

Ethics and Human Values

This booklet consist of the following Chapters:

Ethics and Human Values

- ❖ What is Ethics?
- ❖ Dimensions of Ethics
- ❖ Essence of Ethics
- ❖ Approaches of Ethical Study
- ❖ Consequences of Ethics in Human Actions
- ❖ Human Values

Ethics in Public and Private life

- ❖ Ethics in Public life
- ❖ Ethics in Public Relationships
- ❖ Ethics in Private Relationships
- ❖ Values and Ethics in Government

Role of Family, Society and Educational Institutions in Inculcating Values

- ❖ Role of Family
- ❖ Role of Society
- ❖ Role of Educational Institutions
- ❖ Contribution of Family in Value Education
- ❖ Contribution of Society in Inculcating Values
- ❖ Role of Society in Inculcating Values
- ❖ Role of Educational Institutions in Inculcating Values

Attitude and Emotional Intelligence

This booklet consist of the following Chapters:

Attitude

- ❖ **Components of Attitude**
 - Affective component
 - Cognitive component
 - Behavioral component
- ❖ **Adjustive Function**
 - Ego-Defensive Function
 - Value-Expressive Function
 - Knowledge Function
- ❖ **Attitude Formation Model**
- ❖ **Influencing Attitudes Model**
- ❖ **Social Influence**
- ❖ **Persuasion**
- ❖ **Moral Attitude**
- ❖ **Political Attitude**

Emotional Intelligence

- ❖ **Theories Associated with Emotional Intelligence**
- ❖ **Can Emotional Intelligence be Developed?**
- ❖ **Components of Emotional Competencies**
 - The Self-Awareness Cluster: Understanding Feelings and Accurate Self-Assessment
 - The Self-Management Cluster: Managing Internal States, Impulses, and Resources
 - The Social Awareness Cluster: Reading People and Groups Accurately
 - The Relationship Management Cluster: Inducing Desirable Responses in Others
- ❖ **Importance of Emotional Intelligence at Workplace**
- ❖ **Importance of Emotional Intelligence in Civil Services**

Foundational Values and Ethics in Public Services

This booklet consist of the following Chapters:

Aptitude and Foundational Values of Civil Services

❖ **Aptitude**

- Introduction
- Essential aptitudes for civil servants

❖ **Foundational Values of Civil Services**

- Neutrality
- Anonymity
- Commitment and dedication to public service
- Civil Activism
- Concept of Permanent Civil Service
- Public Services Management
- Important Commandment for Civil Servants
- Civil Services Accountability
- Ethical Conduct of a Civil Servant
- Unethical Bureaucratic Practices
- Responsibility
- Courage
- Discipline
- Integrity
- Humility
- Gratitude
- Vision
- Innovation
- Empathy
- Unity
- Adaptability
- Magnanimity
- Perseverance
- Balance
- Simplicity
- Quality
- Patriotism
- Impartiality and Non-Partisanship
- Loyalty
- Objectivity
- Tolerance and compassion for the weaker section
- Contribution to society

**(Public/Civil Services Values and Ethics in Public Administration)
Civil Services Values & Ethics]**

❖ **Status of Values**

- ❖ **Problem of Values**
- ❖ **Ethical Concerns in Public Institution**
- ❖ **Ethical Concerns in Private Institutions**
- ❖ **Ethical Dilemmas in Public and Private Institutions**
- ❖ **Laws, Rules and Regulations as Source of Ethical Guidance**
- ❖ **Accountability and Ethical Governance**
- ❖ **Strengthening of Ethical and Moral Values in Governance**

Ethics in International Relations

- ❖ **Moral Judgments in International Relations**
- ❖ **International Law Concept**
- ❖ **Morality vs. War**
- ❖ **Terrorists vs. Freedom Fighters**
- ❖ **Nuclear War**
- ❖ **Poverty vs. Wealth**
- ❖ **Ethical Relation in Funding**

Corporate Governance & Corporate Social Responsibility

- ❖ **What constitutes Good Corporate Governance?**
- ❖ **Models of Corporate Social Responsibility**
- ❖ **Standard Global Practices in Corporate Governance**
- ❖ **Steps taken by World Bank for Good Corporate Governance**
- ❖ **Corporate Government in India**
- ❖ **Corporate Values of Few Companies**
- ❖ **Corporate Social Responsibility**

Probity in Governance

This booklet consist of the following Chapters:

Probity In Governance

- ❖ **Concept of Public Service**
- ❖ **Philosophical basis of Governance and Probity**
- ❖ **Information Sharing, Transparency and Right to Information**
 - Right To Information
 - Brief history
 - Procedure for Obtaining Information
 - Duties and Responsibilities
 - Information Commissions-Central and state
 - Flaws in RTI and recommendations for improvement
- ❖ **Code of Ethics**
 - Importance of Code of ethics
 - Use of Code of ethics
 - Code of Ethics in Professions
- ❖ **Code of Conduct**
 - General Code of Conduct
 - Code of Conduct for Ministers
 - Code of Conduct for Legislators
 - Code of Conduct for Civil Servants
 - Code of Ethics for Regulators
 - Code of Conduct for the Judiciary
- ❖ **Citizen's Charter**
 - Rationale of a Citizen's Charter
 - Components of a Citizen Charter
 - Steps in formulation of a Citizen's Charter
 - Suggestions for improvement

