

NURTURING VALUES FOR EXCELLENCE



A BOOK ON

HUMAN VALUES AND PROFESSIONAL ETHICS

ST. FRANCIS DE SALES COLLEGE
Yeggo, Aalo, West Siang Dt. AP

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EDITORIAL

We are living in an age, which is intensely obsessed with Knowledge creation and consumption for a better and more secure life. But the consumption of knowledge is incomplete without Life-Values. Saint Francis De Sales College, Aalo, hopes to provide concise guidelines and tips to its students on how to develop life-skills and life-values. I am grateful to Sr. Belsy Jose, Vice-Principal, and all others who have assisted her in taking the pain of compiling this book for the betterment of the students.

This book contains five modules dealing with various aspects ranging from Personality Development, Conversation skills, Inter-personal skills, Civic Sense etc. Introducing this course along with the academic curriculum will shape the minds of the students and go a long way to educate their hearts and minds.

I sincerely express my gratitude to Fr. Vipin George, Principal, for his enthusiasm and support in bringing out this book.

Editor

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MODULE ONE

INTRODUCTION TO ETHICAL VALUES

Education is a life-giving and liberating process. It prepares an individual not only to face the challenges and complexities of economic and social life but also helps him to uplift himself by relishing the materialistic comforts as well as spiritual solace in life. It is not confined to mere transfer of information but more to the transformation of the whole being of an individual. Unfortunately, there is a crisis in the present education system because it focuses more on the development of sound skills than on the promotion of profound values among students. The reasons for such misplaced priorities are: pressure of economic competition, profit-centric goals, mad-race to overpower and out pass others, over-exploitation of human and materialistic resources that are used more to satiate greed and not to fulfil the need, short-sighted pursuits, discontentment, of narrow and wrong interpretation of secularism, and moral erosion.

Present advances in science and technology have guaranteed enough means to lead a materialistically comfortable life, yet man is not comfortable at heart because of lack of contentment and inability to live in peace and harmony with oneself, with his/her fellow beings as well as with the surroundings. Despite successful life, one feels one's life is insignificant, unfulfilled and empty. Without separation, he or she feels separated from other beings. In this background, human values are assuming added importance to provide a right understanding and right perspective in life for an individual. Therefore the study of ethics and values are assuming added importance in education.

Ethics

Ethics are the normative conduct that an individual should observe while interacting with different members of the society and the surrounding environment. The definition of ethics is shaped by personal, societal and professional values, all of which are difficult to specify. The word 'ethics' is derived from the Greek word 'ethos' (character) and the Latin word 'Moras' (customs). Taken together these two words define how individuals choose to interact with one another.

Some stress the importance of society's interests and others stress the interests of the individual. These ethics are the external expression of values within an individual. "Values are the cause, ethics are the effects" (S. K. Chakraborty and Debangshu Chakraborty). These ethics are the moral rights and wrongs based upon an individual's deep-rooted values. It is unethical

to be dishonest, violent, fraudulent or shirker of work and responsibility, unreasonable, etc. It is unethical when one tries to gain at the expense of others or just to cause loss to another without any gain while the other party is unaware or helpless to defend himself or herself.

Thus, ethics is about right choices and good behaviour. It encompasses the examination of principles, values and norms, the consideration of available choices to make the right decision and the strength of character to act in accordance with the decision. Hence, ethics, as a practical discipline, demands the acquisition of moral knowledge and the skills to properly apply such knowledge to the problems of daily life.

Ethical and Unethical Conducts

Unethical conducts include being greedy, aggressive, vindictive, cruel, hypocritical, etc. Similarly fault finding, back-biting, hatred, vanity, duplicity, anger and jealousy are unethical behaviours. Whereas ethical behaviour includes being humane, sincere, genuine, grateful, courageous, honest, unselfish, altruistic, compassionate, faithful and contended.

What are Human Values?

The value of any person, place, or thing in existence is its contribution to the larger order of which it is a part. For example, the value of a book is the information and inspiration it offers to the reader. The value of a mobile phone is that it offers the advantage of better communication and connectivity. The value of a college is that it provides education to various students and helps in the development of the personality of the students.

The question arises "what is the value of human beings?" The answer is very simple: contribution or participation of human being in the larger order of the cosmos to ensure harmony, happiness and sustainability.

The values include the belief system of an individual that guide his or her actions and decision-making pattern.

To understand values, we need:

- * To study human beings in relation to all that is in existence.
- * To know the role of human beings in relationship with everything in existence.
- * To know the responsibility of human beings towards the other beings in existence.

Role of Values in Personal and Professional Life

Values play significant role in personal and professional lives, as is evident from following arguments:

1. **Guiding Principles.** Values are the guiding principles in an individual's life concerning personal and social ends. These standards guide the conduct in a variety of settings and situation. Through values, you can position yourself on certain issues, decide your priorities and policies, and evaluate your actions and attitudes. When you are clear about the values,

you do not have to always rely upon directions from someone in authority and can act independently in different situations.

2. **Life of Authenticity.** When you are clear about your values, you need not take directions from others and you can act on your own. With this, you feel that you are more in control of your own life and are more responsible for the decisions you make in your life. There are situations when you recognize that you face the conflict between your values and values of the society. In such situations, your clarity about your values guides you. With being clear about one's values and adhering to them, one can find meaning in one's life and live the life of authenticity.
3. **Foster Credibility.** Values foster credibility among individuals. The persons acting unethically are not perceived as credible and people do not like to be associated with them except in the case of compulsion. On the other hand, a person behaving ethically is perceived as more credible, trustworthy and dependable. Credibility is foundations upon which long and sustaining relationships are built. Without the firm foundation of personal credibility, one cannot hope to enlist others for cooperation. To earn credibility, one has to discover oneself and search one's values and adhere them in routine functioning.
4. **Plans for Resolving Conflicts.** There are certain situations in life when conflict emerges among people over various issues. Hereby referring to human values, they can resolve the conflict. There are also certain moments when conflict emerges within oneself-emotions and intellect, conflict over the choice of different means and ends. In those moments, values are the plans to resolve the conflict among different means and ends, emotions and intellect, etc. By knowing one's values, one can address the priorities ineffective way as values provide courage and conviction to resolve the conflicts.
5. **Motivating force.** Values serve a motor function and help to focus on why of doing a particular action. These are the banners in the struggle and toil of life. Referring to them replenish your energy and sustain your focused effort and energies. Thus values are the motivating force in one's life that channelizes one's energies in a positive direction.

Universal Values

We have talked about the inherent interconnectedness of all beings in the universe. There is a need to cultivate values at different levels. At the individual level, we need to explore ourselves. At family and social level, we need to cultivate harmony and fearlessness along being prosperous. At the level of existence, we need to develop acceptance. Values are the basis of any society. We come into relationship with others because we trust them and become interdependent. We expect other persons to behave in ethical ways. But in the contemporary society, we find the crisis of value because of disharmony and lack of happiness among individual, growing unethical practices, crime, violence, depletion of natural resources and irresponsible uses of resources in an unmindful way. An individual is the basic unit of society. If an individual is deprived of happiness, harmony and health, the society that is an amalgamation of

interconnected individuals shall also be deprived of these values. Therefore, there is a need for universal values and ethical human conduct.

Values are a set of principles or standards of behaviour that is regarded as desirable and are held in high esteem. These values are based on moral standards. Values of a material thing lie in being useful to the higher order. Similarly, values of plants lie in being consumed by beings useless to other beings.

Why Do Values Matter?

We need to cultivate values because values are important in our daily life in the following ways:

The main benefit of knowing human values is that one will gain tremendous clarity and focus that help in making consistent decisions and taking committed action. so the whole point of discovering your values is to improve the result one gets in those areas that are truly most important.

Values are priorities that tell one how to spend one`s time in the right way. Time is our most limited resource and it does not renew itself. We can earn more money, improve our physical bodies, and repair broken relationships, but we cannot regain our lost time. If we all had infinite time, then values and priorities would be irrelevant.

Values lead one to live a life of happiness and prosperity. As one knows how to earn with limited resources without disturbing the harmony with oneself and others, one knows how to live life in a meaningful way.

Values guide one to contribute towards the society, family and existence.

Need and Value of Professional Ethics

One has to choose a profession for earning one's livelihood besides serving society and nature around one`s environment. While entering into that profession, one has to interact with other human beings. For this to happen in a healthy way the person must have professional ethics that instil required competence and capabilities, commitment and character that help the society in a better and effective way. Through professional education, one acquires the specific skills and knowledge to make one`s contribution in the larger order. One also needs ethical conduct of profession for the right utilization of one`s professional skills towards the fulfillment of comprehensive human goals. Therefore one needs to develop awareness, right understanding, dexterity and commitment so that one`s efforts are more conducive to one`s happiness and prosperity, besides being useful in enriching the nature and society at large. In the present educational environment, there is an increasing thrust on the development of professional ethics that can be imbibed by the students.

Ethics, Values and Spirituality

Ethics, values and spirituality are interrelated. Ethics are the outward expression of inner values, and these values are based upon and deeply rooted in spirituality.

Spirituality is indicated with the following the state of mind and heart:

- " Reaction free consciousness.
- " Mindfulness and awareness.
- " Purified emotions.
- " Elevating spirit.
- " Feeling of interconnectedness with other beings.
- " Acceptance of the will of existence.
- " Respect and unconditional love for other beings.
- " Equanimity and healthy indifference to different pains and pleasures.
- " Finding meaning in one's work or job.

This spirituality is not identified with any religion though every religion has its meditation practices. Religion is a more organized cult whereas one not identified with any religion can be spiritual also. Religion has to graduate itself to spirituality instead of being confined to external ritualism or intellectual interpretations of its scriptures.

Ethics and values are deeply rooted in spirituality. When we talk of ethical values or professional values, we find its source in spirituality.

Different values have different spiritual sources as is illustrated in the following table:

Spiritual Sources of Different Values.

Values	Spiritual Source
Courage	Realizing impermanence of body and mind
Prudence	Balance and equanimity
Optimism	Belief in existence and finding meaning
Integrity	Wholeness or interconnectedness
Humility	Interconnectedness with other being
Reverence	Other being as extension of one's consciousness
Compassion	Concern and empathy, care and love flowing out of realization of one's being than being virtuous than one's ability
Justice	Feeling of reciprocity/ equanimity and balance in relationship

Setting Goals in Life

Ask anyone what he wants in life; his answer would be happiness and prosperity. What is the nature of happiness and prosperity? Can happiness be attained without values and ethics?

The answer is no. The state of happiness is attained when we are not dependent upon other beings. It usually happens that we try to seek pleasure from different objects, events and persons. As these provide us with pleasure, we cultivate attachment to them. However, impermanence is the law of nature. Everything changes at every given moment. Consequently, the object, event or people do not remain the same, but the attachment that we have cultivated lead to a state of unhappiness. Therefore, we should know that real happiness does not reside in external things, but within oneself. For that, one has to lead a life of ethics and values.

Four goals of life

All human goals can be broadly classified into four goals: security (artha), pleasure (kama), righteousness (dharma), and freedom (moksa). These are called human goals because everyone seeks after them. Although the first two goals (security and pleasure) are common to all living beings, righteous (dharma) and spiritual freedom (moksa) are exclusively distinctly human goals.

The very first thing that all living beings seek is security (artha) in the form of food, shelter, etc. with humans, this goal is secured through wealth and may take a variety of forms such as job security, financial independence, various forms of assets and insurance, or securing any kind of recognition, power, or influence. Once we feel reasonably secure, we seek to enjoy life. This is called the pursuit of pleasure (kama). Although, with other living beings, this pursuit simply involves instinctively avoiding pain, with human beings it entails seeking anything that satisfies senses, pleases mind, and touches the heart. In other words, it includes seeking physical, psychological, intellectual, and aesthetic pleasure.

Having mostly sought security and pleasure, we wonder, what is next?' We start pondering, is this all that life has to offer?' Under right conditions, this quest may lead to some introspection or even self-examination. Did we use the right means to secure wealth and pleasure? Did we pursue these goals in conformity with universal values like goodness, truthfulness and non-harm? This leads us to the third goal called righteousness (dharma). We start feeling a deep sense of satisfaction by performing acts of virtue: when we do good, we feel good. For the individual and social good, our pursuit of wealth and pleasure needed to be guided by the light of values and ethics (dharma). For many, the materialistic pursuit of security, pleasure and values seem to be the highest for human existence. This is what they believe to be their self-actualization, the realization of their total and full potential. The self only finds its fulfillment, he realized, in giving itself to some higher purpose outside oneself, in self-sacrifice and spirituality. It is called self-transcendence. This brings us to the final human pursuit called *moksa*, which is spiritual freedom.

1. HAPPINESS

Ask yourself about your deepest desires. What is it that each one of us wants in the present restless world of heavy competition, struggle and petty conflicts? Certainly, the answer would be happiness and peace as well as prosperity. Make a list of all that you want and search the reasons behind those. You may want to be an engineer or a management professional or

scientist. You may want to have luxuries of a good house, a car and other comforts. Why do we want them? Because they provide comforts and keep us happy. We want happiness that lasts. In addition to happiness, we aspire for adequate material comforts for our bodily needs. Nobody likes to be deprived of material comforts unless he feels liberated from that.

Are we seeking happiness or is it that we are seeking the gratification of some kind of pleasures from which we hope to derive happiness? There is a difference between happiness and gratification but surely, you cannot find happiness in gratification alone. Happiness is a by-product of something else. We want to be gratified; we want to find a sense of fulfillment at the end of our search. Thus, lasting happiness and prosperity are the basic aspirations, which we pursue in our life.

What is happiness? There are certain situations when you feel happy-situations, which you can accept effortlessly and naturally. There are situations that we accept naturally like being successful, being comfortable with others, feeling respect and confidence, etc. On the other hand, there are certain states of being that we do not accept naturally like being cheated, being deprived of material comforts, conflicting with friends, etc. This is the state of unhappiness.

2. POSITIVE ATTITUDE

Wikipedia says that attitude "is a concept in psychology. Attitudes are positive or negative views of an 'attitude object': i.e. a person, behaviour or event". Dictionary.com defines attitude as "a state of mind or a feeling; disposition: had a positive attitude about work". Princeton University says that attitude is "a complex mental state involving beliefs and feelings and values and dispositions to act in certain ways; 'he had the attitude that work was fun'. Optimism, as defined by Dictionary.com, means "a tendency to expect the best possible outcome or dwell on the most hopeful aspects of a situation".



What is the Meaning of Having a Positive Attitude?

Let's try to understand this with the help of an instance. You want to achieve something. After putting in considerable efforts, you start feeling low and you do not see a light of hope. In such a situation, when you start contemplating "No! Things can change and I will reach my destination", that is the beginning of developing positivity by being optimistic that there will be some way out. With such optimism, you start working out different solutions to find a way out. Now if the solution that you come up with goes through a path where others are getting hurt, or where you entertain feelings of hatred and ego and self pride then such an optimism is actually not optimism. Your overall attitude in this case is a negative one. Thus, we can say that optimism alone cannot lead you anywhere. It is just a start. It is complete only when it is accompanied with loyalty, truth, love and care for others, and compassion for others as well as your own self. Think over it!

How To Develop Such An Attitude In Ourselves.

Such an approach towards life does not develop overnight. It is an exercise. You go to the gymnasium everyday and only after sufficient efforts in your work out, you see the results. It applies here. The basic requirement here is the Will to learn; to change your own self and to improve over your mistakes. After this, you may work it out in the following manner.

Constant contemplation over positivity

In every moment of your life, fill yourself with positive thoughts; with thoughts that inspire you to walk on this path. You could think about those great human beings who walked on this path. Someone like the Great Mahatma Gandhi and then the list is never ending. Keep telling yourself that you want to change; that you want to improve.

Introspect over your thoughts

Make it a habit to introspect over different incidents that occur in your life and the different situations you fall into. Analyze those scenarios. Ask yourself the right questions like, "Was it actually essential to behave in the way you did?" or "Was there a better way to handle the situation?" When you truly agree with the above definition of positive attitude and have a will to adopt it in your life, only then you will find the appropriate answers to the questions that you ask yourself during introspection.

Meditation

Meditation truly is one of the most effective way in overcoming not only anger but also other negative feelings like false pride, greed and hatred. It brings you closer to your inner self and that peace and bliss that you will experience will automatically kill the negative part of you and help you to develop that positive attitude.

With constant practice and dedication you will definitely improve your attitude towards other people, and even towards your own life. Your overall mindset will broaden and your outlook towards life will change. Just give it a try because you really do not have anything to lose.

LEARNING TO CONTROL YOUR ATTITUDE

Understand how your attitude affects your life.

Your attitude towards life determines how happy or unhappy you are. You can't always change what happens to you, but you can change how you react to what happens to you. You make a choice each time you are faced with a situation. For instance, say you get a flat tire. Nobody likes dealing with a flat, but you have options for how you react to the situation. You can get mad and throw a fit, elevating your blood pressure, and then go get your tire changed. If you get mad, you'll spend some time very unhappy. On the other hand, you can chock it up to a normal part of life, take a deep breath, and go get your tire fixed. By not reacting, you won't spend that time angry. In fact, you can turn it into something positive. Maybe while you're fixing your tire, you can catch up on a good book you haven't had a chance to read in a while.

Frame events in a positive way.

The way you talk about events can affect your attitude. For instance, if you talk or think about an event in a negative way, you'll continue to think about it in a negative light. However, if you talk about it positively, you will begin to change your attitude about it. For example, say you get an upsetting email early in the morning. You could think, "Well, that means this day is going to be awful." On the other hand, you could think, "Well, that was bad, but my day can only go up from here." The event remains the same, but how you think about it moving forward can affect your attitude.

Change your language.

Words such as "I can't do that" encourage you to think that way. If you say something is impossible, you will likely believe it. Instead, use positive language, such as, "I can do this if I take it step by step."

Be proactive instead of reactive.

In every situation, you have another choice: you can complain, or you can do something about your problem. Complaining makes you unhappy, but taking action will almost always make you feel better about the situation. It makes you feel productive and like you are actually getting something done because you are.

Enjoy the small things.

Like most people, you may focus on your big goals all the time, always looking forward to the next vacation or next holiday. While looking forward is not inherently bad, it can sometimes cause you to overlook the joy in your everyday life. A piece of cake or a walk with a friend is a simple, everyday pleasure that you may not value if you are only thinking about what is ahead. Instead, try to be in the moment, and take joy in what you are doing. For instance, if you find your mind racing to your next vacation while having a chat with your friend, pull yourself back to the moment. Truly listen to what your friend is saying instead of letting your mind wander.

Practice gratitude.

Gratitude is essential for a good attitude because it helps you appreciate the good things you have in your life. Instead of focusing on what is going wrong, practicing gratitude teaches you to focus on the good things. Take time each time to think about what you are thankful for. Maybe you can come up with three things each day that you appreciate, and write them in a journal.

Stop seaching for the next big thing.

If you are always on the lookout for the next TV, the next smart phone, the next nice car, you won't appreciate what you have. You are placing your happiness in what you don't have instead of what you do have, which means you'll feel like you're always searching for something that will make you happy. In other words, instead of thinking, "I have to have that awesome new phone," try instead to think, "You know, this phone I have is really amazing. A phone 10 years ago wouldn't have done nearly this much."

Combine fantasizing about goals with realism.

Popular belief states that if you can imagine yourself achieving a goal, it helps you get there. However, studies have shown that if you only imagine the end goal and happiness, it may actually slow down your progress. Instead, take a few minutes to imagine the end goal. However, you should also spend some time thinking about the obstacles in your way, as it balances out the fantasy.

3. VALUES YOURSELF

i. Talk nicely to yourself

Like everyone else, you have an inner critic that wants to tell you when you've done something wrong. However, that critic can start making you devalue yourself. If you can turn your inner critic into a positive voice, you'll begin to value yourself more.

One way to see how often you talk badly about yourself is to take a simple tally over the course of a day. Every time a negative thought enters your head, make a note on a piece of paper or your phone. That process will increase your awareness of how often you are criticizing yourself.

Once you've established how often you are talking badly, start trying to change those negative thoughts into positive thoughts. For instance, if you are thinking, "I hate my hips," try instead to think a positive thought about that body part, such as "I may not like the way my hips look, but they are strong hips that helped me produce a baby."

ii. Surround yourself with positive people.

The people you socialize with affect your mental attitude. You deserve to be around people who try to be happy, as that will encourage you to be happier. Pick positive people for your life, and try to cut out people who encourage your negative side. In the same vein, skip

media and news stories that bring you down. They can influence you just as much as the people you surround yourself with.

iii. Find inspiration

Find books, podcasts, or radio programs that inspire you to be your true self. Every day, take time to listen or read from one of these motivational programs. That way, every day you'll get a jolt of positivity, and you'll be inspired to go out there with a positive attitude.

iv. Value your own opinion of yourself.

Other people will try to make you feel bad about yourself. Maybe they'll judge you on your appearance or how you drive a car. The truth is, the only opinion that matters is your own. Most of the time, what people are saying about you is not really about you, anyway; it's about them trying to make themselves feel better by putting you down.

As an example, if someone makes a comment about the sweater you're wearing, don't let it get to you. Instead, remember why you loved the sweater in the first place, and respond in kind: "Well, I'm sorry you don't like it, but I really love this orange. It makes me happy to wear it."

v. Help other people.

By helping other people, you are making a positive difference, which makes you feel better about yourself, and encourages you to develop a positive attitude. In addition, it can help develop your sense of gratitude at what you do have in your life. If you're not sure where to volunteer, try asking at your local food bank, a homeless shelter, a nearby school, or a library. All of them are sure to have an opportunity for you to volunteer.

4. RELIEVING YOUR STRESS

i. Focus on your breathing.

When you feel your stress level rising, one way to calm yourself is to take some time to focus on breathing. By simply closing your eyes and letting your breathing fill up your mind, you will slowly start to calm down. Try to breathe slowly and deeply, letting each breath push out other thoughts.

ii. Sleep on a schedule.

How much sleep you get can seriously affect your stress level and your attitude. If you aren't getting enough, your stress level can rise more easily, and you are more likely to develop a negative attitude. Sticking to a schedule every night will help you get enough sleep so that you wake up refreshed and happier.

