Duration : 30 hours

Resource Person :
Dr. Pooja Sharma

Entry Date :
25-01-2024 - 31-01-2024

Module

- Appearance: Displays proper dress, grooming, hygiene, and manners (5 hours)
- Attendance: Attends class, arrives and leaves on time, tells instructor in advance of planned absences, and makes up assignment promptly (5 hours)
- Attitude: Shows a positive attitude, appears confident and has true hopes of self (5 hours)
- Character: Displays loyalty, honesty, dependability, reliability, initiative, and self-control (5 hours)
- Communication: Displays proper verbal and non-verbal skills and listens (5 hours)
- Organizational Skill: Shows skills in management, prioritizing, and dealing with change (5 hours)

For any queries related the VAC certification course, Please feel free to contact

VAC Coordinator : Dr. Rubeena Bano (9911085093)