❖ **Work Culture**

- Concept of Work Culture
- The Indian Approach to Work
- Methods of improving Work Culture

❖ **Quality of Service Delivery**

- Foundations for Reform
- Second ARC recommendations

❖ **Utilisation of Public Funds**

- Problems in Fund Release and Utilization
- How to put accountability to work?
- Parliamentary Control on Expenditure

❖ **Challenges of Corruption**

- Effects of Corruption on Public life
- Causes of corruption
- Approaches and strategy to combat corruptions
- A Proactive Role for Civil Society to Fight Corruption

❖ **ANNEXURE - I (Extract From Central Civil Services (Conduct) Rules, 1964)**

Indian and World Thinkers

This booklet consist of the following Chapters:

Indian and World Thinkers

❖ Leaders, Reformers & Administrators

1. Mahatama Gandhi
2. Dr. S. Radhakrishnan
3. Rabindranath Tagore
4. Swami Dayanand Saraswati
5. Mahadeva Govinda Ranade
6. Sri Aurobindo
7. Swami Vivekananda
8. Sardar Patel
9. Jawaharlal Nehru
10. Buddha Bhim Rao Ambedkar
11. Periyar E.V. Ramaswamy Naicker
12. Shri Narayana Guru
13. Raja Ram Mohan Roy
14. Amma Savitribai Phule
15. Birsa Munda
16. Chhatrapati Shahu Maharaj
17. Ishwar Chandra Vidyasagar
18. Mother Teresa
19. Sir Syed Ahmad Khan
20. Sri Vitthal Rao Vikhe Patil
21. Amitabha Chowdhury
22. Aruna Roy
23. Chandi Prasad Bhatt
24. James Michael Lyngdoh

25. Ms. Swaminathan
26. Mahasweta Devi
27. Rajendra Singh
28. T.N. Seshan
29. Martin Luther King (Jr)
30. Nelson Mandela
31. E Sreedharan
32. S.R. Shankaran IAS
33. Shri Kundan Kumar IAS
34. Ms. M. Manimekalai, IFS
35. Shri Omprakash Choudhary, IAS
36. Shri Amit Gupta, IAS

World Thinkers

- ❖ Socrates
- ❖ Plato
- ❖ Aristotle
- ❖ Democritus
- ❖ Epicurus
- ❖ Niccole Machiavelli
- ❖ Thomas Hobbes
- ❖ Rene Descartes
- ❖ John Locke
- ❖ David Hume
- ❖ Jean-Jacques Rousseau
- ❖ Immanuel Kant
- ❖ Georg Wilhelmiedrich Hegel
- ❖ John Stuart Mill

Second ARC Report on Ethics in Governance

This booklet consist of the following Chapters:

2nd ARC Ethics in Governance

- ❖ Introduction
- ❖ Ethical Framework
- ❖ Legal Framework for Fighting Corruption
- ❖ Institutional Framework
- ❖ Social Infrastructure
- ❖ Systemic Reforms
- ❖ Protecting the Honest Civil Servant
- ❖ International Cooperation
- ❖ Relationship between the Political Executive & Civil Service

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 2. **Surrogacy**
 3. **Ethics and Sports**
 4. **Media Ethics**
 5. **Business Ethics**
 6. **Ethics Related to Economic Sanctions**
 7. **Refugees and Ethics**
 8. **Ethical Dilemmas of Globalization**
 9. **Ethics of War**
 10. **Environmental Ethics**
 11. **Ethical Issues in Biotechnology**
 12. **Animal Ethics**
 13. **Food Adulteration and Ethics**
 14. **Abortion: Ethical or Unethical**
 15. **Honour Killing**
 16. **Marital Rape**
 17. **Ethical Issue Involved in Child Labour**
 18. **Ethical Issue Involved in Treating Juvenile as Adult**
 19. **Ethics and Old Age**
 20. **Ethics in Public and Private Relationships**

Supplementary Ethics

This booklet consist of the following Chapters:

Supplementary Ethics

1. Common good and good governance
2. India's pursuit of public good and the democratic dilemma
3. Good Governance and Citizen Centric Administration
4. Ethics in Governance: the Indian Perspective
5. Ethics in Public Life - Reasons & Remedies
6. Ethics for Civil Services in India
7. Administrative responsibility: the key to Administrative Ethics
8. E-governance: Options & Opportunities
9. Changing Conceptions of Political Morality
10. Environmental Ethics
11. Economic Management and Ethics
12. Ethics in Economic Life
13. Failure of Ethics in public life-need for Character Building
14. Reflections on Moral Government and Public Service as a vocation
15. Ethical Convergence: Synchronizing Public Private Corporate Governance