One way to make sure you stick to a schedule is to set an alarm for bedtime just like you set an alarm for waking up. Set it 30 minutes to an hour before you want to go to bed to remind you it's time to wind down.

iii. Stretch out your tension

If you find yourself tense at work, take a moment to stretch to help relieve it. A simple stretch can help take your mind off work, and it can loosen muscles tightened by stress. One simple stretch you can employ is moving from cow pose to cat pose. lean forward in a chair with your hands on your knees. Arch your back outward. Move to cat pose by arching your back inwards. Move on to stretching your arms straight above your head, leaning to each side as you stretch. You can also employ a twisting move. While sitting, keep your arms bent and twist around one way and then the other.

iv. Try writing in a journal.

Taking the time to write every day in a journal can be a to release emotions. If you let your emotions build up over time, that can lead to a more stressful life. It is important to let your emotion flow out on paper. Don't try to make it grammatically correct or perfect or worry about what you should be writing about.

Story:

TWO SEEDS

Two seeds lay side by side in the fertile soil.

The first seed said, "I want to grow! I want to send my roots deep into the soil beneath me, and thrust my sprouts through the earth's crust above me ... I want to unfurl my tender buds like banners to announce the arrival of spring ... I want to feel the warmth of the sun on my face and the blessing of the morning dew on my petals!"

And so she grew...

The second seed said, "Hmmm. If I send my roots into the ground below, I don't know what I will encounter in the dark. If I push my way through the hard soil above me I may damage my delicate sprouts ... what if I let my buds open and a snail tries to eat them? And if I were to open my blossoms, a small child may pull me from the ground. No, it is much better for me to wait until it is safe."

And so she waited...

A yard hen scratching around in the early spring ground for food found the waiting seed and promptly ate it

Activities:

Egg-Balancing Game

(Take an Egg to the class & ask the students to try one by one to balance the egg on the table as it is given below)

A potentially messy game that requires plenty of positive thinking is the egg-balancing game, in which an individual has to balance the wider part of a raw egg on a flat, somewhat textured tabletop. The exercise is possible, but requires patience and a positive attitude. Hard-boiled eggs won't work, since they tend to wobble and fall over because of the weight of the cooked yolk at the bottom. If players are unable to stand the egg upright, all is not lost. Sprinkle a small mound of salt on the table and balance the egg in it. Having the person resort to using salt illustrates that many things are possible but may require some outside-the-box thinking to achieve.

Positive Thinking Exercises &Activities:

1. Listen to Your Favorite Music
2. Expressing Thankfulness
3. Remember to Breathe
4. Don't Live According to a Label
5. Engage in Positive Activities
6. Check your Internal Dialogue
7. Take Back Control
8. Pay Attention to your Diet
9. Go Easy on Yourself
10. Embrace Change

5. MANAGING YOUR ANGER

The Energy waiting to be channeled

Anger is an emotion which can turn out to be positive as well as negative depending upon how it is channelled. The tragedy is that most of us consider it as something negative. The reason for such consideration is obvious- it is not known to have done anybody any good, on the contrary only harm. Thus, "How to handle anger?" is a question people often ask, and for which there is no easy answer.

Reflection on Anger

The Why Of Anger

Frustration of a need or want, a threat to self-esteem, physical harm, injustice, non-acceptance of self are some of the reasons for anger. It is natural to be angry. To get angry is natural, because we are human beings with feelings and emotions. When your feelings are hurt, it is natural to react. Sometimes, when you are angry, you have the right to be so, but you have no right to be cruel.

The Uses Of Anger

Sometimes, anger act as a defence mechanism meant to ensure one`s survival. It produces

energy to perform better and more. Therefore, it is a reservoir of power within. Anger reveals your Self. Those who are slow to anger are better than the mighty. To be angry means that you do not hide your self. The status of the matter which makes you angry indicates your stature.

The Usual Outcome Of Anger

Anger creates a chain reaction: loss of reason, use of hurtful words, indulging in unkindly deeds, starting of relationships, loss of peace of mind, the offering of excuses, blaming others, nursing bitterness and grudge. Anger can be easily avoided. Often, we get angry over petty matters. Sometimes we are angry over the lack of something we don't actually need. At other times, we are angry unnecessarily.

Plan of action

Accept and admit that you are angry. Accept your anger without criticizing. Do not blame anyone for your experience of anger. Know the reason. The real reason often is the 'I', 'me' and 'my' syndrome. I am the source if anger. You are angry because your ego has been stung. Awareness helps fight anger.

Know more about anger. Know that getting angry makes matters worse. Know that when you are in the right, you can afford to keep your temper, but when you are in the wrong, you cannot afford to lose it, know that there is nothing lost by avoiding anger. Know that if you are patient in just one moment of anger, you will avoid days of sorrow.

Change the attitude. If the cause of anger has to do with your beliefs, change your beliefs. Change of attitude helps change your behaviour.

Practice observation. Observe yourself when you are angry as if you are observing something interesting. Observe with your entire mind, Do it as the most important thing you need to do now. Observation is never suppression.

The sun should not set on your anger. When you get angry both the body and the mind are agitated. Calm that feeling of agitation by not prolonging your anger.

(Courtesy: "Inspiration for life" by Devasia Puthiyaparambil)

6. RESPECT

Respect: what does it really mean?

What is respect? While it may be easy to recognize the absence of respect, it's not nearly so easy to define and reflect respect in our daily interactions with people. By definition, respect means to demonstrate "high regard" for or special attention to something or someone. However, this definition alone does not provide us guidance about what that something is or how it is done.

The requirements for respect must be considered from both a social and individual perspective. We learn the basic social guidelines for respect as children. The parental directives to play nice, share with others, say please, thank you, and you're welcome, lay the foundation

for respectful interactions with others in life. These basics combined with community consensus about respectful behavior define standards to guide our interactions with others.

Respect is individually defined for each person through personal experience.

Our personal definitions of respect are influenced by our personality, emotions, preferences, and cultural context. Each of these elements may be difficult to define in the clearest and most objective terms. Even people without disabilities have difficulty describing and explaining personal criteria for respect tied to these variables. We often learn about these things over time through relationships with people. Respect requires struggling to understand each person's individual expectations for respect as we get to know them and build shared experiences over time.

When seeking to understand how other people see and interpret the world around them, dialogue is our most effective tool. The active exchange of ideas and opinions provides insight into the most important variables that define individual expectations for respect. To make this process work, we need to avoid judging people and actions by our personal standards of conduct and open up to learning about the world from another's perspective. It is a challenge to address respect in the service process. Respect is reflected in every aspect of service processes and relationships - environments, interactions, supports, and resources. Everything from the selection and arrangement of furniture and the selection of support activities, to the allocation of staff and resources can reflect the importance we assign to people receiving services and their needs. Balancing professional priorities with individual needs and requirements in a way that communicates maximum respect for people demands constant reflection on the meaning our actions convey.

The demonstration of true individual respect cannot be accomplished without an investment of self and some personal risk. Respect is something we must regularly practice and rarely master. It is a product of our ability to relate to others in ways that they consider their priorities important - and mistakes in this process are often our best learning tool. Our continued attention to each person is essential to building a foundation of experience that supports an atmosphere of respect. Committing ourselves to reflect the following beliefs in our daily interactions can help each of us get better at demonstrating the respect each person deserves. Everything we do, say, and provide to others makes a statement about our regard for them. Respectful interactions do not draw undue or negative attention to a person's difference or disability. Demonstrating concern and support for individual difference sets the stage for communicating our respect for others.

Ways to respect others:

i. Listen

I know it sounds easy, but listening-truly listening-can be one of the hardest skills to master. If you want a person to know you respect him or her, then tune into what that person is saying. Look them in the eye, put down your cell phone, and offer feedback when necessary.

Everyone appreciates the person who willingly listens to them and shows genuine interest in what they have to say.

ii. Encourage

If you've ever had a bad day, then you know the power a little encouragement can have. We've all had moments when we need someone to tell us, "don't worry, things will work out." It might not seem like much at the time, but that person will remember that you took the time and interest in their feelings and well-being. A smile and uplifting word can truly brighten someone's day.

iii. Congratulate

If someone does a great job, let him or her know about it. In fact, let everyone know about it. Openly congratulate someone for a job well done, especially if you're a manager. Employees will work harder and happier knowing their manager has a mutual respect for them and is willing to express praise and gratitude when it's deserved.

iv. Be Helpful

If you find a friend or coworker in a jam, be willing to help them if at possible. Not to say you should take on half their project, but offering some advice or throwing in a bit of your time will mean a lot. If that friend or coworker has helped you in the past, then returning the favor will be a nice way to show both your respect and gratitude.

v. Say Thank You

This one seems like common sense, but many people just forget to say thank you or at least forget how to say it with sincerity. A thank you can be as small as two words or as much as buying someone a gift; nevertheless, if the action is not done with 100% sincerity then it is wasted. Make sure people know you appreciate them and their actions. Simply saying it in front of someone else can make a big impact.

With the daily pressures on all of us, we often overlook opportunities to thank and compliment people we are with. Take time to show your appreciation and gratitude. Not only does it make the other person feel better, but you will feel uplifted as well. If you want your relationships or organization to do well, just remember two basic guidelines for success: mutual respect and gratitude.

Ways to Earn the Respect of Others

Have you ever met someone who was rude to you and didn't hold you with much regard? How did you feel? Did you feel annoyed? Peeved? If you are a self respecting individual, chances are you want others to treat you with respect. And you know what, age isn't a prerequisite nor is it a magic key to gaining respect. You must have seen plenty of people who are young be highly respected from their elders. You must have also come across older people who I'd never respect because their actions are so out of line. It's about how you conduct yourself, your attitudes towards others and your actions. Regardless of whether you are a teenager, a student, a new member in

your team/company, or someone starting out in the industry, you can be well respected by others. In this post, I share 10 ways on how you can be a respected person. These 10 ways can be carried out no matter who you are:

i. Be good at what you do

In every field of work, the most highly regarded people are those who are the best at what they do. Everyone loves competent people, especially those who present their best work all the time. If you're just starting out in your profession, that doesn't mean you're not deserving of respect. It's about starting small and building from there.

It's through gaining experience and improving that you establish yourself as the best and earn the respect from others. It's not an overnight process, but the respect people have of you after that will be steadfast.

ii. Respect others

Respect is two ways. If you want others to respect you, you've to respect others first. If you've ever come across someone who isn't being respectful to you, I invite you to think of just one person you're not being respectful to in your life now. You'll find at least someone. Rather than harp on how people are not respectful to you, work on being respectful to those people you're treating shabbily. It'll help you reach new heights in your relationship with others. It creates a positive shift in my relationships.

iii. Honour what you say

No one likes a dishonest or unreliable person. A well-respected individual is one who is honest in his/her communications and can be trusted to do what he/she promised. If due to some reason you can't honour your commitments, make sure you address them accordingly to the other party and make up for it.

iv. Be open to criticisms

Contrary to popular belief, being respected doesn't mean you won't receive criticism. It's quite the opposite. The more known you are in your work, the more criticisms you'll receive. My blog readership has grown over 4 times in the last 6 months. Just as You must have received a lot more positive feedback than before on my posts, I'm also receiving more criticisms. It's not about rejecting criticisms but about being able to handle criticisms gracefully. People respect someone who can handle negative feedback and turn it into something positive. If you need pointers,

Here are 6 Ways to Deal with People.

1. Treat yourself with respect

It's funny that many of us seek respect from others, yet we don't even respect ourselves. Have you ever beaten yourself up before? Do you love yourself wholly and unconditionally? Do you treat yourself poorly by not getting enough sleep, proper diet or exercise? If you don't

respect yourself, you can't hope to get respect from others. Start by loving yourself. Love from others will come subsequently.

2. Conduct yourself professionally

This includes dressing well, being well-mannered, using appropriate language and having social etiquette. If you haven't attended a social etiquette class before, it'll be useful to do so. Even if you intuitively know what they teach in the class, it's great as reinforcement. I attended a few etiquette classes when I was a student, including wine appreciation, dining etiquette, how to conduct yourself in a 1st meeting, etc.

3. Don't bad mouth others

Whether it's in a professional or social setting, it's not appropriate to bad mouth people. You certainly don't earn respect this way. If you're unhappy with a certain individual and what he/she is doing, talk to him/her and work things out. Don't talk behind his/her back. This is the kind of behaviour that attracts gossip and negativity. Not only does it reflect badly on you as a person, but it also hurts the other party, whether you realize it or not. Be honest and transparent in your communications.

4. Stand up for what you believe in

Have you ever come across people who simply agree with whatever others say without much thought? It gets meaningless after a while as they just say yes to everything. People have more respect for someone who disagrees (civily) and stands up for himself/herself than someone who parrots others. Likewise, it is by having your own opinion and a mind of your own that you get respect from others. Don't be afraid to stand up for what you believe in. At the same time, make sure you do it respectfully to others.

5. Be yourself

It's better to be an original version of yourself than an exact duplicate of someone else. People respect original individuals. Too many people try too hard to be someone else they are not and in the end, they don't have a sense of identity. Discover who you are and what you stand for. What the world needs are more people who are true to themselves, not clones of each other.

6. Be a role model to others

Actions speak louder than words. Are you a role model to others by way of your behaviour? Do you uphold yourself to the highest code of conduct? You gain respect by walking the talk. The most respected person is the one who inspires others to achieve their best and enables them to unlock their highest potential.

STORY:

The Wooden Bowl

A frail old man went to live with his son, daughter-in-law, and four-year-old grandson. The old man's hands trembled, his eyesight was blurred, and his step faltered. The family ate together at the table. But the elderly grandfather's shaky hands and failing sight made eating difficult. Peas rolled off his spoon onto the floor. When he grasped the glass, milk spilt on the tablecloth.

The son and daughter-in-law became irritated with the mess. "We must do something about father," said the son. "You must have had enough of his spilt milk, noisy eating, and food on the floor." So the husband and wife set a small table in the corner. There, Grandfather ate alone while the rest of the family enjoyed dinner. Since Grandfather had broken a dish or two, his food was served in a wooden bowl! When the family glanced in Grandfather's direction, sometimes he had a tear in his eye as he sat alone. Still, the only words the couple had for him were sharp admonitions when he dropped a fork or spilt food. The four-year-old watched it all in silence.

One evening before supper, the father noticed his son playing with wood scraps on the floor. He asked the child sweetly, "What are you making?" Just as sweetly, the boy responded, "Oh, I am making a little bowl for you and Mama to eat your food in when I grow up." The four-year-old smiled and went back to work. The words so struck the parents so that they were speechless. Then tears started to stream down their cheeks. Though no word was spoken, both knew what must be done. That evening the husband took Grandfather's hand and gently led him back to the family table. For the remainder of his day, he ate every meal with the family. And for some reason, neither husband nor wife seemed to care any longer when a fork was dropped, milk spilt, or the tablecloth soiled.

Moral: You reap what you sow Regardless of your relationship with your parents; you'll miss them when they're gone from your life. Always Respect, Care for and Love them.

7. SELF - ESTEEM

WHAT IS SELF-ESTEEM?

We all know that self-esteem can be an important part of success. Too little self-esteem can leave people feeling defeated or depressed. It can also lead people to make bad choices, fall into destructive relationships, or fail to live up to their full potential. But what about too much self-esteem? Narcissism can certainly be off-putting and can even damage personal relationships.

Self-esteem levels at the extreme high and low ends of the spectrum can be damaging, so the idea is to strike a balance somewhere in the middle.

A realistic yet positive view of the self is often considered the ideal. But what exactly is self-esteem? Where does it come from and what influence does it have on our lives? In psychology, the term self-esteem is used to describe a person's overall sense of self-worth or personal value. Self-esteem is often seen as a personality trait, which means that it tends to be stable and enduring. It can involve a variety of beliefs about the self, such as the appraisal of one's appearance, beliefs, emotions, and behaviours.

Components of Self-Esteem

According to one definition (Branden, 1969), there are three key components of self-esteem:

- " *Self-esteem is an essential human need that is vital for survival and normal, healthy development.*
- " *Self-esteem arises automatically from within, based on a person's beliefs and consciousness.*
- " *Self-esteem occurs in conjunction with a person's thoughts, behaviours, feelings, and actions.*

Importance of having High- Esteem

Life becomes simpler and lighter.

When you like or love yourself more then things simply become easier. You won't make mountains out of molehills (or out of plain air) nearly as often anymore. You won't drag yourself down or beat yourself up over simple mistakes or over not reaching a perfect and inhuman standard.

You'll have more inner stability.

When you like yourself more, when your opinion of yourself goes up then you'll stop trying so eagerly to get validation and attention from other people. And so you become less needy and your inner life becomes much less of an emotional rollercoaster based on what people may think or say about you today or this week.

Less self-sabotage.

Most people's worst enemy is themselves. By raising and keeping your self-esteem up you'll feel more deserving of good things in life. And so you'll go after them more often and with more motivation. And when you get them then you'll be a lot less likely to self-sabotage in subtle or not so subtle ways.

You'll be more attractive in any relationship.

With better self-esteem, you'll get the benefits listed above. You'll be more stable and able to handle tough times better. You'll be less needy and more of a natural giver. Being with you becomes simpler and a lighter experience with a lot less drama, arguments or fights based on little or nothing. And all of this is attractive in any relationships, no matter if it is with a friend, at work or with a partner.

How do you effectively improve your self-esteem?

Ways to Improve Self- Esteem:

1. Say stop to your inner critic.

A good place to start with raising your self-esteem is by learning how to handle and to replace the voice of your inner critic. We all have an inner critic. It can spur you on to get things done or to do things to gain acceptance from the people in your life. But at the same time, it will drag your self-esteem down. This inner voice whispers or shouts destructive thoughts in your mind. Thoughts like for example:

You are lazy and sloppy, now get to work.

You aren't good at your job at all and someone will figure that out and throw you out.

You are worse or uglier than your friend/co-worker/partner.

You don't have to accept this though. There are ways to minimize that critical voice and to replace it with more helpful thoughts. You can change how you view yourself. One way to do so is simply to say stop whenever the critic pipes up in your mind. You can do this by creating a stop-word or stop-phrase. As the critic says something - in your mind - shout: STOP! Or use No, no, no, we are not going there! Or come up with a phrase or word that you like that stops the train of the thought driven by the inner critic. Then refocus your thoughts to something more constructive. Like planning what you want to eat for dinner or your tactic for the next soccer game. In the long run, it also helps a lot to find better ways to motivate yourself than listening to your inner critic. So let's move on to that.

2. Use healthier motivation habits.

To make the inner critic less useful for yourself and that voice weaker and at the same time motivate yourself to take action and raise your self-esteem it certainly helps to have healthy motivation habits. A few that we have used to replace and fill up much of the place that the inner critic once held in our mind are these:

- Remind yourself of the benefits

A simple but powerful way to motivate yourself and to keep that motivation up daily is to write down the deeply felt benefits you will get from following this new path or reaching a goal.

Like for example getting into better shape and having more energy for your kids and the people close to you. Or making more money and through that being able to travel with the love of your life and experience wonderful new things together.

When your list is done then save it and put it somewhere where you will see it every day. For instance in your workspace or on your fridge.

- Refocus on doing what you really, really like to do

When you really, really like doing something then the motivation to do that thing tends

to come pretty automatically. When you want something in life then it also becomes easier to push through any inner resistance you feel.

So if you lose your motivation, ask yourself: Am I doing what I really want to do? If not and if possible, then refocus and start working on that very important thing instead. After you have used your stop-word or phrase focus on one of these techniques. Over time it will become a habit and your inner critic will pop up a lot less often.

3. Take a 2-minute self-appreciation break.

This is a very simple and fun habit. And if you spend just two minutes on it every day for a month then it can make a huge difference. Here's what you do: Take a deep breath, slow down and ask yourself this question: what are 3 things I can appreciate about myself. These things don't have to be big. Maybe just that you listened fully for a few minutes to someone who needed it today. That you took a healthy walk or bike ride after work. That you are a caring and kind person in many situations. These short breaks do not only build self-esteem in the long run but can also turn a negative mood around and reload you with a lot of positive energy again.

4. Write down 3 things in the evening that you can appreciate about yourself.

This is a variation of the habit above and combining the two of them can be extra powerful for two boosts in self-esteem a day. Or you may simply prefer to use this variation at the end of your day when you have some free time for yourself to spare. What you do is to ask yourself the question from the last section: What are any 3 things I can appreciate about myself? Write down your answers every evening in a journal made out of paper or on your Computer/Smartphone. A nice extra benefit of writing it down is that after a few weeks you can read through all the answers to get a good self-esteem boost and change in perspective on days when you may need it the most.

5. Do the right thing.

When you do what you deep down think is the right thing to do then you raise and strengthen your self-esteem. It might be a small thing like getting up from the couch and going to the gym. It could be to be understanding instead of judgmental in a situation. Or to stop feeling sorry for yourself and focus on the opportunities and gratitude for what you have. It is not always easy to do. Or even to know what the right thing is. But keeping a focus on it and doing it as best you can make a big difference both in the results you get and for how you think about yourself. One tip that makes it easier to stay consistent with doing the right thing is to try to take a few such actions early in the day. Like for example complimenting someone, eating a healthy breakfast and working out. This sets the tone for the rest of your day.

6. Replace the perfectionism.

Few thought habits can be so destructive in daily life as perfectionism. It can paralyze you from taking action because you become so afraid of not living up to some standard. Therefore, you procrastinate and you do not get the results you want. This will make your self-esteem sink. Alternatively, you take action but are never or very rarely satisfied with what you accomplished

and your performance. So your opinions and feelings about yourself become more and more negative and your motivation to take action plummets.

7. Handle mistakes and failures in a more positive way.

If you go outside of your comfort zone, if you try to accomplish anything truly meaningful then you will stumble and fall along the way. And that is OK. It is normal. It is what people that did something that truly mattered have done throughout all ages. Even if we don't always hear about it as much as we hear about their successes. So remember that. And when you stumble try this:

Be your own best friend. Instead of beating yourself up, ask yourself: How would my friend/parent support me and help me in this situation? Then do things and talk to yourself like he or she would. It keeps you from falling into a pit of despair and helps you to be more constructive after the first initial pain of a mistake or failure starts to dissipate.

Find the upside. Another way to be more constructive in this kind of situation is to focus on optimism and opportunities. So ask yourself what is one thing I can learn from this? And what is one opportunity I can find in this situation? This will help you to change your viewpoint and not hit the same bump a little further down the road.

8. Be kinder towards other people.

When you are kinder towards others you tend to treat and kindly think of yourself too. And the way you treat other people is how they tend to treat you in the long run. So focus on being kind in your daily life. You can for example:

Just be there and listen as you let someone vent.

Hold up the door for the next person.

Let someone into your lane while driving.

Encourage a friend or a family member when they are uncertain or unmotivated.

Take a few minutes to help someone out in a practical way.

9. Try something new.

When you try something new, when you challenge yourself in a small or bigger way and go outside of your comfort zone then your opinion of yourself goes up. You may not have done whatever you did in a spectacular or great way but you at least tried instead of sitting on your hands and doing nothing. And that is something to appreciate about yourself and it can help you come alive as you get out of a rut. So go outside of your comfort zone regularly. Don't expect anything, just tell yourself that you will try something out. Later on, you can do the same thing a few more times and improve your performance. And as always, if it feels too scary or uncomfortable then don't beat yourself up. Take a smaller step forward instead by gently nudging yourself into motion.

10. Stop falling into the comparison trap.

When you compare your life, yourself and what you have to other people's lives and what they have then you have a destructive habit on your hands. Because you can never win. There is always someone who has more or is better than you at something in the world. There are always people ahead of you. So replace that habit with something better. Look at how far you have come so far instead. Compare yourself to yourself. Focus on you and your results. And on how you can and how you have improved your results. This will both motivate you and raise your self-esteem.

11. Spend more time with supportive people (and less time with destructive people).

Even if you focus on being kinder towards other people (and yourself) and on replacing a perfectionism habit it will be hard to keep your self-esteem up if the most important influences in your life drag it down on a daily or weekly basis. So make changes in the input you get. Choose to spend less time with people who are nervous perfectionists, unkind or unsupportive of your dreams or goals. And spend more time with positive, uplifting people who have more human and kinder standards and ways of thinking about things. And think about what you read, listen to and watch too. Spend less time on an internet forum, with reading a magazine or watching a TV-show if you feel it makes you unsure of yourself and if it makes you feel more negatively towards yourself. Then spend the time you used to spend on this information source on for example reading books, blogs, websites and listening to podcasts that help you and that make you feel good about yourself.

12. Remember the whys of high self-esteem.

What is a simple way to stay consistent with doing something? As mentioned above: to remember the most important reasons why you are doing it. So remind yourself of the whys at the start of this article to help yourself to stay motivated to work on your self-esteem and to make it an essential priority.

Six (6) ways to give a boost to your self-esteem

1. Recognize and embrace your positive qualities. Make a list of all your assets including skills, experiences, physical and social resources, talents, and anything else that makes you feel good about yourself. Add to the list the compliments that others have given you as well. Reminding yourself of all your assets is a sure confidence booster.
2. Accept that you are a desirable package rather than any one individual item. Accept that you are not perfect. Don't let anyone particular shortcoming negate that you are a complex, multifaceted desirable package. See the desirable package that you are by taking a picture of yourself with a big smile on your face and post it on your bathroom mirror. Every time you look at your smile think of each of the positive characteristics that define you.
3. Trust that you are competent. Remind yourself of all the problems you have faced and

tackled. Have faith that even if you cannot deal with a problem yourself that you will have the ingenuity to get the help, skills, or knowledge that you need. Doubting your capability? Take on a new challenge and prove to yourself you CAN rather than you can't. Pay attention to each accomplishment regardless of how small and make a mental note or, even better, keep a note pad. Give yourself extra credit when it required significant effort and don't forget to pat yourself on the back.

4. Believe in your worth. Recognize that means making yourself a priority some of the time. Think of something you want to do and do it. Give yourself permission to say no, ask for what you want, or manoeuvre into a position to make it happen. Be prepared to tolerate disappointing others for the sake of recognizing that you matter and taking care of yourself.
5. Think back to a most recent experience where you felt you fell short, made a mistake, or messed-up and force yourself to name five things that went right. We are not defined by any one thing but by the accumulation of our experiences.
6. Look in a full-size mirror and pick five things that you are looking at that make you feel good. You can pick five things you see on the outside such as your physical attributes: eyes, lips, hair, nails, legs, feet, toes, or smile. You can also pick things related to your styles such as your hairdo, clothing, stance, make-up, shoes, or jewellery. Besides, you can pick items that come from the inside such as your sparkle, spirit, energy, compassion, or kindness. Having trouble? Ask someone that matters to you to name five things you have to feel good about yourself. Try this every day for a week.

Story

In a garden filled with bushes, out from between a load of grass and weeds, there appeared, as if from nowhere, a white rose. It was as white as the driven snow, its petals looked like velvet, and the morning dew shone from its leaves like resplendent crystals. The flower couldn't see herself, so she had no idea how pretty she was. And so it was that she spent the few days of her life, until wilting set on, without knowing that all around her were amazed by her and her perfection: her perfume, the softness of her petals, her elegance. She didn't realize that everyone who saw her spoke well of her. The weeds that surrounded her were fascinated by her beauty and lived in a state of enchantment at her aroma and appearance.

One hot, sunny day, a girl was strolling through the garden, thinking about how many lovely things Mother Nature has given us when she suddenly saw a white rose in a forgotten part of the garden. The rose was beginning to fade and wilt.

"It's days since it rained," she thought, "if the rose stays here till tomorrow it'll be withered. I'll take it home and put it in the lovely vase I got as a present."

And so she did. With all her love she put the wilting white rose in water, inside a lovely colourful glass vase, and placed it by the window.

"I'll put it here,"

she thought,

"so the flower can get some sun."

What the young girl didn't realize was that the reflection from the window meant that, for the first time, the rose got to see herself and what she looked like.

"Is that me?"

thought the rose. Little by little her drooping leaves began to rise, once again stretching up towards the sun, and, gradually, the rose recovered her former appearance. When she was back to her best she looked at her reflection and saw that she was indeed a beautiful flower. She thought

"Wow! Till now I hadn't realized who I was, how could I have been so blind?"

The rose came to realize she had spent her days without appreciating her beauty, unable to see herself, unable to know who she really was.

If you really want to know who you are, forget everything that's around you, and just look into your heart.

Group Activity:

Same Letter, Different Name

Ambitious, athletic, artistic and altruistic, - there are plenty more words that begin with "A" that create a positive description of people we know or even of ourselves. Thinking of new words from A to Z that are descriptive of the people we know is the purpose of this game, and with the added competition, it's lots of fun. The best part, though, is getting to hear positive descriptive words about yourself at the end of this fast-paced thinking game.

Objective

For group members to increase self-esteem by recognizing the positive traits that exist in each other.

Who

People who could benefit from hearing positive comments about themselves to improve their self-esteem. Group members should be familiar with each other.

Group Size

4 to 20 participants

Materials

Paper

Pens or pencils

A timer or stopwatch

An envelope filled with the letters of the alphabet (written on small slips of paper)

Description

Divide the group into two even teams and ask each team to write down on one piece of paper all the names of the people on their team and the other team. Once all the names are written down, select a letter of the alphabet from the envelope. Inform the teams what letter was chosen and give them two minutes to work as a team to think of a positive word, or words beginning with the chosen letter that describes each person. For example, if the letter H was chosen and the names John, Amy, and Craig were on the list my team may come up with:

John - Hard worker

Amy - Honest, Humble

Craig - Handsome

Once the time limit is up to bring the two teams together and ask them to each read their list to the group. For added fun and competition you may give each team a point for every word on their list that isn't on the other team's list.

Play as many rounds of this game as you have time for. You may want to make specific rules for the activity (i.e. you must think of at least one word for each person on the list). The discussion may be held at the end of the game or hold a short discussion after each round.

Discussion

Prompts

1. How do you feel about the words that were chosen to describe you?
2. Were you surprised by any of the words used to describe you? If so why?
3. Did anyone give any ideas for the word that you would use to describe yourself?
4. Is it easy or hard to think of positive words to describe others? Yourself? Why?

Variations

- Don't give a time limit; instead, give bonus points to the team that thinks of a word to describe everyone on the list first.

- With a large group don't include your team on your list, instead just think of words to describe the members of the other team, or break the group up into more than two teams.

MODULE TWO

NATURE OF VALUES

INTRODUCTION

Human values are based upon man's purified emotions than intellect. Values are more defined in terms of feelings and emotions, than in terms of reason and intellect. We witness that crimes and scams have been committed by people of top class intellect and reasoning power. Therefore, to cultivate values we need to purify the heart-centre of emotions. What is the role of emotions in fostering values, we can read and judge from the words of great scientists, philosophers and saints:

Values are not absolute

Ethical values are not absolute. These are relative to situation, circumstances, place and person. Although relative, sometimes in applicability, basic ethical standards have a universal content.

Ethical values cannot be dismissed

One cannot escape from values. No one living in this world can escape relationships with other members of the society and values are the foundation of social relationships. We enter into relationship or interact with each other on the assumption that we shall not be cheated or hurt. Values cannot be dismissed, nor can they be defied with impunity. Failure to meet a value puts the person in conflict with himself. When a person performs an action which is a non-value for him, he creates a situation of guilt, which results in sleeplessness, fear and conflict. No one wants to have a mind in conflict. A mind in conflict is not a desirable mind. Once conflicts erupt, there are problems like self-condemnation, regret, guilt, and a sense of failure. Conflicts come when a person is unable to live up to a particular value either consciously or unconsciously.

Good and bad values

Good values are values that nurture good human beings from within and leads towards divinity. These values not only foster goodness among individuals but also lead to betterment of the society at large. These values include:

Gratitude

Contentment

Sincerity
Humility
Interconnectedness
Honesty
Tolerance
Altruism
Compassion
Non-violence
Patience
Charity

On the other hand, there are bad values which lead a person to evil acts. These values include:

Greed
Envy, jealousy and hatred
Vanity
Vindictiveness
Fault finding and backbiting
Cruelty

Good values are the result of a good heart, feelings and emotions whereas bad values flow out of negative emotions.

Ends and means

Whether ends justify means or means justify ends? When we talk of values, we emphasize that to achieve noble ends; our means should also be good. If we make lazy compromises, later on the effects will not be good. Because of the pressures of competition, we follow bad practices and means like bribery, corruption, and other unethical practices. But these bad means lead to deterioration of values in the long run.

Therefore, to achieve noble ends, we should also use right means. The use of right means shall ultimately lead to fostering of right values within individual and social spheres.

Objective and Subjective values

Objective moral values are moral values that are independent of the belief of human beings. For when we say that objective moral values exist, we refer to universal values. For example sustainability, non-violence, compassion, interconnectedness, etc. are naturally accepted as universal values. These values exist beyond our cultural setting and conditioning, as they are needed for fostering the interest of humanity at large.

Subjective values are values that vary from culture to culture and from time to time. Humility is a universal value, but its outward expression is different in different cultures. In Japan, it is

expressed by bowing whereas in India, the younger ones express humility not only by bowing down, but by touching the feet of elders to seek their blessings.

Fundamental Rights to the Citizens

To realize the objective of an ethical society, we need to develop humanistic constitutions that can provide broad guidelines and policy framework conducive to the development of all persons in a holistic and harmonious way. In India, we have Constitution that talks about values and provides certain rights to the citizens. These fundamental rights are important because they form the basis of democracy, check the arbitrariness of the behavior of persons in power and create proper conditions for the development of the individual. These fundamental rights guarantee civil liberties to lead lives in peace and harmony. Violation of these rights lead to punishments as prescribed in the Indian Penal code subject to discretion of the judiciary. These fundamental rights are the basic human freedom which every citizen has to enjoy for a proper and harmonious development of personality. These fundamental rights include the following:

Right to equality (Art 14)

Right to freedom (Art 19-22)

Right against exploitation (Art 23, 24)

Right to freedom of religion (Art 25-28)

Cultural and Educational Rights (Art 29-30)

Right to Constitutional Remedies (Art 32)

DUTIES

In simple words, duty is an obligation of an individual towards other beings. Value-oriented, ethical persons will be dutiful. Dutiful persons shall also be value-oriented, ethical and lawful. For fostering the interest of the organization, community and country, everyone needs to be dutiful. “Civilization is that mode of conduct which points out to man the path of duty performance of duty, and observances of morality are convertible terms”, Mahatma Gandhi aptly remarks. Constitution of India has laid down the following duties for every citizen of India.

To abide by the Constitution, and respect the National Flag and National Anthem

To cherish and follow the noble ideals which inspired the national struggle for freedom

To protect the sovereignty, unity and integrity of India

To defend the country

To promote the spirit of common brotherhood amongst all the people of India

To preserve the heritage of our composite cultures

To protect and improve our natural environment

To develop the scientific temper and spirit of inquiry

To safeguard public property

To strive towards excellence in all spheres of individual and collective activity.

JUSTICE

Justice is the quality of being just or fair. Justice has to do with the distribution of benefits and burdens, rewards and punishments. Among the most important benefits and burdens of contemporary society are science and technology, their products and their costs.

The traditional symbol of justice is a woman wearing a blindfold, holding a pair of equally balanced scales in one hand, and a sword in the other. The metaphor points to the symmetry between the quality of human judgment on the one side and the rewards or punishments on the other. Justice is blind to all irrelevant considerations such as birth of social status or race or gender, and is concerned only with giving one what is deserved.

Responsibility

Social and ethical **responsibility** is one of the most commonly employed concepts in discussing the **ethics**. Responsibility is the obligation of an individual towards other beings and society. Every scientists and professionals have obligation for the “responsible conduct of research.” The professional responsibility of engineers calls for attending to the public safety, health, and welfare consequences of their work. Entrepreneurs have responsibilities to commercialize science and technology for public benefit, and the public itself is often called on for the responsible support of science and technology. Consumers are admonished to be responsible users of technology.

Business entrepreneurs and scientists have been placed with the responsibility of solving the problems related with environmental issues, national health care, defense of the country, and development of technologies of linking the nation with globe, creation of more employments etc.,. With growing threats of terrorism, science has also been entrusted with the responsibility of protecting the innocent people.

The social and ethical responsibilities of technologists and scientists are discussed are the follow:-

Professional duties

Responsibility towards Employers

Responsibility towards public

Responsibility towards customers and clients

Responsibility towards workers and colleagues

Responsibility towards environment

LEADERSHIP

Leadership is a quality, which makes a person different from others. It is an art of influencing people to progress towards the accomplishment of a specific goal. An effective leader is one

who guide and inspire others to work for a common goal. He recognizes every individual as a person with different values and beliefs.

What makes a leader? Influences such as childhood experiences, ethnic background and religious heritage determine an individual's personality and ability to become a leader. You can become a leader if you have a strong will and desire to serve the society. Leaders are both born as well as self-made. Born leaders possess a natural ability to attract and motivate others while self-made leaders possess the desire to do so. Whether you are born or self-made leader, you must develop the skills to be a truly successful leader. Leaders have the ability to make things happen. They bring out the best in people by inspiring enthusiasm and instilling courage in them.

To be good and effective, you must have the following qualities:

Character

You must possess a strong character to be a successful leader. A leader holds in high esteem the principles of honor, integrity, loyalty & confidence.

Charisma

If you have the charisma to make the right decisions and inspire people to work towards a common goal, you will be a very effective leader.

Commitment

A true leader is dedicated to a cause. If you are honest, loyal and persevering, you will inspire your followers to greater achievements

Hard work

Leaders dream wonderful dreams. And they do not just wait for things to happen. They make things happen.

Communication

A leader must be able to share knowledge and ideas to transmit a sense of urgency and enthusiasm to others. As a leader, you must be prolific speaker. Communication is not limited to speaking alone; a successful leader is a patient listener too.

Competence

If you have the ability and knowledge to plan your actions in such a convincing manner that it will lead to success, many will follow you.

Courage

A common characteristic of all great leaders is their willingness to take risks. This calls for courage – a quality that strengthens their convictions and acts according to their beliefs despite danger or disapproval.

Vision

A leader must possess a very specific vision for the future, a goal with a clear plan or road map of how to achieve it.

Generosity

A good leader is expected to be generous and kind in his attitude towards others. As a leader, you have the prime obligation to lead with a generous heart and to be guided by a noble mind.

Positive attitude

A successful leader inspires confidence even in the face of hurdles. He spreads the message that good must ultimately prevail over evil in the universe.

Problem solving

A leader must give a patient hearing to the problems. You, as a leader, must make a consistent effort to solve these. Your efficiency is measured by the manner you tackle the innumerable problems that crop up.

Creativity

A leader is highly imaginative. When you are creative and take initiatives to plan things in a systematic manner to achieve your goals, you will be acknowledged as a great leader.

Flexibility

This quality in a leader helps him adjust to a new situation without sacrificing his principles.

Responsibility

A good leader is accountable for his behavior. As a leader, you have important duties and obligations to fulfill even at the cost of personal interests. You may be blamed or credited for your actions but you must organize things to show maximum efficiency in your work..

Cooperation

A leader listens to others and communicates his expectations from others. As a leader, you need to command a high level of cooperation and respect. The team must work together. When you build a network of trust within the team, it grows stronger to scale greater heights of success.

Plan of Action:

Develop a vision – A vision that is high, noble & meaningful draws people.

Be an inspiration – People who have accomplished something in the world, have accomplished it because of inspiration from others and by inspiring others,

Be reasonable – Keep cool. By getting emotional and irritated, judgmental and highly critical, you only spoil the fun, letting matters get out of the hand.

Kindle hope – Keep your hopes alive. If the leader is discouraged, imagine the fate of those who are led.

Tackle problems – You can gauge the size of the leaders by the size of the problems they deal with.

Take responsibility – It is said that good leader takes a little more than hi/ her share of blame and a little less than hi/ her share of credit.

Be a follower – It was Aristotle who said,” He who has never learned to obey cannot be a good commander.” Leaders lead people where they themselves have gone.

Genuine care & concern for people – Leaders are meant to serve and so should be ever selfless.

Be non- judgmental – Leaders must distinguish between the problem and the person. This is possible only when they are non- judgmental in their evaluation of a problem in hand.

ADAPTABILITY.

The need for adaptability has never been greater than it is now. The ability for people, teams and organizations to adapt to changes in their environments, stay relevant and avoid obsolescence is the defining characteristic between success and failure, growth and stagnation, business and bankruptcy.

To stay relevant as an organization you need to think and act adaptively (is that a word?); you need the right people in the right places which only comes from how leaders shape their environments. However, individuals who are willing and able to adapt to that leader’s directives when called upon drive the internal processes within that environment.

As an adaptability coach, the trend I see is common: an unwillingness to adopt something new simply because of all the “newness” surrounding it, and this unwillingness typically stems from a number of factors: lack of self-/situational awareness, poor communication, unclear decisions, ego, lack of accountability.

So, what *does* an “adaptable person” look like?

Here are some traits of adaptable people.

1. **Adaptable people experiment:** To adapt you must be open to change, which means you must have the *will*—emotional tolerance, mental fortitude, spiritual guidance—to not only face uncertainty but also smack it in the face and press on.
2. **Adaptable people see opportunity where others see failure:** To adapt is to grow, to change, and to change you must forego what you once believed to be “right,” classify it as “wrong,” and then adopt what you now believe to be the new “right.” If you don’t, you stagnate. This is something that not only individuals but organizations struggle with—habits that *have* defined their success in the past rather than questioning whether or not those same habits will *continue* defining success in the future. Chances are, they won’t. If they did, then Blockbuster, Borders, and every other company that failed to adapt to a “new right” (i.e. new reality) would still be in business.

3. **Adaptable people are resourceful:** You can take away a person's resources, but you can't remove resourcefulness. Rather than getting stuck on one solution to solve a problem, adaptable people have a contingency plan in place for when Plan A doesn't work.
4. **Adaptable people are** always open to opportunity. Adaptable people are always on the lookout for improvement; minor tweaks that will turn ordinary into *extra*-ordinary because they're not married to the one-size-fits-all solution.
5. **Adaptable people don't whine:** If they can't change or influence a decision, they—yup, you guessed it—*adapt* and move on.
6. **Adaptable people talk to themselves:** But not in a weird way. When they feel their blood pressure rising, their teeth coming together and their fists clenching, they flip the “mental switch” through self-talk. Engaging in positive self-talk is the single greatest habit you can learn for yourself.
7. **Adaptable people don't blame:** They're not a victim to external influences because they're proactive. To adapt to something new you must forego the old. Adaptable people don't hold grudges or eschew blame needlessly but instead absorb, understand and move on.
8. **Adaptable people don't claim fame:** They don't care about the limelight because they know it'll soon burn out. Rather than wasting effort on a temporary issue, they shift their focus to the next obstacle to get ahead of the game so that when everybody else finally jumps on board, they've already moved on to the next challenge.
9. **Adaptable people are curious:** Without curiosity, there is no adaptability. Adaptable people learn—and keep learning. Curiosity enables growth; it *pulls* you along, as opposed to willpower, which *pushes* you forward. Willpower only lasts so long as *you* like being pushed. Does anybody like being pushed? Didn't think so.
10. **Adaptable people adapt:** How's that for defining a definition with its own definition?
11. **Adaptable people stay current:** if you want to adapt to change, you must know what to adapt to and why it's important. Communication is at the heart of everything we do, and adaptable people realize the impact their words, tone and body language have on others which is why they plug-and-play according to the personalities involved.
12. **Adaptable people see systems:** No, not systems of stars or galaxies (was I way off on that one?). What I mean is adaptable people see the entire forest rather than just a few trees. They have to, otherwise they would lack the repertoire of context from which they base their decisions on *to* adapt.
13. **Adaptable people open their minds:** If you're not willing to listen to others' points of view then you'll be limited in your thinking, which means you'll also be limited in your adaptability. The more context you have, the more choices that position you toward change.

- 14. Adaptable people know what they stand for:** The choice to change isn't an easy one, however neither is the choice to remain the same. Choosing to adapt to something new and forego the old requires a strong understanding of personal values; knowing what's important to you—and what isn't—that cajoles you along the pathway of adaptability.

Thus, the adjustability is a best character in human beings which can led a person to gain a knowledge and help to find out the best way for living.

MODULE THREE

PERSONAL ETHICS

Introduction

When we talk of values, we usually refer to universally acceptable values such as universal brotherhood, non-violence, compassion, honesty, etc. These values have been explored and established by various sages and saints over thousands of years through their own experiments for the purpose of the betterment and well-being of different individuals. We should respect them but should not accept their authority in a blind way. Transformation of the world is brought about by the transformation of oneself, because the self is the product and part of the total process of human existence. To transform, self knowledge or self-exploration is essential, without knowing what you are, there is no basis for right thought and without self-knowledge or self-exploration, there is no transformation and consequently authentic values.

Self-knowledge or self-exploration cannot be given to us by another, it is not found through any book. To know oneself, one needs an extraordinary alertness of mind, freedom from all beliefs and idealizations, honesty and clarity of thought, clear perception and objective outlook. The fundamental understanding of oneself does not come through accumulation of experiences or study of scriptures, but from one self from moment to moment. Moreover self-exploration is the basis of value education as it enables one to judge oneself or being happy or successful.

Values are one's contribution or participation in the larger order of existence. Therefore, in order to understand what is valuable, it is essential to understand the large order existing around us. That large order consists of other human beings, animals, plants, birds, insects, etc. We also find non-living elements in the whole existence like air, water, soil, stones, metals, etc. We need to understand our relations with these living and non-living systems. Understanding of all these is to be done by oneself. For this, we need to observe our inside. This is self-exploration process.

What is self-exploration?

Self-exploration, self-knowledge, or self-enquiry is the practice designed to rapidly bring about spiritual liberation. It is a close examination and introspection of our consciousness or our being.

It is a process of dialogue between “being” and becoming.

Self-exploration is the process of looking into ourselves to find what are we at present are-our **Being** and what we want to become after certain period-**Becoming**. As long as there is any aspiration to become something different than what we are, life remains a struggle. Because of difference in being and becoming, there is struggle within man. The greatest battle of life is fought with oneself. This conflict between being and becoming is the continuous cause of our unhappiness. What we are today is the result of our preconditioning and what we really want to be comes from the crust of our own mind.

The contradiction and conflict that we witness outside are reflection of the contradictions and conflict within ourselves. Each one of us lives with this uneasiness and discomfort and finds that something is missing. Each one of us has to struggles at economic, emotional and existential level. By relinquishing the need to be different than what we are, we step out of the cycle of becoming and enter into the peaceful abode of being yourself involves no struggle; it is the easiest and most natural thing in life and requires no time. It is always available to us here and now, effortlessly.

Purpose of self-exploration

The purpose of self-exploration includes the following:

- To know who I am.
- To know one’s aspirations and thoughts.
- To be in harmony with oneself by regaining inner spiritual strength.
- To understand one’s thoughts, emotions and motives.
- To understand one’s relations with other things and persons in the society.
- To be in harmony with other members of the society.
- To be in harmony with other beings of existence.
- To attain authentic happiness and fulfilment in life.

Self-knowledge as source of authentic happiness and fulfilment

Self-knowledge has been upheld in highest esteem in all religions and wisdom traditions and is regarded the ultimate end and purpose of human existence. Happiness and fulfilment are sought for the sake of the self; therefore its journey should start from the self. But usually it happens that we search happiness at the wrong place-in other persons, situations and objects. As these give us pleasure for a certain time, we develop attachment through them. But these things are not permanent, these are transitory and only momentary. Persons may change, situations may change and objects may not be the same they were. As a result, we feel sad when we find them lacking. No lasting happiness can be found in things that are uncertain and transient.

Respect for elders

People today are increasingly worried about the rude attitude and foul language used by young people of all ages. From the five year old, who defiantly puts her hands on her hips,

lifts one eyebrow and declares to her mother: “you’re stupid, and I don’t have to do what you say” to abusive language coming out of the mouth of a teenager. Lack of respect for one’s elders appears to be increasingly alarming. How then do we engage (or even demand) the respect of our youngsters? In addition, how do we encourage them to show respect to others as well? Elders need respect because we are enjoying the fruits of their labour. They are wise compared to us and we have to learn from their experience and wisdom. We should not forget their many sacrifices on the basis of which we are enjoying our present. They love and care for us, therefore they deserve our respect. We have to cultivate the sense of respect among young generation especially the respect for elders. Respect does not mean allowing your children to get away with misbehaviour. Respecting them is not about becoming permissive or even about understanding their feeling to the degree that you let them get away with murder.

Children learn to respect their parents not only when they are treated respectfully by them, but also when parents are clear about the limits they set with children and enforce those limits in a firm and loving way. Children feel respect for the parents who know and care about the job of parenting. However, if parents expect to win the respect of their children solely through the setting of limits, they stand to be disappointed. Time after time, it is the children who have been given the combination of respect and limits who are the most respectful towards others in society. Therefore, for inculcating respect among children, you should treat your child as you yourself would want to be treated. Encourage them to behave more respectfully. If you wouldn’t appreciate being spoken to in a particular tone of voice, then focus on not using similar tone with your child either. It’s the day-to-day encouragement that our children receive for their positive traits or behaviours that make them want to behave well and act more respectfully towards us.

To inculcate respect among youngsters, we should first command respect and then demand respect. For this, elders have to show grace. Younger generations have to learn to be tolerant and patient. They should try to control their negative reactions. We should lead youngsters with our personal examples, by showing respect to our elders and affections to the younger ones.

Universal values –desirable human qualities

The various universal values naturally emerging from the right understanding of the values include the following:

Gratitude

Gratitude is our tribute of appreciation to the entire existence. This authentic feeling springs from a deep realization that our whole life depends on the kindness of others. These “others” could be our parents, our teachers, and our friends including a host of anonymous workers that make our daily life possible. From dawn to dusk, everything we do or experience is the result of the efforts of countless people.

Gratitude is a close companion of both integrity and humility. Gratitude without integrity is mere insincere flattery. It also requires humility to recognize the contribution of others. Gratitude originates from the heart and then opens our eyes to experience the richness and beauty of the nature. In our interpersonal relationships, we should learn to express sincere gratitude towards others, as feeling gratitude without expressing it is like wrapping a present but not giving it to the other person. Our whole life depends upon the kindness and contribution of others. These could be our parents, teachers, friends and family members and other people who make our daily living possible. Almost everything we notice depends upon the anonymous efforts of different people and objects of existence. All the privileged things of life we enjoy are the result of countless efforts of different object or persons in the environment. In fact, the whole existence is something participated or collaborated.

Respect

Respect is the most important universal human value. Everyone wants respect in daily relationship. Moreover expressing respect to other persons leads one to learn more. When we treat other people with respect, we help them gain confidence and reveal the inner potential that otherwise might go untapped. In our daily relations, we have to interact with people from different backgrounds. It is easy and even ego-boosting to respect people similar to us. But it is valuing people different from us that unveils the noble form of respect.

Attention

Attention is the manifestation of our inside love for other beings. Attending to others is not less than making contribution to their lives. All people desire individual attention. The greatest present one can give to the other is the presence of the time. With this, one can attend to the other with full attention. To cultivate attention, one needs to be present in the moment. A careful observation of how our mind works reveals that our mind does not live in the present, either it hops from future to past, and from past to future, in an endless way. With this, one is either living in the memory of the past or the fantasies of the future that do not help one. What is needed is living in the present as happiness is nowhere, but now and here. Similarly if one is living in the present, one can attend to others properly and make authentic connections.

Contribution

Life of a human being should not be judged by the success he has attained, but by the contribution, he has made to the existence as a whole. One's contribution in life lies in fighting for the cause bigger than oneself. This includes the combination of personal motives with the motive of the welfare and well-being of the larger section of the society. This contribution should be with pure motivation. Before every action, we should check our motives for that action. Pure motivation signifies that whatever we do, our intention behind every action is motivated by our desire to help, to benefit others without expecting anything in return or having personal gains.

We may feel that we have nothing in life to contribute. But the lessons of the history are full of examples of the great power that can come from the self of the individual when they combine their passion with the mission to serve others.

“We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.” -

Mother Teresa

Transparency

When we talk of transparency, it means openness and trust. For transparency, one should be authentic and credible. Authenticity means to interact with people without a hiding mask, without a disguising role, and without defensive and legalistic communication. Remember, there is a difference between people who speak about authenticity and those who speak from authenticity. Being authentic means speaking from the depth, where words are almost superfluous and where the truest speaking is the presentation of you-you are the message. Authenticity can provide authentic courage to be transparent and to walk the talks without fear and favour and ready to take up an unpopular stand when the situation demands.

Trust

Trust in the general sense of well-being in relation to one's self and toward others, is an essential attribute of human character as well as of interpersonal interaction. There is a common agreement that trust is an essential factor in successful social environment and interactions. Persons need to feel secure in their expectation for good outcomes as they live about their daily lives. The greater the degree of trust in social transactions, it is believed, the more optimal are the satisfactions for participants. Relations between members of households and kin networks, for instance, are typically characterized as high in trust, and it is notable how solutions to the most difficult problems of human dependency, such as infancy, old age, and disability, are undertaken at great sacrifice within their confines. Trustworthy expectations also flow through social networks.

Forgiveness

Forgiveness means willingness to abandon one's right to resentment, negative judgment and indifferent behaviour towards one who has done injury, while fostering qualities of compassion, generosity, and even love towards the person who has done harm. Forgiving people who have wronged you is an important value in family. Holding a grudge is not conducive to a close family with mutual respect. Everyone makes mistakes, we all occasionally say things we wish we hadn't and none of us is perfect, get issues out in the open, gain some understanding and move on. Life is too short to carry the additional load of malice. One should also be generous enough to give time, love and attention or even some of the possessions, with this, one is likely to command respect in the family.

Forgiveness does not mean:

- o Forgetting past wrong to move on.
- o Excusing bad or damaging behaviour.
- o Reducing the severity of offense.
- o Offering legal pardon.
- o Pretending to forgive with the purpose of wielding more power.
- o Dropping one's defenses or being more vulnerable to attacks of negativity without being sure about the change in the behaviour or attitude of other person.

Care and concern

Human being is result of the co-existence of the self(I) consciousness and human body. Similarly others are also result of the co-existence of the self(I) and their body. With this, we need to develop care and concern for other beings. We need to nurture and protect our body and maintain certain level of respect. We need to have care and concern for other persons. Our body is the product of kindness of so many things in the existence and we have to repay it in terms of kindness by developing the sense of care and concern for other persons in the family. With mutual care and concern, family is likely to flourish.

Compassion And Empathy

Compassion and empathy are essential human qualities that allow one to feel, understand, and respond to the sufferings of others. They enable individuals to enter into and maintain relationships of caring. Compassion has been held in high esteem in various religions. Ahimsa in Hinduism is known as the Godly quality within a person. It is an openhearted active response of respect, service, and care for those in need. It was a prime aspect of Gandhi's teaching on nonviolence. Buddha manifested absolute compassion for all creation. Buddhist compassion, or karuna, is seen as the appropriate human response to understanding the interdependence and mutual welfare of all beings. In the Judeo-Christian tradition, compassion is a manifestation of God's love and mercy. It is the way God interacts with creation and is, therefore, the way people should interact with one another. In all of these spiritual traditions, directly addressing the suffering of others through compassionate care is a religious obligation. The word Empathy is derived from the Greek root, meaning, "In feeling" or "feeling into." Experiencing empathy means experiencing someone's emotions. It is the ability to comprehend another's feelings and to re-experience them oneself without losing professional deference or identification of oneself with another. It is not separate emotion but a kind of induction process by which both negative and positive emotions are shared. It is more than intellectual exercise as it involves personal investment and imagination.

Charity and Generosity

The meaning of charity is not reduced to the act of donating some money to less privileged people. It includes the giving of our mind, heart and talent with a purpose to enrich the lives of

all people-regardless whether they are poor or rich, deserving or not. The act of charity starts from the feeling of gratitude towards the universe and fellow human beings.

Charity and generosity can happen in many ways like sharing one's material possession, sharing time for a noble cause, sharing our expertise with those in need or serving a charitable organization. Charity and generosity contribute towards one's happiness, as findings of positive psychology researches suggest. This brings more happiness than selfish indulgence. Giving just few minutes to someone else may help him to become happier and healthier. Speaking on the existential significance of charity and generosity, **Churchill** profoundly remarked, "We make a living by what we get, but we make life by what we give."

Integrity

Integrity includes consistency and unwavering adherence to certain cause. People with integrity are those whose words correspond to their deeds. They can walk their talks and honour their commitments and are ready to sacrifice for that. Their behaviour is a mirror of their values-highly transparent. Integrity means you do what you feel right from your consciousness, not from just fashionable, political or mob mentality.

Honesty

Honesty is one of the universal value that is naturally appealing. Our inner growth depends upon our being non compromisingly honest with ourselves. The person who is self-aware and can take the things as they are, can evolve and elevate himself or herself. The moment we understand our aspirations and our changing emotions, we can guide ourselves in a better way. Honesty builds trust among members of the society and consequently members of the society feel fearless in building relations. No one wants to be cheated. Honesty leads one to happiness whereas deceit breeds tension.

Honesty is essential to become a credible and trustworthy person. If you want to win the trust and confidence of other persons, whether in battle or boardroom or family, you have to assure them that you are worthy of their trust. Failure of honesty damages the trust between people and destroys the relations, breaks down the cohesion among teammates and family members. On the other hand, honesty earns the respect of others and fosters trust and ethical communication among different persons. Honest persons are perceived as more dependable, loyal and committed.

Humility

Humility is a virtue as it leads to greater level of growth and enable one to make relationships. Humble people achieve success by recognizing that they did not get to the top by themselves, but the deeper they are, the lesser noises they make. Our authentic humility lies in understanding the contributions of other persons and things in our life. As humility enables to make connections with other people, it leads to happiness. Humility disappears as soon as we think ourselves superior or feel our needs greater than those of others feel.

Responsibility

One of the universal values that is most applicable to life is responsibility-ability to respond. These are our instincts that reach out not our intellect. Intellect responds to the situation in a responsible way. The word responsibility means ability to respond. We are responsible for our actions; we have responsibility for our family, society and the existence. The more we accept responsibility for who we are and who we can become, the greater will be our progress and contribution to the society. “The fault is not in our stars, but in ourselves.” (Shakespeare)

Courage

Courage is the companion of every other value as is boldness that is found even within our smallest moments. One requires courage to stand upright and pursue value in one’s life. However, the greatest opponent of courage is fear-the fear of unknown things, fear of failure, fear of others, etc. People of moral values acknowledge fears, but work to conquer them.

Simplicity

To get the most out of our life, we need to get something out of our life. Simplicity is feeling contented with one has, feeling satisfied and gratitude to the existence for what it has bestowed us. If one’s life is not filled with contentment and only makes comparisons with others one is likely to feel unhappy and disturbed in one’s life.

Seven sins according to Mahatma Gandhi

Mahatma Gandhi discovered nonviolence in his search for truth. To him, without ahimsa it is not possible to seek and find truth as they are so intertwined that it is practically impossible to disentangle and separate them. To him, it is not a weapon of the weak, but is the supreme virtue of the brave. The essence of his philosophy of non-violence is captured in the following words:

“Keep your thoughts positive because your thoughts become your words, keep your words positive because your words become your behaviour, keep your behaviour positive because your behaviour becomes your habit, keep your habit positive because your habits become your values, and keep your values positive because your values becomes your destiny.”

To Mahatma Gandhi, the seven major sins are:

- o Wealth without work
- o Pleasure without conscience
- o Knowledge without character
- o Commerce without morality
- o Science without humanity
- o Worship without sacrifice
- o Politics without principles

Mahatma Gandhi’s grandson Arun Gandhi adds another sin to that

- o Right without responsibility

Sins and its manifestation

Sins of Mahatma Gandhi	Examples of common manifestations
Wealth without work	CheatingExploiting other's weaknessesNot performing one's duty and getting money for that doing economic injustice to othersNot attending to customer or other beingsIll-treatment to workers and other stakeholders
Pleasure without conscience	Loud noise, dancing at high pitchesSpending money recklesslyEating too muchAdulteryLack of simplicityNo control over passions and seeking its expressions
Knowledge without character	Arbitrary interpretationsWithholding informationLack of transparency
Commerce without morality	ExploitationAdulterationScams, scandals etcNot attending to customers and giving poor service
Science without humanity	Not applying science for humanity at largeApplying science for destructive purposesExperimenting on animals and birds.Explosions resulting in loss of species.
Worship without sacrifice	Not sacrificing or being prepared to take up hardshipsWindow-shop spirituality
Politics without principles	Intensions to grab power for personal motivesSpreading hatred against particular communityMisleading masses on basis of religion, caste and creed
Right without responsibility	Senseless pursuit of feminism or any movement at the cost of harmony in the family or communities.Useless assertions of rights at the cost of general peace and harmony.

Implications of value-based living

The implications of value-based living are as follows:

At the level of individual. With cultivation of these values, the individual shall feel harmony within himself. He will overcome his contradictions and conflicts that are residing in himself. With this he will feel relieved from tension, frustration, depression and feeling of separateness and isolation etc.

At the level of family. With cultivation of value-based living, there will be peace and harmony in the family. The family will also become prosperous. If there is disharmony in the family, the attention of individual members shifts towards the conflict or thinking over conflict or to make the other person feel better after conflict. On the other hand, if there is harmony

because of values - based living, then family can be prosperous as different members of the family can focus their attention on their individual roles and responsibilities.

At the level of society. With cultivation of value-based living, there will be fearlessness and mutual respect among members of the society. With this there will be lesser problems like war, crimes, terrorism and conflicts. There will be lesser cheatings and frauds and people shall feel fearless and open to deal with other people.

At the level of nature and existence. With cultivation of value-based living, man shall feel harmony with the nature and existence as a whole. With this, there will be development of holistic technologies and recyclable facilities. The problem of deforestation, pollution, resource depletion, etc. shall be overcome.

Importance of good habits

One needs to cultivate health and harmony of the body that should start from childhood and develop during teenage stage. It is well known that a healthy mind and spirit always reside in a healthy body. On the other hand, it is also true that healthy body also resides in healthy mind and spirit. To ensure health and happiness of the body, one needs to understand and apply good habits.

It involves the feeling of responsibility towards the body, cultivating right restraints and understanding to take care of the body as a self-organized system. Because of lack of understanding and restraints, body becomes unhealthy. These restraints include managing sensations and not letting the mind to slip into unnecessary sensory pleasure, avoiding the consumption of unhygienic and unhealthy food that may taste delicious, restraint of time and money to be wasted in useless activities.

The broad program of keeping body healthy includes the following:

- o Nurturing the body
- o Protection of the body
- o Physical exercises
- o Right utilization of the body.

Need for life skills during teenage

Teenagers should develop life - skills. But these skills must be integrated with profound values. Skills are the external methods and techniques, which are applied to perform a given task. These skills usually change over time, but values are relatively permanent in nature as they guide the way to perform different tasks in an efficient way. Along with mastering discipline of their learning like engineering, medicine, arts and commerce; they should learn these skills:

Communication skills

Communication skills make and mar difference in success and failure. Many people despite their inspiring vision and devoted effort fail to achieve their potentials in life simply because of the inability to communicate effectively. In the present era of competition in job

markets, students are supposed to master the art of communicating effectively. Their communication skill – manifested in eloquence of speech and presentation skills, empathic listening skills, effective writing or expressiveness of body language play dominant role in their career success. It is through communication skills that individual can sell their ideas and opinions in a better way, create conducive environment of trust and openness and influence other persons in an effective way. Many people despite their technical skills and knowledge fail to become effective individuals because they lack proper communication skills.

Development of positive attitude

There is a relationship between positive attitude and success. Therefore it is essential to develop a positive attitude. For this, it is imperative to channelize the inner powers in a productive way. This inner power helps to contribute to one's success, happiness and influence in life. Only negative thinking is the barrier in its working.

Here are some practical hints to develop positive thinking:

- o Choose to be happy
- o Do cathartic exercises and meditations
- o Look at the bright side of the picture
- o Accept the responsibility for developing a positive attitude
- o Read inspiring stories and quotes
- o Master your thoughts
- o Overcome reactive mindset
- o Develop an unconquerable will
- o Avoid entertaining vague fears.
- o Seek harmony than attachment and aversion
- o Visualize what you want to become
- o Be yourself

Relationship building skills

People can make their career and business a success because of interpersonal relations and networking. Interpersonal relations help to share ideas, resources, and concern and to explore various investment opportunities. The basis of sustainable, long lasting relations based on mutual trust and cooperation are empathy and ethics. Empathy means understanding the things from others point of view and ethics are responsible use of freedom or treating people in the way you want to be treated.

The basis of interpersonal relations is:

- o Understanding and flow
- o Transparency

- o Trust
- o Respect
- o Reciprocity
- o Responsibility and ethics

To build up relations, one should network with others, share concern and show respect to them. One should try to avoid making mistakes that destroy relations like selfish attitude, run away with anything mentality, unethical behaviour, etc.

Emotional intelligence

Emotional intelligence is the ability to recognize, regulate and effectively communicate our own emotions and to recognize the emotion of other people. It is the ability, capacity or skill to perceive, access and manage the emotion of one's self or of others, and the large group.

Goleman popularized this concept in management and proposed four component of emotional intelligence:

- o Self awareness
- o Self management
- o Social awareness
- o Relationship management

The first component, self awareness, means recognizing and understanding one's emotion in the moment as well as one's tendencies across time and situation. This includes emotional self-awareness, accurate self assessment and self-confidence. The second component, self-management means using awareness of emotion to manage response of different situations. This component includes six competencies: emotional self-control, transparency, adaptability, achievement, initiative and optimism. The third component social awareness means understanding the perspective of other people including their motivations their emotions and meanings of what they say. This includes empathy, organizational awareness and service. The fourth component relationship management, means using awareness of one's own emotion and that of others to manage relationship to a successful outcome. This includes competencies such as inspirational leadership, influence; developing others, change catalyst, conflict management, building bonds and teamwork and collaboration

Emotional Intelligence helps a person to become an effective communicator in following ways:

- o Enables to understand oneself in better and effective way.
- o Enables oneself to overcome negative emotions.
- o Helps to listen others empathically.
- o Empowers to build healthy new relationships.
- o Helps to strengthen existing relationships

- o Enhances the abilities to communicate effectively.

Emotional Intelligence also helps a person to become an effective leader. Great leadership works through the emotions as their distinct ability lies in collaborating the efforts of their group members with whom they have to communicate. The difference between effective and ineffective leaders lay in the mood and tone with which they deliver the message: some drove the group members towards antagonism and hostility and others can lead towards optimism and win their trust and commitment just by managing their and others emotions.

Time Management

Everyone has to manage the resource at his or her disposal. Among those resources, one's time is the most valuable assets. Understanding how to manage time can contribute a lot to one's success as well as satisfaction in personal and professional life. Time management skills enable one to discover and apply the most efficient method of completing the tasks in optimum time and with quality of output, besides ensuring quality time for various tasks and family. To manage time effectively, one has to identify the causes of wastage of time in objective and honest way and to overcome them with strong will and profound skills. The possible causes of time wastage may be lack of discipline, preciseness, seriousness, consideration for oneself as well as for others, and desire to excel. At the same time, one has to focus on one's core tasks, cultivate detached and dispassionate attitude towards time wasting tendencies and exercise self-discipline besides mastering certain techniques of time management.

Time management is a set of principles, practices and skills applied to get more value out of time with the aim to improve the quality of life. It may also be defined as the discovery and application of the most efficient method(s) of completing assignments of any length in the optimum time and with the highest quality.

Effective time management requires analyzing how time is spent, what are the time wasters, what are the habits that contribute to wasting of time, etc. Many persons may feel that they are working hard and making optimum utilization of their time. But that may not be so. They have to analyze where the time is spent. For this, they can take the help of time logs.

One has to identify the wasters whether internal or external factors and work on the following principles of time management:

- o Development of suitable personal qualities
- o Development of short-and long- range goals
- o Effective use of computers and other gadgets of modern communication.
- o Delegate
- o Prioritize tasks
- o Set goals
- o Meet deadlines early
- o Stay organized

- o Find your productive time
- o Minimize stress
- o Reduce the intrusion of technology

Stress Management

Another concept related with personal effectiveness is stress management. Stress has been defined in a number of ways by a number of different individuals, but everyone agrees that Stress experienced by all workers in the business world no matter what their position. Stress is the body's reaction to any demand placed on it and health experts agree that some stress is essential for human survival. As demands are placed on a person there will be some kind of automatic reaction. Such reaction can be positive or negative. Negative stress can lead to feelings of distrust, rejection, anger, and depression, which may lead to a number of medical problems, including stroke, heart disease, high blood pressure, cancer, and ulcers. The usual causes of stress may be physical problems or psychological causes.

Just as there are a number of causes for and symptoms of stress, there Are a number of ways to manage stress. Individuals vary in their ability to manage stress, and the same techniques do not work for every person. Individuals need to become aware of the stressors they experience and how they react to these stressors. They can use meditation and music to control stress.

FORGIVENESS

The best path to wholeness

Forgiveness assumes that we are hurt and we have hurt other. The hurt feeling, unless dealt with promptly, drain us of our vitality. The history of human reveals that lack of forgiveness has done more harm to people than any grave illness, because it afflicts us physically, mentally, psychologically and spiritually. Growth in maturity requires that we be willing to forgive.

Reflections on forgiveness

Forgiveness is decision- forgiveness is not a feeling. You will not feel like forgiving a person because the hurt is deep. Yet, the moment you decide to forgive, you take the first step to reconciliation.

Forgiveness is love – where there is love there is forgiveness.

Forgiveness is a gift – a gift is offered freely, with no conditions attached. Thus, forgiveness is showing compassion even when the hurt has been deliberate.

To forgive is not to judge – forgiveness means accepting the other fully just the way they are

Forgiveness accepts responsibility – forgiveness is different from taking the entire blame upon oneself just for the sake of peace. It is, rather, acknowledging one's due responsibility.

Forgiveness is not forgetting – you may not be able to forget certain wounds in your lives. As a human being, you would have to live with the memory of those wounds. Yet, if you have forgiven, and done it unconditionally, your memory of the hurt will be devoid of bitterness and anger. (wound turn into scar)

The benefits of forgiveness – forgiveness heal the forgiver! It offers you additional vitality and strength; gifts you with peace of mind and freedom; enables you to grow spiritually; helps establish good, healthy and lasting relationships.

Plan of action

Awareness – Become aware of the power of forgiveness as well as harm of un-forgiveness.

Assess, examine, analyze – Look closely into the reasons for long-term grudges. It could be something silly and negligible. Sometimes, even if you may not have been the cause of a grudge, you may be responsible for prolonging it.

Shed the weight – The hurt within you must find a proper outlet. This outlet you will find in unburdening yourself to a trusted friend or counsellor.

Wish well of the offender – once you've forgiven the offender, stop gossiping and start speaking kind words about him/her.

Do not put up condition – conditional forgiveness is no forgiveness as such. Offer it as a gift to the other, especially when the offender has no justification to offer you

Best example for Forgiveness: Graham Staines and Gladys Staines.

Graham Staines was an Australian Christian missionary who, along with his two sons Philip (aged 10), and Timothy (aged 6) was burnt to death by a gang of Hindu fundamentalists while sleeping in his station wagon at Manoharpur village in Odisha. On 23rd January 1999. In 2003 Dara Sing was convicted of leading the gang that murders Graham and his sons was sentenced to life in prison.

He had been working in Odisha among the tribal poor and lepers since 1965. Some Hindu groups wrongly spread the news that he was converting them to Christianity. Staines widow Gladys denied this allegations. She continued to live in India caring for leprosy patients until she returned to Australia in 2004. She was awarded the 4th highest civilian award Padma Shree, in recognition for her service towards leprosy patients in Odisha, India. On the death of her husband and two sons, Gladys stated

'The Lord God is always with me to guide me and help me to try to accomplish the work of Graham, but I sometimes wonder why Graham was killed and what made his assassins to behave in such a brutal manner on the night of 22nd / 23rd January 1999. It is far from my mind to punish the person who were responsible for death of my husband and children. I forgive them in the name of Christ.

The best example for forgiveness.

It has been well said that err is human; to forgive is divine. Petty minds take revenge; great souls forgive. To forgive is to be kind and loving, generous and understanding, helpful and humane. Forgiveness promotes peace and concord while revenge and retaliation disturb and destroy peace and harmony. The best way to conquer the enemy is to forgive him and make him a friend.

Another example for Forgiveness is Sr. Rani Maria, who was a social worker who was stabbed to death in Indore, just because she gave awareness to the poor who worked under the landlords of their rights. The price she had to pay was her own death on 25th February 1995 at the age of 41, when she was going home to Kerala to visit her dear ones, while travelling in a bus. She died of 54 stab wounds. Her whole family forgives the assassin, Samandar Sing and took him to her home as their brother by her parents and siblings. Example for the height of forgiveness. Rani Maria was beatified on 2017 as blessed.

“To err is human; to forgive is divine.”

We forget that forgiveness is greater than revenge. People make mistakes. We are allowed to make mistakes. But the actions we take while in a rage will haunt us forever. Pause and ponder; think before you act. Be patient. Forgive and forget. Love one and all. If you judge people, you have no time to love them.

-Mother Teresa of Kolkata.

LISTENING SKILLS

Listening is an art!

(Begin the class with an exercise- convey a message in the ears of one of the students and ask her to pass on the same message in the ears of the one sitting beside her. Once the message is conveyed to the whole class ask the last person to say it aloud. Sure the message will be entirely a different one. Use this exercise as an example for the need of learning the skills of Listening.)

In today's high- tech, high speed, high stress world, communication is more important than ever, yet we seem to devote less and less time to really listening to one another. Genuine listening has become a rare gift- the gift of time. It helps build relationships, solve problems, ensure understanding, resolve conflicts and improve accuracy. At work effective listening means fewer errors and less wasted time. At home, it helps to develop resourceful, self- reliant kids who can solve their own problems. Listening builds friendships and careers. It saves money and marriages.

Many human relationships like marriages and partnerships end after years of togetherness because they feel that they have outgrown each other. They just seem to take each other for granted and never listen. They blame each other for little things and start nagging. That leads to

unending arguments and the relationship becomes frustrating and troublesome. Occasions that could have been made rich and lively by going down to memory lane and recalling the many happy years spent together, are now spent in petty squabbles. If such people would only listen to each other, if even one of them were willing to make a little effort, it would enrich the relationship and life would become happier.

Most people find their conversation drifting ; get restless and want to leave; often find themselves disagreeing with the other; interrupt the speaker to express their thoughts and feeling; bubbling with their own thoughts to express. If you find yourself in any one or more of the above categories, its time you take steps to improve your listening skills. Now do we not get justifiably irritated when someone interrupts us to add his remarks? Does not want to listen but only to talk? Seems to ignore our views and comments in a discussion? Monopolizes the conversation? Does not empathize with our problems and pains? Yes we do. Well such behaviour is the result of poor listening skills. Good listening skills are very essential for nurturing relationships. Many people are boring by nature! They simply do not know how to participate in an interesting conversation. They just love to talk and talk and talk. Some of them do not know how to listen, how to share happy thoughts and laugh together.

The secret of good listening is giving pleasure to others in a conversation. To be a good listener you need to be neither entertain nor impress others with your abilities and achievements nor remain totally silent. No, a good listener is one who listens with a lot of concentration, attention, and interest and encourage the other person to talk and feel important. Most people enjoy the company of those who are good listeners.

Imagine how you would feel when, on meeting someone, the person would start talking right after the introduction is over and continue to talk and talk and talk – about nothing but himself. Would you be impressed? No. Instead you would have felt bored and consequently started yawning and want to just get away from the one – man – conversationalist.

On the other hand, how would you feel when you meet someone who wants to know about you, your family, your studies, your last holidays? You become interested and take part in the conversation. If the other person is especially courteous and listens with rapt attention and without interruption, you really feel impressed and enjoy his company.

God has given us two ears and one mouth!” Therefore, you must use your ears twice as much as your mouth. When your tongue is in high gear. The brain is in low gear. When the mind is receptive, speech becomes infrequent.

LISTENING IS NOT JUST HEARING:-

There is an Arabic proverb which says: ***“If I listen, I have the advantage; If I speak others have it.”***

A Spanish Proverb says; ***“A fish dies by an open mouth”***.

Therefore, if you want to learn one of the important strategies for becoming acceptable and an interesting conversationalist, listen instead of talking.

When asked, Einstein offered the following formula for success:

SUCCESS = WORK + PLAY + KEEPING YOUR MOUTH SHUT.

Therefore, if you want to be a successful person, use this very important strategy for effective Human Relations – make the other person feel important in a conversation. Become a good conversationalist by becoming an attentive listener.

Just as reading requires that you do more than just look at the print, listening requires that you do more than just let sound waves strike your ears. The mind must not be allowed to wander away from the subject of discussion.

To be an effective Listener here are 10 tips. Follow them:-

Step 1: Face the speaker and maintain eye contact:- Lean forward physically and show interest by eye contact. Give full attention and concentrate on the speaker.

Step 2: Be attentive but relaxed:- The most important thing is to be attentive. The dictionary says to attend other person means to – be present, give attention, direct yourself, pay attention, remain ready to serve. Don't be distracted by your own thoughts, feelings or biases.

Step 3: Keep an open mind:- Listen without judging the other person or mentally criticizing the things she tells you. If you engage in judging, you failed to be an effective listener. Listen without jumping to conclusion.

Step 4: Listen to the words and try to picture what the speaker is saying:- When it is your turn to listen, don't spent the time planning what to say, when you have to speak.

Step 5:-Do not interrupt and do not impose your solutions:- If you interrupt and impose your solutions, you convey the following messages: It says

- I am more important than you
- What I have to say is more interesting, accurate or relevant.
- I don't really care what you think.
- I don't have time for your opinion.

Step 6:- Wait for the speaker to pause to ask clarifying questions:- When you don't understand something of course you should ask the speaker to explain it to you.

Step 7:- Ask questions only to ensure understanding:-

While listening if you want to ask questions, ask only to ensure understanding of what the speaker was trying to explain. Otherwise, it will deviate the matter from what the speaker was intending to convey.

Step 8:- Try to feel what the speaker is feeling:- Empathy is the heart and soul of good listening. When the speaker is sad feel sad, joyful, when she expresses joy, fearful when she describes her fears. If you are able to do so, your effectiveness as a listener is assured.

Step 9:- Give the speaker regular feedback:- Show that you understand what the speaker is trying to tell you.....by nodding the head and show how you are understanding, through appropriate facial expressions and an occasional well-timed “ humm” or “uhhuh”. The idea behind is that to give the speaker some proof that you are listening and understanding.

Step 10:- Pay attention to what isn't said – to nonverbal cues:- Non verbal expressions are very important. We need to pay attention to that also. Except in email or written matters, we can read nonverbal expressions. In telephone conversation we learn from the tone and cadence of her voice. In face to face you can detect enthusiasm, boredom or irritation very quickly in the expression around the eyes, the set of the mouth, and the slop of the shoulders. These are clues you can't ignore. When listening remember that words convey only a fraction of the message.

Conclusion:-

Many successful individuals have risen in life by becoming good listeners. You and I can also learn these skills. Give your friends, colleagues and associates a chance to call you a great listener. As the poet W.H. Longfellow says, “*Sometimes a single listening session across the table with a wise man is better than reading 10 books.*”

(Courtesy: “Inspiration for life” by Devasia Puthiyaparambil)

HOW TO ACHIEVE SUCCESS.

Step 1: Dream it.

Everything begins in the heart and mind. Every great achievement began in the mind of one person. They dared to dream, to believe that it was possible. Take some time to allow yourself to ask “What if?” Think big. Don’t let negative thinking discourage you. You want to be a “dreamer.” Dream of the possibilities for yourself, your family and for others. If you had a dream that you let grow cold, re-ignite the dream! Fan the flames. Life is too short to let it go.

Step 2: Believe it.

Yes, your dream needs to be big. It needs to be something that is seemingly beyond your capabilities. However, it also must be believable. You must be able to say that if certain things take place, if others help, if you work hard enough, though it is a big dream, it can still be done. Good example: A person with no college education can dream that he will build a \$50 million-a-year company. That is big, but believable. Bad example: That a 90-year-old woman with arthritis will someday run a marathon in under three hours. It is big all right, but also impossible. She should instead focus on building a \$50 million-a-year business! And she better gets a move on!

Step 3: See it.

The great achievers have a habit. They “see” things. We need to visualize the finished product before it gets started. That would give a clear picture of what we are going to do it or achieve it. They picture themselves walking around their CEO office in their new \$25 million corporate headquarters, even while they are sitting on a folding chair in their garage “headquarters.” Great free-throw shooters in the NBA picture the ball going through the basket. PGA golfers picture the ball going straight down the fairway. Excellent speakers picture themselves speaking with energy and emotion. All of this grooms the mind to control the body to carry out the dream.

Step 4: Tell it.

One reason many dreams never go anywhere is because the dreamer keeps it all to himself. It is a quiet dream that only lives inside of his mind. The one who wants to dream must tell that dream to many people. One reason: As we continually say it, we begin to believe it more and more. If we are talking about it then it must be possible. Another reason: It holds us accountable. When we have told others, it spurs us on to actually doing it so we don’t look foolish.

Step 5: Plan it.

Every dream must take the form of a plan. The old saying that you “get what you plan for” is so true. Your dream won’t just happen. You need to sit down, on a regular basis, and plan out your strategy for achieving the dream. Think through all of the details. Break the whole plan down into small, workable parts. Then set a time frame for accomplishing each task on your “dream plan.”

Step 6: Work it.

Boy, wouldn't life be grand if we could quit before this one! Unfortunately, the successful are usually the hardest workers. While the rest of the world is sitting on their sofas watching reruns of *Gilligan's Island*, achievers are working on their goal—achieving their dream. I have an equation that I work with: Your short-term tasks, multiplied by time, equal your long-term accomplishments. If you work on it each day, eventually you will achieve your dream. *War and Peace* was written, in longhand, page by page.

Step 7: Enjoy it.

When you have reached your goal and you are living your dream, be sure to enjoy it. In fact, enjoy the trip, too. Give yourself some rewards along the way. Give yourself a huge reward when you get there. Help others enjoy it. Be gracious and generous. Use your dream to better others. Then go back to No. 1. And dream a little bigger this time!

Five common reasons people have trouble identifying their dreams include:

- (1) Some people have been discouraged from dreaming by others,
- (2) Some people are hindered by past disappointments and hurts,
- (3) Some people get in the habit of settling for average,
- (4) Some people lack the confidence needed to pursue their dreams, and
- (5) Some people lack the imagination to dream.

SELF AWARENESS

The remedy for meaninglessness.

Introduction

Self-awareness is having a clear perception of one's personality; including strength, weaknesses, thoughts, beliefs, motivation, emotions, likes and dislikes.

Transformation of the world is brought about only by transformation of oneself. To transform one self, self-awareness is essential. Another cannot give self-awareness or self-knowledge. To know oneself, one needs an extra ordinary alertness of mind, freedom from all beliefs and idealization, honesty and clarity of thoughts, clear perceptions and objective outlook.

“An unaware life is not worth living.” Said Socrates several centuries ago. Only when you are aware of self can you know other things because how you perceive things outside of you, depends on how things are inside you. Self-examination leads to self-improvement. Only then can make a difference in life, who are aware of themselves, because ***“the day dawns only for those who are awake.”***

Reflections on Self-awareness:

People do things in self-interest: -People do good things to please others, so that they are pleased. You do things, so that you may not feel bad for not having done them.

You harm yourself more than others harm you: - You do more harm to yourself by denying yourself the joys of life, like love, peace, acceptance, rest etc. You harm yourself by nursing revenge, grudge, hatred, jealousy an unforgiving attitude, and so on.

You do not let others see who you really are: -You put on different masks. You pretend to be somebody other than who you really are. You grow only by letting yourself be seen than by pretending to be somebody else.

You do not love or trust anyone: -You love only the ideal about a person. You only trust the idea about a person. You fall out of love and trust, because your idea about that person changes.

You judge people wrongly: - You tend to judge yourself by what you are capable of becoming or doing, while you judge others on the basis of what they have done.

You are irresistibly averse to change: -You are not even ready to think of something unfamiliar. You fear not the unknown, but the loss of the known.

Plan of action:

Know yourself: -You are good, valuable and precious exactly the way you are. Be aware of the fact that you are neither superior nor inferior. The feelings of superiority or inferiority are imaginary.

Love and accept yourself: - Unconditional love and acceptance of self and others are possible only when you realize and recognize the self in you and in others.

Be honest with yourself: - You must honestly admit what you are, what you do and what you want in life. There is one thing you can do better than anyone else – **you can be yourself.**

Do not live to fulfill the expectations of others: -You are always trying to live up to the expectations of others, wrongly presuming that you can be happy only when people think well of you.

Be alert and begin to observe -Be alert to all that goes on around you. Observe everything closely and you will be overwhelmed by a sense of wonder and newness. Take time to look, listen and learn.

Wake up: -Awaken to the mystery of life with its boundless possibilities. Remind yourself that what lies before you and behind you are nothing compared to what lies within you...!

Do not compare yourself with others: - Comparison drains you of your enthusiasm and energy. You are unique. God made you so. God made you original- retain that originality.

Look at the bright side: -Life presents opportunities and possibilities. Those who look for them will find them because you will find what you are looking for.

Focus attention on the positive: -It is human tendency to brood over the closed door of our life. But we brood over it so long that we do not see the doors that are open.

Have faith: - Believe in the strength within you. Believe in God, that in everything God works for your good. Believe in others, it will help your growth. Believe in the future that the future will be brighter.

Practice meditation and Yoga: Practicing yoga improves flexibility, balance, endurance and physical strength. While meditation helps to keep the mind sharp and clear, relieves stress and improves your well- being.

Ask trusted friends to describe you: - Your trusted friends will know for sure what are your strength and weaknesses, which in turn helps you to improve upon it.

Keep a journal: -Writing journal regularly will enable you to know how far you have improved.

(Courtesy: ***“Inspiration for life”*** by Devasia Puthiyaparambil)

MODULE FOUR

PROFESSIONAL ETHICS

Introduction

One has to choose a profession for earning one's living, besides serving the society and nature around one's environment. While entering in that profession, one has to interact with other human beings. For this, it is essential that the person should have professional ethics that instill required competence and capabilities, commitment and character that help the society in better and effective way. Through professional education, one acquires the specific skills and knowledge in order to make one's contribution in the larger order. One also needs ethical conduct of profession for right utilization of one's professional skills towards the fulfillment of comprehensive human goals. Therefore, one needs to develop awareness, right understanding, dexterity and commitment so that one's efforts are more conducive to one's happiness and prosperity besides being useful in enriching the nature and society at large. In the present educational environment, there is increasing thrust on development of professional skills. There is also growing emphasis on professional ethics that can inculcate value education among students.

Professional ethics

Professional ethics assesses the moral dimension of human activity in the classic occupations of law, medicine, engineering, journalism, management, accountancy and other occupations that aspire to professional status. Professional ethics is concerned with the standard and moral conduct that governs the profession and its members. More specifically, professional ethics examines issues, problems, and the social responsibility of the profession itself and individual practitioner in the light of philosophical and, in some contexts, religious principles among which are duty and obligation. Social control over the use of such knowledge and skills is important because the members of the expert group could use their exclusive expertise solely for their own benefit or even hold society hostage to their expertise. Therefore the question of professional ethics assumes added importance.

Competence in professional ethics

Professional ethics target at cultivating following competence among the professionals:

Clarity about comprehensive human goal. The comprehensive human goal includes peaceful and harmonious co-existence, happiness and prosperity, and welfare of the whole beings. Professional ethics tries to clarify these comprehensive human goals.

Confidence in oneself. Professional ethics tries to impart confidence in oneself by inculcating various sound skills that can be utilized in the profession. It also tries to impart right understanding of oneself and the rest of the existence.

Mutually fulfilling behaviour. Professional ethics try to make mutually fulfilling behaviour by ensuring sustainable personal as well as collective happiness and prosperity among professionals

Competence in mutually enriching interaction with nature. Professional ethics try to impart competence in mutually enriching interaction with the nature and the surrounding environment. It tries to impart those skills that can enrich the nature without depletion of resources.

Competence in understanding oneself. Professional ethics try to impart competence in understanding oneself by which one tries to seek excellence in ones work as one works with greater awareness and mindfulness.

Virtue ethics

The prominence of rules, consequences, right, and duties is a relatively recent phenomenon in moral thought. For Plato, Aristotle, Lao-tzu, Confucius, the Buddha, and Jesus, the primary focus of the good life was on cultivating virtues and battling vices. Ethics of virtue deals with cultivation and practicing of various virtues in our daily life.

“Virtue” is the translation of the ancient Greek ‘arete’, which means any kind of excellence. Inanimate objects could have ‘arete’, since they were assumed to have a telos, that is, a purpose. Thus the ‘arete’ of a knife would be its sharpness. Animals could also have ‘arete’; for example, the strength of an ox was seen as its virtue. Though an animal could possess ‘arete’, the Greeks assumed natural potentialities in men and women to be virtues requiring enhancement through habits of skill.

Therefore, Aristotle defined virtue as “a kind of second nature’ that disposes us not only to do the right thing rightly but also to gain pleasure from what we do.”

Character, therefore, indicates the stability that is necessary so that the various virtues are acquired in a lasting way. Character is not simple the sum of the individual virtues; rather, it names the pattern of thought and action that provides a continuity sufficient for humans to claim their lives as their own.

Aristotle maintained that none of the individual virtues could be rightly acquired unless they were acquired in the way that the person of practical wisdom would acquire them. Yet one could not be a person of practical wisdom unless one possessed individual virtues such as courage and temperance. Aristotle did not think the circular character of his account was problematic because he assumed that the kind of habituation commensurate with being “well brought up” is the way we were initiated into the “circle.”

Applying the virtues

How do the virtues relate to one another in real life? Is there anything to the ancient “unity of virtues” thesis (which, on the Aristotelian model, views *phronesis* or practical wisdom as generating and uniting all of the moral virtues)? It should come as no followers than more moderate versions and that the critical program has had a much stronger influence on contemporary ethical theory than has the constructive program. However one needs to cultivable virtues in daily life to become responsible scientists and engineers.

These virtues include the following:

Cleanliness. Cleanliness is a universal value. It is easy to see the benefit that comes to a person and his associates through external cleanliness. Clean body, clean clothes and clean dwelling places make life more pleasant and happy, bring certain attentiveness and alertness of mind. In addition to the practice of external cleaning, one requires internal cleaning-cleaning of the mind from negativities like jealousy, anger, hatred, fear, self-centeredness, self-condemnation, guilt, possessiveness, resentment, etc.

Perseverance. Perseverance means maintaining steady efforts towards whatever we have committed to achieve until it is achieved. This steadiness neither yields to laziness nor is disturbed by distractions and disturbances. It usually happens that we begin very bravely, but our enthusiasm wanes. We find some pretext to escape from the responsibility.

“Two of the greatest obstacles for people to overcome in life are failure and fatigue...perseverance trumps both failure and fatigue.”

-Stephen Covey

Contribution and charity. Life is judged more by contribution. Everyone has a meaning of life and our thoughts and actions surround that purpose.

“Nothing is more liberating than to fight for a cause larger than yourself, something that encompasses you but is not defined by your existence alone.”

-John McCain

Though some people attempt to live from a purely selfish and self-centered perspective. Too often charity is confined to the act of donating money to economically disadvantaged, but charity in its purest forms includes the giving of our hearts, our minds, and our talents that enrich the lives of other people regardless of whether they are poor or rich. Charity does not require a large deed. It can be little acts of kindness in the form of warm smile or kind words.

“The ideals which have lighted my way, and time after time have given me new courage to face life cheerfully, have been kindness, beauty and truth”

-Albert Einstein

Gratitude. Gratitude is one of the social virtues, a potential part of justice. It refers to a debt that is not legal but moral. It inclines family members to acknowledge private favours with appreciation and to repay them with kindness. There are various degrees of gratitude:

recognizing the favour received, expressing appreciation, and repaying suitably. So also there are degrees of ingratitude: not acknowledging a favour, especially by evaluating it as an act of unkindness.

Responsibility. The more we accept responsibility for who we are and who we can become, the greater will be our progress and contribution. Excusing oneself and accusing others is standard practice. When problems arise, the easy route is to play the blame game and make excuses.

Courage. “Courage is not simply one of the virtues, but the form of every virtue at the testing point.” (C.S. Lewis). Courage is the companion to every virtue we imbibe. On this virtue, all other virtues mount. Boldness is found even within our smallest moment. Courage most often requires to step out from the comfort zones and to venture into uncharted territories. Courage is not the absence of fear, but the awareness that something else is more important.

Courage requires accepting reasonable risks. That risk may be facing bad reputation, or losing more or comfort or annoying other person. By embracing risk, you will accomplish more than you ever thought you could. In the process, you transform your life into an exciting adventure that will constantly challenge, reward and rejuvenate you.

The largest opponent of courage is fear like fear of the unknown, fear of failure, fear to lose relations or position. Being wise and rational person, we cannot deny fear, but we should try to conquer it. In fact, fear is the opportunity for courage, not proof of cowardice. All men are frightened. The more intelligent they are, the more they are frightened. The courageous man is the man who forces himself, in spite of his fear to carry on. Courage is more to manage the inside fear. You need inner confidence to overcome fear.

“No one can make you feel inferior without your consent”– Eleanor Roosevelt

Discipline. To succeed in life, one needs to cultivate disciplined life. But discipline is neither readily attained nor easily maintained. It requires the mental stamina to overcome empty passions and faulty habits. It also requires the efforts to resist so many temptations. Discipline thwarts temptations. The art of living consists in knowing which impulse to obey and which must be made to obey (Sydney Harris).

Many people view discipline as absence of freedom but in fact it is source of freedom. The same mind, which is source of bondage, will become source of liberation. In the initial stage, one has to fight with one's inner inertia with efforts. But after a certain stage, it becomes an effortless effort. That mind enables us to focus on higher faculties.

Environmental ethics.

Ethics is a branch of philosophy that deals with morals and values. It is the responsible use of freedom. Environmental ethics refers to the moral relationship between humans and the natural world. It addresses such questions as, do humans have obligations or responsibilities toward the natural world, and if so, how are those responsibilities balanced against human needs and interests? Are some interests more important than others?

Approaches to Environmental Ethics

Efforts to answer such ethical questions have led to the development of a number of schools of ethical thought. The magnitude and urgency of contemporary environmental problems collectively known as the environmental crisis, form the mandate for environmental ethics: a re-examination of the human attitudes and values that influence individual behaviour and government policy toward nature.

The principal approaches to environmental ethics are:

“Anthropocentrism,” or the human-centred approach;

“Biocentrism,” or the life-centred approach; and

“Ecocentrism,” or the ecosystem-centered approach.

Basic Issues of ENVIRONMENTAL ETHICS

Modern science and technology have brought about a unique, human-caused transformation of the Earth. Although humans have for thousands of years had measurable terrestrial impacts with fire, agriculture, and urbanization, since the Industrial Revolution the scope, scale, and speed of such impacts have exceeded all those in the past and promise to become even more dramatic in the future. Humans have become what the Russian scientist **V. I. Vernadsky** in the 1920s called a geological force, in a sense even more strongly than he imagined it. Environmental ethics and, more generally, environmental philosophy comprise a variety of philosophical responses to the concerns raised by the magnitude of this transformation.

Since the noxious clouds and pollution-clogged rivers of the Industrial Revolution, society has generally agreed that many modern technological activities, due to their potentially devastating impact on nature and people, are in need of regulation. Recognition of the fact that humans can foul their own nests is now widely accepted and often politically effective.

Indeed concerns about the counter productivity of scientifically and technologically enhanced human conduct in the early-twenty-first century extends to the discussions of following issues:

- How to control population increase?
- How to control and reduce the harmful effects of the technology such as environmental pollution and depletion of natural resources?
- How to reduce environmental costs borne by the poor and minorities?
- What are the responsibilities to future generations for conserving the environment?
- Whether nonhuman or extra human considerations have a role to play.
- What are the ethical responsibilities, the moral duties, of humans to nonhuman animals, plants, populations, species, biotic communities, ecosystems, and landforms?
- How can we make human flourishing matching with nature flourishing?

- How should nature be respected, celebrated and cared for as it is having dignity and a commanding presence?
- What are the duties and obligations of human beings towards other living animals?

Early-twenty-first-century humans are often ambivalent about the place of nature in human life. Human beings of all times and places have needed and wanted freedom from many of the harsh conditions of the natural world, but earlier humans also celebrated the grace of nature in art, song, story and ceremony. Modern technological efforts perfect the former and neglect the latter. Could it be that human flourishing is connected to nature flourishing? If so, over and above respect for nature, a celebration of things natural and the natural world in human lives and communities throughout the world is necessary. Any philosophical criticism of the anthropogenic transformation of the natural world must ultimately lead to an assessment of human culture. Perhaps humans have been at some level mistaken about the fundamental payoffs of environmental exploitation. In many instances, the technological control of nature that displaces its celebration leaves people numb, mindless, or out of shape. It seems necessary to coordinate a critique of technological damage with discovery of new ways for living with nature in order simultaneously to save the planet from environmental degradation and society from cultural impoverishment. The quality of the environment and of human life –questions of environmental and inter human ethics (the good life)-may be inseparable.

The extensive transformation of the Earth deserves to be seen from the perspective of both the natural world and culture. This transformation could not have taken place without widespread agreement underlying the fundamental orientation of the modern technological project. Despite differences, there is nevertheless a consensus that unless people unite concerns for nature and culture, environmental ethics will prove to be inconsequential. In other words, an effective environmental ethics and philosophy must include as well a philosophy of technological culture.

DYNAMISM

Before we go into what dynamism means, let us take a turn around for a few minutes. Take a break; notice everything around you; every object lying on the desk or table; stuffs around you; even the situation you are currently having. Think of it. Think deeply. Now, try to understand, certain time ago, all that you noticed had another ‘substance’ or may be another shape.

Objects you have had newer and better facade or outlook when they were produced or created by someone. Even the old man you saw had face without wrinkles. They have been young and energetic. Young people have been children. Toddlers had been newborns. Newborns have been embryos. Embryos have been sperm. Deceased were alive and so on.

This one rule of the world can’t be disrupted. It is the universal rule. The rule we can’t control or fight with. The rule even followed by every cells and molecules in the whole universe, it is DYNAMISM.

We have our life path, starting from point A (Birth), ending in point B (Death). This is our reality, whether we want to accept it or not. Our life is dynamic. Nothing will stay in current situations after sometimes; your job, situations, outlooks, health, body, money, beauty, personal stuffs and so on. As we mentioned earlier “everything is following the universal rule”.

The only thing we must do is ***to do everything to have dynamism in better direction.*** Means, “to have improvement”. We need to accept the fact that everything will pass and our duty is to focus on improvements. We don’t want to get worse. For example, We understand that young body will pass away, but we need to work on better body in gym.

Story

Solomon was a powerful and wealthy King. One day he decided to humble Benaiah, his most trusted minister, but arrogant and proud. He said, “Benaiah, there is a ring that I wish to wear it for the Sukkot festival, which gives you six months to find it”.

“If it exists anywhere on earth, your majesty,” replied Benaiah, “I shall find it and bring it to you. But what makes it so special?”

“It has special powers,” answered the King, “If a happy man looks at it, he becomes sad, and if a sad man looks at it, he becomes happy.”

Solomon knew that no such ring existed in the world, but he wished to give his minister some added humility.

Spring passed and then summer; and Benaiah had no idea where he could find the ring.

One day before the Sukkot festival he decided to take a walk in one of the poorest quarters of Jerusalem. He passed by a merchant who had begun to set out the day’s wares on a shabby carpet.

“Have you by any chance heard of a ring that makes the happy wearer forgets his joy and the broken hearted wearer forgets his sorrows?” asked Benaiah.

He watched the elderly man take a plain gold ring from his carpet and engrave something on it. When Benaiah read the words on the ring, his face broke out in a wide smile.

That night the entire city welcomed the Sukkot with great festivity. “Well my friend,” said the King, “have you found what I sent you after?”

All the ministers laughed and Solomon himself smiled. To everyone’s surprise, Benaiah held out small ring and declared, “Here it is, your majesty”.

As soon Solomon read the inscription, the smile vanished from his face. The jeweller, the merchant had written three Hebrew letters on the gold band: Gimel, Zayin, Yud, which begin the words “Gam Zehyaavor- this too shall pass.”

At that moment Solomon realized that all his wisdom and fabulous wealth and tremendous powers were but fleeting things for one day he would be nothing but a dust.

Since dynamism is the universal rule one must become a dynamic person.

A dynamic person is one who:

- Has a positive attitude and approach.
- Can adjust to various environments.
- Can come up with brilliant solutions for seemingly impossible problems.
- People go to him for getting queries solved.
- Is innovative and creative.
- Is eager to learn and use what they have learnt.

The dynamism nature helps a person to tend towards the positive changes in life.

How to develop a dynamic personality:

Set an aim in life: If you sit in the boat of life without knowing your destination, you will become the slave of circumstances and other people. And you won't have any control on anything. And you will rarely be able to make things happen.

To change this scenario you need to set and aim for your life. When you have an aim it is like destination – you can chart your route, plan your action and formulate strategies to reach there at speed.

Power of knowledge: Knowledge is power. Nobody is impressed with a person who doesn't even know what is happening around or in the world. And man or woman would not like to befriend them.

Therefore, it is necessary to enrich your general knowledge. To update your general knowledge: a) read newspaper, b) watch informative programs on TV, c) read good and popular books, d) interact with intelligent persons.

A healthy body: A body burdened with this or that diseases may win pity of others but it is very difficult for that person to maintain attraction in his personality for a long time. A healthy and smart look is essential to attract others. Moreover, if you work on it you can easily attain it.

Good habits: A man is generally a creature of his habits. With bad habits you become a nuisance for others. Then how will you impress them? Cleanliness, punctuality, completing your work on time, keeping yourself away from drinking and smoking- are the habits, which add sparkle and dynamism to your personality. They endear you to the people.

Be honest: dynamic people are also honest people. Be honest, even when it feels difficult to do so. Live a life of integrity that others seek to emulate.

View failure as a necessary part of your growth: Try to think of failing as a learning opportunity and embrace it. When you are pushed beyond your comfort zone, you begin to grow as a person. It is only human nature to fail, so try not to lose confidence or motivation as a result of it. In order to be a dynamic person, you must sometimes take the risk of failing.

Be reliable and dependable: When you tell someone that you will do something, honor your word. Be someone that others can trust and rely on. Avoid making promises that you may be unable to keep.

Find or consult with your mentor: Truly dynamic people are often following in the footsteps of those who have inspired them. Find someone who has excelled in the professional field that you want to go into or those lives you truly admire. Ask them to be your mentor and rely on them for advice than making major decisions.

Look confident: A confidence on your face impresses everyone. If you walk with a feeling of failure and frustration on your face people will shun away from you. Even if you are facing difficulties and worries in your life you must know how to think and look positive. Shake hands with others firmly. While shaking hands or talking, make an eye contacts with others. Speak less with conviction. Such simple actions will maintain your confidence. Your self-confidence cannot only conquer the mountains of difficulties but also the interview bards.

You should also be friendly and polite while dealing with others. You won't be able to impress the people with an attitude of arrogance. If people feel uncomfortable in your presence it is a sign that you need to improve your behavior. Others must feel easy while approaching or talking to you.

How To Keep Yourself Healthy, Happy And Motivated

Happiness is not something you postponed for the future; it is something you design for the present. We all want to be happy at all times, but some trying times make it a daunting task. Our solution to this is STOP DEPENDING ON OTHERS. Keep your chin up and help yourself.

Whatever you want to do? Whether you want to lose end emotional eating, and depression, creating any minor/major change in your life can create feelings of discomfort. As enticing as the outcome of your goal appears, you cannot instantly jump into a happy, motivated life.

Instead, achieving happiness and success mean that you have to venture out of your comfort zone into unknown journey. On your path between here and there, you will most likely face many obstacles, experience setbacks and failures, feel emotions you don't want to feel, and discover your must learn strange new ways of thinking, acting, and behaving if want to reach your outcome.

Keys for happy, healthy and motivated

Treat yourself – Don't wait for others to appreciate you. If you know you did something, treat yourself to a chocolate or a book or anything else that you like.

Look at the positive side of your self – No matter how much of a soup you're in, you'll find a way out. For example, if you have more time to do even better than you could have, the time or you may find closure to pursue another interest.

Appreciate others -No matter how small a thing, but always appreciate them for it. Even if someone is mean to you, think of something that is about that person. Hatred and negative feelings will only affect your well-being. Having a generous attitude will make you look and feel calm.

Know your switches – Nobody knows you better than yourself. Take a note of things that makes you happy and things that you find negative. Avoid the negative things, be it a situation or a person.

Have bright settings – Psychology says having dull colors or a dull too. Make sure you are surrounded by bright and beautiful paintings or pictures from your happy time to decorate your surroundings.

Smile and you'll be happy – Facial feedback hypothesis that one's facial expression can have an effect on emotional experience. So keep a smile on and give your best.

Be around positive people – Company matters. It is important that the people you hang around with don't give you negative energy. People who are cheerful and full of life will always make you feel good about yourself too.

Distract yourself while worrying – If you are having instant unavoidable anxious thoughts, distract yourself by deep breathing, counting backwards, forcing other pleasant memories.

Practice inner calming techniques like yoga – These ages' old practices will keep you healthy and happy

Keep a healthy body – Simple never fail methods are to eat well, sleep well and exercise well.

Avoid bad habits like alcohol and smoking – Alcohol is actually a depressant. Consuming alcohol in sad times actually depress you more. And it's a well known fact that dependence on substance is detrimental to your mental as well as physical health.

De-stressing techniques – Practice some effective de stressing techniques on a regular basis like soothing music and chamomile tea before going to sleep.

Boost confidence occasionally by making a list of things you love about yourself – Understanding the things that you appreciate about yourself and your achievements you are proud of will do wonders for your motivation.

Prepare yourself – If you know something you feel is wrong and inevitable, accept it and prepare yourself. Be realistic in your approach toward life.

Challenge yourself every now and then – Monotony can be quite depressing. Make sure you are going on the go. Give yourself options.

Don't accept failure without putting up a fight – Fighting for something will give the satisfaction that you did everything you could have, and then you will be able to move on the next thing.

MODULE FIVE

SOCIAL ETHICS

Introduction

Social ethics is a code of conduct created by the society in order to ensure smooth functioning and harmony in the society. The main objectives of social ethics are to consider the rights of other human beings. Social ethics may differ from society to society, culture to culture. Society is a unit that satisfies the mutual needs of its different members and may range from a small family to global village. Social ethics is all about understanding the obligations one has towards others in a community. An individual is accountable not only to his family but in a large sense, also towards those with whom he or she interacts in society including friends, teachers, colleagues, boss, etc. The idea of social ethics is to generate empathy among different members of the society so that they can mutually trust each other and respect each other's rights.

Examples of social ethics at community level include:

- Respect the privacy of other people. Therefore while going to someone else's house, we should knock on the door or ask for permission.
- Avoid visiting other persons at odd hours, late at night or very early in the morning or at other time when the other person is in a hurry to catch train or approach office.
- Avoid use of musical instruments that generate noise in the public.

Why there is need for social ethics in India?

The glorious civilization of India used to fascinate foreigners due to its wealth and wisdom in ancient times. It used to be the beacon of light for other countries. However, unfortunately despite its great history and heritage, foreigners are reluctant to visit India because of the lack of public discipline and civil sense. Civil sense means social ethics and etiquette in order to make living conditions better. It encompasses unspoken norms of society to treat other human beings with respect and consideration. However at homes, in our neighborhood, in colony, at roads and offices, theatres and restaurants-we find disgusting signs of incivility:

As we travel from Kashmir to Kanyakumari or Gandhinagar to Guwahati, we find public places littered with garbage, and people spitting and urinating at public places. We find noise of TV, stereos and loudspeakers while travelling in buses or visiting different residential localities.

Incidents of sexual harassment, eve teasing and other unfriendly behaviour towards women are commonly noticed at different places. Due to this, women feel insecure to work and move comfortably at public places.

Road accidents are on the increase because of the lack of traffic sense. Separatism, vandalism (willful and malicious destruction of public or private property as expression of anger and hostility against particular group or government), fights among different groups over petty matters are common because of the low level of tolerance for people of other cultures, backgrounds, and belief systems.

The incidences of thefts, chain snatching and shoplifting are increasing. Graffiti writing or drawing on the property of others without permission of the owner-is destroying the beauty of the building. Vulgar graffiti is a matter of public nuisance.

Unhealthy consumption of alcohol and smoking is commonly noticed in different parts of the country. Loud and rude behaviour and argumentation at public places or work place adversely affect the quality of experience. We find rude behaviour, egoistic attitudes, corruptions (not only for monetary considerations but also for psychological of physiological satisfaction) and pursuits of vested interests and agenda of selfishness.

Reasons of lack of social ethics

Shortage of infrastructural facilities like garbage bins fewer public urinals and toilets. Lack of proper maintenance of public toilets and urinals and consequently attracting insects and flies. Poor law enforcement because of bribery or use of influence.

Lack of good governance resulting in poor sanitation and lack of solid waste management.

General poverty of masses and the lack of basic amenities of toilet for them. As a result, they use open spaces, railway tracks for urinals and littering.

Lack of mindfulness, increasing egoistic attitude and the habit of accusing others and excusing oneself. People usually place the responsibility of cleanliness upon Government machinery, but they are not aware of their duties in maintaining cleanliness and order at public places.

Goals of Education

<p>“Education is the manifestation of perfection already present in man”</p>

<p>-Swami Vivekananda”</p>

<p>Education is considered necessary to save ourselves from darkness, sensuous pleasures and capricious behaviour.”</p>

<p>-Mahatma Gandhi</p>

Education must harmoniously develop all aspects of human personality-spiritual, intellectual, emotional and physical to face the problems of life and to realize the fullest potentials of oneself. It is the foundation upon which the future is to be built. Today, although education

is defined and understood in a lesser holistic perspective, with too much emphasis on skills and competition, it is, all the same believed that the progress of any human civilization depends upon education as it is understood to drive the economy of a nation and become the basis of their culture. Education in ancient India was the driving force to create a capable society deep rooted in human values such as respect for life, engagement into unending quest for the discovery of truth, service to the society with the fullest of devotion and unconditional commitment, upholding the dignity of man and living in harmony with nature. “The education in ancient India, therefore, was not just to seek knowledge but to create humans who would outshine as outstanding professionals in whatever activity they engage themselves into on graduation from the gurukuls, universities at that time. Not just learning, but the relentless pursuit of excellence was in fact, the hallmark of ancient India’s education system. The task of character building was an integral part of education so that the educated man could behave and conduct in a manner conducive to a civic society. Knowledge, behaviour and self-discipline (aadhayan, aacharam and anushashan) were the pillars of strength of an educated person,” **P.B. Sharma** aptly remarks.

The goals of education are:

- Transformation of individual not just making him/her informed.
- Spreading awareness than literacy.
- Developing the inner potentials considering his/her multiple intelligences.
- Holistic development of physical, emotional, intellectual and spiritual being.
- Making the students as learners in the open universities of life.
- Cultivation of profound values likes simplicity, compassion, empathy, responsibility, respect, courage, non-violence that includes non- wastage-not wasting ay kashan (time), kaan (particles of element), and mane (mind).
- Cultivation of sound skills keeping up with the latest developments in the real world.
- Making the person being connected to oneself, other beings and the world at large.
- Enabling a person to search one’s meaning of life.
- Developing a universal outlook, broad mindedness and openness.
- Cultivation of harmony among different beings. Harmony means feeling comfortable with oneself as well as with others.
- Cultivation of scientific temperament that can accept the things on production of verifiability.

Drawbacks of Modern Education

Modern education though skill-oriented and has imbibed technology in the whole curriculum which cannot be denied in the light of the demands of the changing world, has certain drawbacks.

Too much focus on competitive examination making the child self-cantered and examination oriented than real leaders. Present education is diametrically on the opposite side of the real goal-transformation of an individual as he/she is primarily seen as a means to earn a good and comfortable living and thus limiting the broader purpose of our existence in this cosmos to merely taking care of one's economic necessities. As one is confined to economic being, he or she loses sensitivities to higher tastes and other beings. Consequently, sense of aesthetics gets lost and compassion for other beings is vanished.

Education is being controlled and manipulated by few people who have their own vested interests of not making the others become aware and informed beings.

Commercialism nurturing greed and selfishness in various people related with education. Too much focus on career, than development of individual as human being dedicated to the service of the self and service to the society. Present education institutions becoming assembly line productions where output is being measured in terms of quantity than quality. Its management is being the outdated models of command and control. Teachers not commanding, but demanding respect as they fail to become transformational teachers like their ancient counter-parts who lived on minimum level of needs. The grace of teaching community lies in being knowledge and wisdom workers than money-minting machines. Neglect of nurturing human values and character around which the society, nations and civilizations stood the test of time.

Technology's insentient and impersonal temperament (as we find virtual class rooms, e-learning, distance education, etc) and objectification ideology has changed the education structure directly affecting its goal of transformation of human being.

Education has become a commodity as we find terms like product, services, customer, profit and so on used in place of vidya, guru, shishya, dakshina, etc. As a result, one's mindset gets adapted to the former in an objective way without conscious relationship. As a result the quantification aspect takes precedence over qualitative divine human traits.

E-pedagogy tools have replaced the conventional personalized teaching system and have adversely affected the nurturing of strong loving bonds between teacher and the student. Formerly, there was a natural obligation, empathy and overall mentoring towards students by the teachers and in return, students towards the teachers exhibited reverence and submissiveness.

Erosion of moral values among educators, students and society at large. We find that the real education does not exist in the colleges and universities, but in the outside world.

Need for Value Education

The quest for values in education is as old as civilization. In the Western philosophical traditions, **Socrates'** dictum **know Thyself** and **Plato's** quote "**an unexamined life is not worth living**" are very famous. In Hindu traditions, ancient sages used to sit in deep meditation and impart their disciples values based on eternal wisdom. Buddha's teaching of mindfulness, **Lao Tzu's** way of "**living in harmony with Tao**" are examples of imparting values. These

values are eternal as we find that though thousands of years have passed yet these values sound naturally appealing to our mind and heart.

There is need for value education in the present education system because of the following reasons:

- Happy and fulfilled living
- Right understanding of our aspirations:
- Right evaluation of our beliefs and belief systems.
- Understanding universal values to fulfil our aspirations.
- Complementing values and skills.
- Living in harmony and peace with the self and surrounding.
- Development of intellect along with sensitivity.
- Right use of technology and science.
- Sustainable development.
- Development of authentic leaders.
- Overcoming general negativity
- Enhancing image of the organization and its leaders

Happy and Fulfilled Living. Value education is needed to make life happy and complete. Happy life is of real significance, a life infused with understanding, purpose and fulfilment. Skills are needed to make one's life successful; but this is external phenomenon. If one is not a happy and fulfilled being, one feels oneself empty and in a kind of emotional or existential crisis because he lacks something. With cultivation of human values, one can understand oneself and feel liberated and fulfilled.

Right understanding of our aspirations. All human beings have different aspirations and wishes. One may want to become a doctor, an engineer, or a manager and consequently have different plans and programmes of future. This planning and programmes may be related with personal, professional and family life besides participation in social or other domains. Are these aspirations reasonable or in balance with the surrounding environment? Human values can guide us to understand one's aspirations and the plans to fulfill them.

Right evaluation of our beliefs and belief systems. In our daily and practical life we develop so many beliefs and our behaviour is conditioned by these beliefs. For example, we develop a belief that "a particular brand of soap is the best", "Metro cities are best places to live in", "IIM is the best school to pursue MBA", "Money will make our life happy", "Persons belonging to this and that category are good", etc. Are these beliefs true or not? Human values can guide us.

Similarly, we have faith in a particular religion and follow its belief and traditions. We usually think that our religion or belief system is the perfect. However, there are certain traditions of that religion, which were adopted for making the life comfortable at that time or to meet the challenges of that particular time. With change of time, there traditions many not be conducive. These human values can guide us whether a belief system is right or not. If we want to change without inflicting harm to others, we should understand human values to change the beliefs or belief systems in a peaceful manner.

Understanding universal values to fulfil our aspirations. Every human being has universal aspirations to become happy and to lead a prosperous life. We need to know how to fulfill our aspirations to go about realizing our goals. Prosperity is measured in terms of material resources whereas happiness is a mental state of well being characterized by positive emotions of intense joy, contentment and good living.

If one pursues the goal of prosperity recklessly by ignoring the internal state of happiness, one is likely to feel frustration, emptiness and unhappiness in life. One the other hand, if one pursues happiness as one's goal of life, one is unlikely to be frustrated if one does not get adequate means to realize the goal of happiness.

To maintain proper balance between happiness and prosperity, one needs to understand values, in the light of which the eternal goals of life including pursuit of wealth as well as solace and salvation have to be pursued.

Complementing values and skills. In the pursuit of achieving our aspiration, we need to be mentally happy and spiritually elevated. On the other hand, we need to have methods for accomplishment of the goals of life. For pursuit of happiness, values and wisdom guide the direction in the light of which human happiness is to be pursued. For achieving the ends we need means. For this, we need to learn the methods and practices to achieve the goals.

Profound values and sound skills go hand in hand. If a person has profound values based on humanity at large, one is likely to achieve excellence in life as the one who performs the duty for the humanity at large gets meaning out of them which contributes to his skills. We need to combine intellectual ability with spiritual experiences, knowledge with wisdom.

Living in harmony and peace with the self and surrounding. For living a happy life, one needs to cultivate harmony and peace with oneself as well as with the surrounding. Harmony means feeling comfortable with oneself as well as others. Once a person feels comfortable with oneself, one is likely to be at harmony and peace with the surrounding. The basis of happiness and tranquility is the absence of personal deanship and the absence of hatred and malice, and cultivation of the sense that other beings are just extension of his or her consciousness.

Once a person understands human values and feels that he is not doing the things, but things are happening through him according to a great law of existence, one is likely to feel harmony with oneself as well as with the surrounding as he or she will be relieved from the sense of pride and arrogance as well as sense of shame or guilt. With this, instead of fighting

with the flow of life, he will feel the peaceful flow of life without any stress and consequently be happy.

Development of intellect along with sensitivity. For success and significance in life, one needs to develop a sharp, penetrating and precise mind as well as sensitivity to the surrounding environment. For development of skills, of course, sharp intellect will be useful, but for developing sensitivity to the surrounding, one needs to develop emotions.

With cultivation and understanding of human values, one can develop sharp a intellect as well as deep empathy for other human beings as well as other creatures on the earth.

Right use of technology and science. Science and technology have given us abundant gifts and tremendous power to ameliorate the human conditions. We can overcome the evil conditions of poverty and starvation, abolish hunger and malnutrition, control diseases, solve environmental problems of pollution, etc. But at the same time we have enough nuclear power to destroy the human race many times over, to commit not only racial suicide but the total destruction of Planet Earth.

We must know that power in itself is neither good nor evil. Good or evil are our tendencies that direct the use or misuse of power. Without wisdom and values, science is destructive and devastating. The analytical descriptions and devices of science does not guide whether to kill human beings, or to destroy the whole city or civilization or the fairest shrines of human arts. We need to recapture wisdom, compassion and understanding to use these powers in a useful manner. Therefore, study of human values is essential to know the right use of technology and science.

Sustainable development. Sustainable development aims at development of the physical and material resources and various facilities for the humanity without causing depletion or inflicting harm for the next generations. It is unfortunate that present development efforts are made at the cost of sustainability. It is value education that can guide whether the technology that we are using is environmental friendly or is having the element of sustainability.

Development of authentic leaders. Present engineering and science students shall be future managers and leaders of the organization. As leaders of the organization, they will have to influence the behaviour of other persons so that they can get their willing cooperation and commitment to work. If they have developed genuine values like kindness for others, humanity, justice, receptivity and open-mindedness, respect for other human beings, and integrity-they can get the willing cooperation and command respect. On the other hand, use of power and manipulative ways get mere compliance and not authentic commitment as present day employees need more inspiration than instructions.

If we study the stories of different successful people, we find that they have some improbable quality to them. In the present economic environment, characterized by unprecedented and unpredictable changes, competition at global level, greater call for sustainability and ecological awareness, we need transformed and transforming leaders who

can engage different talented persons and harness their creative spirit, and enable them to discover wholeness, meaning, and connection at workplace. Value education can produce authentic transformational leaders. These authentic transformational leaders can win the hearts of their people by practicing values in the present era of uncertainty, complexity and diversity. Their value-based decisions can win the willing cooperation of their talented people and engage their hearts and spirits at the workplace.

Overcoming general negativity. The gloomy picture of the erosion of moral values, growing number of corporate scandals, and general environmental distrust leading to lack of faith in existing institutions suggest the need for radical changes to make the society a better place to work for different people. We also find undue stress and anxiety, decreased level of tolerance, patience, and lack of harmony and happiness in lives because of multiplied demands, compulsions and pressures of the economic and social work. Cases of depression are increasing as people in the society are facing the problem of alienation and existential vacuum and consequently are lacking authentic happiness and meaning in their life. It appears that everything sacred has gone amiss and more of what is profane has overtaken the sacred, we need moral, ethical and spiritual values to transform the society for better quality of life for its people and transparency of relationships among different people.

Thus, there is a clear-cut need to supplement the technical education with value education that will enable the human being to decide what is valuable-that contributes to human happiness, well-being and harmonious growth. Value education can guide us to understand the needs and goals of the humanity at large and to provide us the right direction for their fulfillment. It is also helpful to remove our confusions and contradictions about the right use of technological innovations. We need to cultivate wisdom besides developing sharp intellect and scientific temperament.

Enhancing the image of the organization and its leaders. People prefer to work in an organization that practice human values. Research studies demonstrate that when people at workplace perceive their organization and their leaders being ethical, they are significantly more likely to

- Be proud to tell others that they are part of the organization.
- Feel a strong sense of team spirit.
- Feel attached and committed to the organization.
- Feel a sense of ownership for the organization.
- But when people perceive their organization and their leaders as unethical, they are significantly more likely to report that they
- Produce only if they are watched carefully.
- Are moved and motivated by monetary considerations.
- Say good things about the organization in public, but feel different in private.
- Would not be willing to put more efforts or stick around very long if the organization experienced problems.

It is the values that makes difference whether people will volunteer to invest a little more of their time, energy, talent, experience, intelligence, and creativity in order to achieve higher levels. Persons in power can threaten people with loss of jobs or depriving benefits if they do not accomplish a given task. However, threats, power and position do not earn commitment. It can earn compliance that produces adequacy, not greatness. To achieve greatness, an organization and its leaders have to practice values. Value education helps to inculcate values among different people that shape their functioning in life.

Contents of Value Education

The purpose of value education is to promote harmonious development of an individual through inculcation of values. The value education covers all dimensions of an individual like his thought, behaviour, work and realization. It also includes the living of an individual at different levels-individual, family, society, nature and existence.

The contents of value education shall be:

- Understanding one self.
- Understanding one's aspirations.
- Understanding the happiness and prosperity of one's being.
- Understanding the goal of human life.
- Understanding the interconnectedness of all beings.
- Understanding the co-existence of different beings.
- Understanding the way of creating harmony at different levels at individual level, at family level and in professional life.
- Understanding one's mind, thought patterns, behaviour and self-regulations.

Organ Trade

Organ trade and human trafficking is increasing day by day. Organ trade is the trade of human organs for the purpose of transplantation. As there is worldwide shortage of organs available for transplantation, the commercial trade in human organs is increasing.

The reasons for increasing human organ trade are:

- Low cost and availability.
- Poverty of the masses and their inherent indebtedness.
- Lack of awareness among the people about the importance of their organs and further consequences due to its loss.
- Ineffective control of the state.
- Corruption.
- Greed of medical practitioners.

To check it, we should cultivate awareness among the masses and help them to live a life of dignity, free from poverty and other compulsions of pressing time.

Human Trafficking

“Trafficking of women children” has been engaging the serious attention of governments all over the world and of the international community. Women and children have been exposed to unprecedented vulnerabilities. Commercial exploitation of these vulnerabilities has become a massive organized crime and a multimillion rupees business. Though it is widespread phenomenon affecting large numbers of boys and girls every day, yet in India it has increased at rapid pace.

The Oxford English dictionary defines, traffic as “trade, especially illegal (as in drugs)”. It has also been described as ‘the transportation of goods, the coming and going of people or goods by road, rail, air, sea, etc. The word trafficked or trafficking is described as ‘dealing in something, especially illegally. The various factors leading to trafficking are: poverty, female feticides, child marriage, natural disasters, domestic violence, unemployment, lure of job, domestic servitude, traditional practices of prostitution, migration, sex tourism, internet pornography, organized crime generating high profits with low risk for traffickers

How trafficking Victimises and Violates Human Right of Women and Children?

Trafficking is an offence and the trafficker is liable to punishment, irrespective of the consent of the trafficked person. Other than the fact of being trafficked, the traffickers deprive the victims of their most basic human rights in the following manner:

They are subjected to physical violence and sexual abuse, and are held under duress against their will.

They receive low or no wages. Hence, they have little or no savings. This combined with indebtedness to the trafficker keeps them in a situation of debt bondage and slavery.

They are forced to work extremely long hours in inhuman working conditions leaving little time for rest.

They live in conditions of physical confinement similar to imprisonment and have little or no control over their own movement. They are subjected to poor living conditions with abysmal hygiene and sanitation facilities. The trafficker restricts their access to health or medical facilities. They face social stigma and social ostracism in their daily lives and as a result undergo constant humiliation.

They are exposed to drugs and other addictions, and sometimes forcibly made to become addicts in order to ensure their continued dependence on the trafficker. They face a continuous assault on their physical, psychological, and emotional health. They face health risks such as physical injury, STD, HIV/AIDS, unwanted pregnancies, repeated abortions, gynaecological diseases, tuberculosis, and other diseases.

They also suffer harassment from the police and prosecution, and are unjustly convicted by the judicial system under the ITPA. When they are no longer in a position to earn, they are abandoned and even the families who lived off their earning do not support them. Children of

women in prostitution, especially daughters, are prone to being trafficked themselves. They have no access to education and basic needs of life. In typical instances of trafficking for commercial sexual exploitation, a trafficker would include:

The procurer, who is the first point of contact with the potential victim. This could either be a neighbour, friend or even a relative who lures the victim with promises of a job in the city; a person who directly purchases the victim from the victim's family; or someone who enters into a sham marriage with the victim in order to later sell her to either a middleman or to a brothel keeper or to any other buyer who may exploit the victim. There may also be abettors such as policemen who are paid by the middlemen, employment agencies, transporters or others who detain the victim at the behest of the procurer or seller. Once the victim falls into a trafficker's clutches, she will be exploited without any hope of redressal as long as she is capable of earning. After she becomes old or ill, or is infected with HIV/AIDS, the trafficker abandons her. He no longer arranges for her bail or pays the fine for her pleading guilty, and she is left alone to face trial and the due process of law.

Trafficking occurs not only for prostitution/ commercial sexual exploitation. Women and children are trafficked for several other purposes, some of which are enumerated below

- Forced labour in construction sites with little or no wages.
- Forced employment in the entertainment industry, including bars, massage parlours, and similar establishments. In addition to poor or no pay and bad living conditions, sexual harassment is common.
- Children are sometimes trafficked for begging.
- Organ trade such as sale of kidneys and other vital organs.

Fraudulent or forced marriage: this includes sham, fraudulent, and illegal marriages, entered into by the man, residing in India or abroad, with the criminal intention of sexually exploiting the women. Mail order brides, where women are purchased or lured with false promises of a marriage abroad and subsequently recruited into prostitution is also a form of trafficking.

Camel jockeying often involves the sale of young children who are tied on a camel's back for racing. Children are often badly hurt or killed in such races. Purchase and sale of babies for adoption, both within the country and abroad, against established laws and procedures for adoption.

Human rights violation

Everyone has the right to life, liberty and security of person. UNO has tried to ensure human right in different countries but even sixty years after its issue, the universal declaration of human rights is still more a dream than reality. Violations of Human Rights exist in every part of the world. For example, Amnesty International's 2009 World Report and other sources show that individuals are:

- Tortured or abused in at least 81 countries
- Face unfair trials in at least 54 countries
- Restricted in their freedom of expression in at least 77 countries

Not only that, women and children in particular are marginalized in numerous ways, the press is not free in many countries, and dissenters are silenced, too often permanently. While some progress has been made over the course of the last six decades in the fight against such crimes, human rights violations still plague the world today.

The different causes of violation of human rights at global level include:

- Absence of Democracy as people's government.
- Lack of freedom of the press.
- Tendencies to grab power through illegitimate and unfair means.
- Terrorism

Feminist ethics

Feminist ethics is an attempt to revise, reformulate or rethink traditional ethics to prevent devaluation of women's moral experience. Certain feminist philosophers view that traditional ethics let women down in different ways by:

- Showing less concern for women and focusing on men's issues and interests.
- Ignoring the private world where women play dominating role like household, care of children, etc.
- Viewing women as morally not mature or deep as men are.
- Overrating culturally masculine traits like independence, autonomy, intellect, will, war and death.
- Favouring male's ways of moral reasoning that emphasizing rules and regulations and underrating culturally feminine traits like care interdependence, inter-connectedness, sharing, emotions, trust, etc.

Feminist ethics try to correct the above perspective by revising and rethinking the traditional ethics.

Media ethics

Media ethics are the applied ethics dealing with the specific ethical principles and standards of media while broadcasting and publishing news.

The different ethics for media are:

- Test the accuracy and authenticity of information, and its different sources to avoid inadvertent error.

- Avoid deliberate distortion of information or over projecting one view over the other.
- Seek out diligently the subjects of news stores and give them the opportunity to respond to allegations of wrongdoings.
- Question the sources' motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information.
- Ensure that headlines, news teases, and promotional material, photos, video, and quotations do not misrepresent.
- Show good taste and avoid cheap popularity.
- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance, or social status.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Admit mistakes and correct them promptly, if these have happened.

Impact of newspaper, Television, Movies and Internet

Though newspaper, internet and television have benefited the humanity in manifold ways by making them more informed and knowledgeable besides offering the source of entertainment yet its evil impacts cannot be ruled out. We find younger generation being addicted to television and internet. The charm of real face-to-face conversation is decreasing with the use of internet, videoconferencing or face book chats. People are more addicted to television and internet, the personal communication among family members is decreasing and with these emotional bonds among them is declining.

When children and women are addicted to television, they spend more time on entertainment than doing enough physical exercises. With this, their health is adversely affected. Some TV channels lacking ethics use to depict the social problems with fabricated or emotionally changed situation. As people get themselves identified with the situation while watching television, they waste their emotional capital. It adversely affects their psyche.

While watching television or using internet, we should set certain amount of time limit, as it should not be the way to kill the time. These television and internets cannot be a substitute for friends or family members. We should use television and internet mostly for information and party for recreation. We should also question the motive of different sensational news and emotionally exploiting serials.

RESPECT FOR PEERS

What is a PEER GROUP?

A peer group is a social group consisting of people who are equal in such respects as age, education or social class. These people usually share a common interest and background. They can also be very diverse, with people from different social and economic backgrounds, race,

culture, etc. Peer relationships provide a unique context for social and emotional development of a person enhancing persons' reasoning abilities, concern for others, cooperating with people. Modern research echoes these sentiments, showing that social and emotional gains are indeed provided by peer interaction.

The Problem

The main problem is the PEER PRESSURE. Peer pressure refers to the influence exerted by a peer group in encouraging a person to change his or her attitudes, values, or behavior in order to conform to group norms. In simple words, it means being pushed over by friends to do something, which you would not do otherwise.

Adolescence is an age when teenagers try to create an identity for themselves. They have a desperate need to belong to a group and thus, often end up becoming a soft target for peer pressure. Bad advice, curiosity to try something that everyone else is indulging in or just the fear of being teased by friends (for not doing what others are doing) lead teens to do things they would rather not do, if left to their better judgment. His behavior as well as his perception about life depends much on how these peers affect him.

At adolescence, peer relations become the core of a person's life. Teenagers want to socialize as much as they can and have fun with their peers, rather than spending time with their families. They seem to prefer their friends and classmates for close relations. The result is that there are frequent conflicts and disagreements between teens and their parents. They tend to maintain distance from their parents and eventually, lose all the emotional closeness and warmth that was once there between them.

Solution

Avoid situations where activities that make you feel uncomfortable may take place.

Get involved in activities like sports or a social club at college - experience interacting with others on a positive level. You will notice that you actually lessen peer pressure if you are involved with other teens who possess the same boundaries, ethics and interests as you do.

- Use good Humor to get out of sticky situations and overcome peer pressure.
- Confide in your parents, teachers or counselors - they are your first line of defense. It's amazing how you can get out of tough situation just by telling one of them. They can help you ask the right questions and help you find what's really bugging you.
- Know your worth- remember you are God's creation and you are created unique with your identity. No two people are alike, even identical twins are not the same - fingerprints, thoughts temperament differ. You do not have to be someone else. You can just be you. Develop self-confidence in yourself.

How important are peers to adolescents?

A teen's peers can be part of the most important social relationships in a teen's life, often contributing more to his/her development than families do. Strong peer relationships help teens

achieve two of their most critical tasks: finding independence from their parents and developing their own personal identities. As such, close peer relationships are a normal part of adolescence. Indeed, lack of a strong peer group can cause concern regarding the full, healthy development in a teen.

Prior to adolescence, a child's friends and access to them are overwhelmingly controlled by parents. However, adolescence is a time when teens begin to select their own friends, spend considerably more time with them, and they often do so without parental supervision. They begin to share more intimate bonds with their friends, such as sharing of personal secrets and feelings. In fact, teens will often connect with other teens who have similar problems or situations as they look for social acceptance from other sources than their parents.

What is Peer Pressure?

Peers are people who are part of the same social group, so the term "peer pressure" means the influence that peers can have on each other. Although peer pressure does not necessarily have to be negative, the term "pressure" implies that the process influences people to do things that may be resistant to, or might not otherwise choose to do. So usually the term "peer pressure" is used when people are talking about behaviors that are not considered socially acceptable or desirable, such as experimentation with alcohol and drug use.

The term "peer pressure" is not usually used to describe socially desirable behaviors, such as taking more exercise, or academic success. Is Peer Pressure Always Bad?

Usually, the way that the term peer pressure is used is describing a negative influence that one peer, or group of peers, has on another person. The term is often used when describing how a previous well-behaved young person developed problematic behaviors, especially related to alcohol or drug use.

However, in reality, the influence that people have on one another can be either positive or negative, so in another way, peer pressure could be applied to either socially desirable or socially undesirable behaviors. For example, peer pressure could influence a young person to become involved in sports. This involvement could be positive, leading to exposure to healthy lifestyles and role models, and eventually leading the young person to become a positive role model herself.

On the other hand, that same peer pressure could lead the same young person to over-identify with sports, putting exercise and competition above all else. If taken to an extreme, she may develop exercise addiction, resulting in health problems, and causing her to neglect her schoolwork, other social activities, and ultimately, using exercise and competition in sports as her main outlet for coping with the stresses of life.

Parents often worry about peer pressure, particularly in relation to potentially addictive activities, such as alcohol and drug use and sexual behavior, and to a lesser extent, food and eating patterns, game playing, gambling, shopping and spending, and illegal activities. Parents are rarely concerned about peer pressure to engage in sports and exercise, as these are typically seen as healthy social behaviors. This is appropriate, as long as the exercise

or sport does not become an unhealthy way of coping, excessive to the point of negatively affecting their health, or dangerous (as in dangerous sports).

Addiction is a complex process, which is affected by many different factors, so peer pressure alone is unlikely to cause an addiction.

Parent Influence is Stronger than Peer Pressure

Although parents worry about the influence of peers, overall, parents have a greater influence on whether children go on to develop addictive behaviors than peers do. So rather than worrying about the effects of your children's friendships, parents would do well to focus on creating a positive, supportive home environment, free of addictive behaviors and without access to alcohol or other drugs. Role modeling good emotional self-regulation will also reduce your child's risk of developing addictions as she or he will learn there are positive ways of solving problems and coping with uncomfortable feelings, rather than trying to escape into addictive behaviors and substance-induced, temporary, unpredictable relief from pain, whether emotional or physical.

However, Peer pressure may increase the risk of other harms, which can be even more dangerous than addiction, such as driving under the influence of alcohol or other drugs, overdose, poisoning, asphyxiation, STDs and accidents. Risk-taking is a normal part of adolescence, and peer pressure to take risks can be balanced by parents ensuring that they set appropriate boundaries, provide support and help to avoid risks, such as picking up their child from events where alcohol or drugs may have been consumed, and providing balanced, truthful information on issues such as alcohol and drug use.

Peer Pressure Does Not Just Affect Kids

Peer pressure is usually applied to younger people, especially teenagers.

Adolescents are particularly vulnerable to peer pressure, because they are at a stage of development when they are separating more from their parents' influence, but have not yet established their own values or understanding about human relationships or the consequences of their behavior. They are also typically striving for social acceptance at this stage, and may be willing to engage in behaviors that will allow them to be accepted that are against their better judgment.

However, adults can also be vulnerable to peer pressure. Many adults drink too much because it is the only way they can have a social life. They see others in a casino having a big win and it encouraging them to keep on gambling. They look at their boss getting a promotion and put work before family. So being aware of, and carefully choosing the influence of peers that will lead to healthy and happy experiences is a lifelong process.

RESPECTING DIVERSITY

Respecting cultural diversity means to embrace and appreciate the differences and celebrate and leverage the similarities. We need to overcome our anxiety and fears. This requires that we understand that there are many societies that emerged around the globe which differ not only in language, dress and traditions, but also in the way they organize themselves. Each of us was born into a society with a specific culture, which forms the foundations of our beliefs, values, knowledge and rituals. Some of today's cultures date back thousands of years.

Respect means to open up to other cultures. We need to slip into the shoes of other cultures by better understand our own. By better understanding ourselves. The more we understand our foundations and the better we are rooted in our culture the easier it is to open up to other societies. The easier it is to appreciate the encounter and exchange with members of the diverse cultural landscape planet Earth has to offer.

Respect for cultural diversity requires that we accept that other societies are rooted as much in their cultures as we are in ours. No one can easily - if at all - change the cultural skin. No one should be forced to give up their own culture in exchange for another one.

As much as we need to accept the laws and conventions of our own culture at the place where we come from and where we live, we are required to respect the systems, frameworks and ways of living at the places we visit and even more importantly where wish to move to. "Do as the Romans do" is not only a helpful guide for smooth travels but also a recipe for business success. And it is a prerequisite for successful integration in the society at a foreign land.

India is a well known country of oldest civilization in the world where people of many ethnic groups live together for years. India is a country of diverse civilization where people used of using almost 1650 spoken languages and dialects according to their religion and choice. In spite of being related from different cultures, traditions, religions and languages; people here respect each other and live together with lots of love and feeling of brotherhood. People living here and there all over the Indian land are joined together by one faith of brotherhood. Unity in Diversity has been one of the great characteristic of our nation which has bind people of all religions together in one bond of humanity.

We can never forget the freedom movements run by the people of all religions of India to make India an independent country. The struggle for freedom is the great example of unity in diversity in India.

Unity in diversity concept in India gives everyone a strong message that nothing is without unity. Living together with love and harmony provides the real essence of life. Unity in diversity in India shows us that we all are born, cared and nourished by one Supreme God.

India is a highly populated country and famous all over the world because of the characteristic of unity in diversity. Unity in diversity is the strength and power of India which has now been the most important feature identifying India.

Unity in diversity has given rise to the great national integration characteristic to the country which has become the foundation of strong and prosperous India even after lots of corruption, extremism and terrorism. People living in various states are generally differ in their speaking language, culture, traditions, clothes, festivals, look, etc (known to be like Bengalis, Maharastrians, Punjabis, Tamilians, Malayalis, Telugus etc); however they tell themselves Indian which shows their unity.

Humanity and likelihood of people help them to maintain unity in diversity here. People in India give high importance to the spirituality, Karma and Dharma instead of their material wealth which brings them more closely. People here have religious tolerance power as their unique feature which helps them to feel no difficulty on the occurrence of different religions

The high mountains, valleys, oceans, famous rivers, streams, forests, deserts, ancient culture and tradition, and most importantly unity decorate India in diversity. People here belong to their own race, religion and language however they all have similar characteristic of humanity, which makes them able to live together.

Following are the importance of unity in diversity:

Importance of Unity in Diversity:

- Unity in diversity boosts morale of people at workplace, organization, and community.
- It helps in enhancing relationships, teamwork among people thus improve performance, quality of work, productivity and lifestyle. It makes communication effective even in bad situation.
- Keeps people away from social problems and help to manage conflicts easily.
- Improves healthy human relations and protects equal human rights for all.
- Unity in diversity in India provides source of tourism. People of diverse cultures, traditions, cuisines, religions and clothing attract more visitors and tourists from all across the world.
- It gives rise the habit of national integration among people of the country even after being diverse in various ways.
- It gives value to the rich heritages of country as well as strengthens and enriches the cultural heritage of India.
- It helps to be rich in agricultural area through different crops and thus economy growth.
- Source of skilled and advance professionals in various areas to the country.

By learning about people of different cultural backgrounds, we can increase our horizons, have better interpersonal dialogue and communicate more on a personal level.

If you put aside any prejudices or biases you might have and you are open to other people, it can help prepare you to listen, talk and learn about other people and their cultures.

Showing students everyday photographs of people of different ethnicities, shapes, sizes, and garb gives students the opportunity to see people that look very different from themselves. This activity can help humanize types of people that a student has never had an opportunity to interact with personally. Welcoming guest speakers into the class that hail from differing backgrounds and have all made a positive contribution to important fields could also help dispel any preconceived notions that students might possess about the relative competence and value of people from different cultures.

Teaching students about multicultural role models also serves as an effective method for demonstrating that people of all genders, ethnicities, and appearances can have a positive influence on the world and deserve to be respected and emulated.

Today more than at any other time, our country is being torn apart due to difference in religion, culture, language and customs.

Religion appears to be the main factor for these conflicts. Unfortunately, we have begun talking in terms of being a Hindu, a Muslim, a Christian or a Sikh. We have begun talking , in terms of being a Tamil, a Malayali, a Bihari, a Bengali, a Maharashtrian, a Gujarati, a Panjabi, or a Kashmiri. We have begun talking in terms of South Indian or North Indian or a person belonging to North East.

We are all Indian first. Then only are we South Indian or North Indians , Punjabis, Kashmiris, Tamilians, Gujaraties, Bengalies , Maharashtrians, or Malayalees. Religion should not separate us. On the contrary religion should unite us. All religion teaches us to love one another and to be united as brothers and sisters. Difference in language and culture should unite us more than separate us. Real beauty lies in unity in diversity.

CONTENTMENT

The Key to Happiness

A contented mind is a great blessing, because it is not what you have that makes you happy or unhappy, but how satisfied you are with what you have. Therefore, the richest person is not necessarily the one who possesses the most, but the one who is content with the things possessed.

Reflection on Contentment

- Contentment Vs attachment – Attachment makes you believe that without certain things you cannot be happy. Contentment means to be happy with whatever you possess, with no inordinate attachment or undue desire for more.
- Contentment Vs Competition – You compete because you consider others as threats or as better than yourself. Competition is meant to outdo the other. Contentment considers self and others as unique, even equal, thus causing no rivalry.

- Contentment Vs Comparison – You are often unhappy because, on the one hand, you want to be happier and better than others and, on the other, believe others to be happier than you. Contentment makes no comparison.
- Contentment Vs Future – Thought of the future makes you believe that the present is not good, but the future will be. It thus postpones happiness to a period to come. Contentment focuses on the present. And happiness is always in the present
- Contentment Vs Discontentment – Discontentment always blames people and circumstances for failure and unhappiness. Contentment makes circumstances conducive to happiness.
- Contentment Vs Possessions - Possessions make you believe that more things are necessary for happiness. Contentment believes that the fulfillment of desire can bring only passing pleasure, not ultimate and lasting happiness.
- Contentment Vs Peace of Mind – Contentment offers peace of mind, good health and happiness. Discontentment renders you restless, tensed and sick.
- Plan of Action
- Knowledge – Know that happiness does not depend upon things outside. Know that life is more valuable than the things you are attached to. Know that neither anything nor any person, outside of you has the power to make you happy or unhappy. Know that happiness is within you
- Believe – Believe that there is not a single moment in your life when you do not have everything you need to be happy.
- Decide to be happy - People are unhappy because they have decided to be so. Hence, decide to be contented, and happiness will be yours.
- Take control of self – Do not entrust charge of your happiness to anybody else or anything else.
- Focus on the present – Happiness is always in the present and not in the future. It is futile to attempt to search for it in the future.
- Adopt a simple life style - Choice of a simple life style can save you from excessive want and inordinate desires.

(Courtesy: “Inspiration for life” by Devasia Puthiyaparambil)

SOCIAL AWARENESS

At birth, most of us are born with five senses, exceptional few with sixth sense but none is born with civic Sense. However, we have the ability to speak but words and the adults teach languages to us. Similarly, civic sense too has to be taught and inculcated.

With the exception of a couple of lessons in school or at home, not much attention is given to civic behaviour of the child. Faced by tough academic challenges and expectations to excel in exams, both teachers and parents are unable to devote much time to educate the children about the importance of civic sense and how it could make a difference to the country as well as contribute to the betterment of their own lives. While preparation for examinations is afforded priority, value formation, character building, and focusing on building ethical standards in children regrettably are not given adequate emphasis in our school curriculum. Robert Fulghum wrote a book titled *All I Really Need To Know I Learned In Kindergarten* wherein he said, “ALL I REALLY NEED TO KNOW about how to live and what to do and how to be I learned in kindergarten. Wisdom was not at the top of the graduate-school mountain, but there in the sand pile at Sunday School”.

Civic sense is nothing but social ethics or the unspoken norms of society. It is not just about keeping the roads, streets and public property clean but also has to do with abiding with law, respecting others point of view, maintaining decorum in public places. Individualism, vandalism, intolerance, racism, road rage etc. are all examples of lack of civic sense. People are becoming less and less tolerant of each other, of other's cultures, backgrounds, and beliefs and behaviour.

Disregard for the law is a primary cause for lacking civic sense. The current state of public transport, for example, is disheartening. There are spit marks, urine, vulgar graffiti, random garbage and overflowing sewers at every nook and corner. No one is to be blamed but ourselves for this condition. We put the waste or wrappers in the bin lying in kitchen and teach our children to do so but overlook when the child throws it on the road. We should realize that teaching civic sense is as important as warning him against fire. Latter harms him directly whereas lack of knowledge of civic sense can or rather has proved catastrophic for society.

Roads are not dirty because nobody cleaned it, but they are strewn with garbage because we threw the muck in the first place. As human beings such dirt and grime is not acceptable to us but it still exists around us because we accuse everybody for it and wanting someone to remove it. Dengu- a disease that has proved fatal for many and has spread across the country was caused by the absence of hygiene. The boundary wall of our colony was being used as open urinal. It used to stink so much that even the ‘safai karamchari’ used to avoid sweeping it. When requests failed, the residents of our society got pictures of God's painted on the boundary wall of our colony. From open urinal it soon became a sight of pleasure with clean swept side walk. People today are so driven towards their personal goals that civic sense, as an ethic has become a low priority, almost a nuisance to those who disregard it as unnecessary evil. This attitude could be harmful for the society in the end.

This situation was not always true; we were never as uncivil as we are today. Why this deterioration in civic sense? Self containment could be the plausible reason. We do not bother about needs of others. Civility is conspicuous by its absence. Right from the beginning since man started living as socialized being; efforts have been made to instill civic sense either through stories or religion. All ancient civilizations had taken upon them the responsibility of

maintaining moral values in society. There might have been different value systems, yet a common factor that brought them on the same platform was propagating moral teachings through storytelling. Jataka tales were a major source for inculcating in people a deep sense of moral values and spread the message of kindness, compassion, generosity, non-violence, self-sacrifice, charity etc.

All of us want our children to be successful, but not many make the effort to turn them into good human beings. We must teach our children to respect our planet and do his or her bit for nature. They are simple but essentials means, which can encourage our children to save the planet, and we must remember to practice what we preach.

If we do not teach our children about social issues, they may not be able to take an appropriate decision when confronted by that issue in society. For example, you need to teach your child about the ill effects of drugs and addiction, what sort of people smoke them and what effect it could have on his life. In fact, you need to inform him that his peers could introduce it to him at school! This knowledge will help him take an appropriate decision if ever confronted by this situation.

There are many social problems like female infanticide, alcoholism, drug abuse, and superstitious beliefs etc. which are still a huge problem in India. It is vital that more and more people be made aware of these issues so that we can fight them as a united country. Social awareness also makes the individual more mature and considerate when it comes to making important decisions. We must lay emphasis on credence to this feature for proper and holistic growth'

Good parenting could be a strong foundation from where each one of us could start building national culture of civic sense and sensibility and making the future citizens of the country aware of the importance of social ethic or societal norms which should not just be followed but should become a way of life. Smooth functioning societies owe a lot of credit to the right amount of civic behaviour among its people. While it is widely accepted that value formation is an essential pre-requisite in nation building, regrettably, adequate, priority has not been given to this important aspect of 'value formation' when addressing issues relating to national development. With the degeneration of ethical values and the tragic deterioration of standards of our social, economic and political life, the need for a new model of values, which will provide a basis, and firm foundation for national development has emerged dominantly.

The need of the hour therefore is to effectively address the problem by discouraging the behaviour that is detrimental to the country as a whole and instilling a set of values that can lead to creating the 'right' mindset in people spread across the country, which is an essential prerequisite in building our nation. We should not only make a promise to self that, "I will not only do the right thing but I will also stop others from doing something wrong. We need a sense of ownership, belonging and pride in our country. Values must be reinforced by various means foremost among them being one's ability to be a living example.

Presently a whole generation is in the danger of becoming trapped within a false value system chasing after a 'materialistic world.' Becoming rich fast and amassing wealth seem to be the 'core' of all things. In the pursuit of 'material success', ethics and values have been relegated to the list of forgotten things. Lust has overcome love; selfishness has superseded generosity, apathy for sympathy, negative and destructive thought for positive constructive thought.

Aristotle said 'He who is unable to live in society or who has no need because he is sufficient for himself, must be either a beast or god' The alarming increase in the crime rate, incidence of violence and the abuses against women and children has even baffled law makers and law enforcing authorities.

Escalation of crime in a country occurs due to numerous factors, one of the chief and the most basic being the lack of religious, cultural and moral values in a society and the other is the lack of education. The positive transformation of society as a whole is therefore an essential prerequisite to national development and this can only be achieved by appropriate value formation. The essence in value formation is restoring a sense of appreciation for the right and wrong and choosing right from wrong. The importance of education to defend the cultural and historical values and to make our children inheritors of a secure future on the other hand cannot be overemphasized.

Few years back when Tsunami hit Japan and there was complete power failure in Japan, the world was shocked by the tragedy but was also marvelled at the conduct of the people affected. When the city was plunged in darkness. People left the shops, leaving the merchandize on counters. No one took advantage of the darkness. There was no looting or ransacking of stores. No wonder Tokyo is among the most affluent, progressive, safe and orderly cities in the world.

Political ethics and democratic behaviour are concepts alien to most political parties operating in our country today. Sadly enough those concepts have not even found a place in their theory, leave alone the practice. The norms of responsibility and decency must be manifestly and abundantly demonstrated by action, upholding the principles of integrity and transparency. This is the biggest challenge for our leaders today. Walter Lippman maintained "Leaders are the custodians of a nation's ideals permanent hopes of faith which make a nation out of mere aggregation of individuals" while John Gardner asserted that "Leaders have a significant role in creating the state of mind that is society."

Civic sense does not come from just enforcement but from a "sense of belonging" which creates pride and a sense of ownership. It is our duty to make every citizen accountable. Law can not be enforced on many things. As a society, we have to address this problem in pro-active way and need to build that sense of accountability. A well-planned and coherent education system with effective training strategies, and concentrated efforts we will be able to instil values among our younger generation until it becomes second nature in our children. Value formation as a determinant of behaviour is an important phenomenon that cannot be ignored or overlooked.

Creative Thinking

What is Creative Thinking?

Creative thinking means looking at something in a new way. It is the very definition of “Thinking outside the box.” Often, creativity in this sense involves what is called lateral thinking, or the ability to perceive patterns that are not obvious.

Some people are naturally more creative than others, but creative thinking can be strengthened with practice. You can practice creative thinking by solving riddles, being aware of your assumptions, and through play. Creative people have the ability to devise new ways to carry out tasks, solve problems, and meet challenges. This creative process allows you to explore connections, meet new challenges and seek solutions that are unusual, original and fresh.

Why and How do we go outside the box?

Everybody is comfortable inside the box like in regards of getting information if we possess same information than what’s the difference? We really depend on general information, so to go outside the box is a necessity for us and as a dignity for human being. We should not wait for an apple to fall on our head like Newton. We need to add something more, a little spice, which will go beyond the convergent information like something, which is not apparently, something, which take us far which is called divergent information. We need certain kind of divergent to cross the borders within our minds. It takes us to a place where we really don’t know to go and going back to our safe place does not make any sense, that’s a temptation we need to resist. We need value of thinking like some thoughts that takes us far. We need to be open-minded and need to be fluent look for alternative not for a correct answers because when you think creatively there is no single answer you will get many possible alternate. Creativity helps in solving the problems and creativity is required in every level. Real creativity requires that you have a clear sense of what is good and what is not.

The main benefits of developing creative thinking include:

- Increase self confidence
- Solve problems more efficiently
- Earn respect
- Be an innovator
- Make a difference
- Be more successful at work

DEVELOPING CREATIVE THINKING:

Brainstorming:

This technique includes thinking about something and putting down all the ideas that come to your mind regardless of how silly or unrelated they might seem at first. It encourages thinking in a different way and exploring many options that might be applied in that situation. The more options come to you mind, the more potential you’ll have to find great ideas.

Mind Mapping:

While brainstorming involves putting all the ideas down as they come to your mind, mind mapping is about arranging your thoughts, thinking in a logical way, using associations, recognizing patterns and creating an order. This exercise engages both left and right hemisphere of the brain, it encourages you to think about the relationship among aspect and ideas. It also has a positive influence on organizational skill.

Reframing:

Reframing focuses on analyzing the same situation or a problem from a different perspective, it's a great exercise for developing creative thinking. Reframing means changing the frame of things, so you will need to take a look at a problem or a situation in a different way, to be able to come up with a new, innovative approach.

Envisaging the future:

The goal of this exercise is to train your mind to anticipate future based on the images of today. Through this process, you will need to create bridges from present to future, and this is where creativity comes in useful, as ideas to overcome gaps become solutions that will take you to desired future and help you achieve your goals.

Role-Play:

The technique of using role-play is a good way to change the way you are thinking and explore the situation from a different perspective. Creative thinking encourages you to be open-minded, so when using this method, you will try to think about the situation from the point of someone else. You need to reframe your way of thinking to see a different perspective and find new solutions that go over your limits and overcome your personal style of problem solving. Assuming a new role encourages to come up with solutions that might not be typical for you, but they are what you need for creative problem solving.

ABOUT THE INSTITUTION:

St. Francis De Sales college, Aalo is established and administered by Missionaries of St. Francis De Sales, North East India Province. It is recognized under 2(f) & 12(b) of UGC Act, 1956. College is administered by a registered society known as St. Francis De sales College charitable Society (SF/ITA/3571).

Saint Francis de Sales College (SFSC), Aalo, is situated 5 kms away from Aalo, West Siang Dt. Arunachal Pradesh. It was established in the year 2007 and is administered and managed by the MSFS Fathers also known as the Fransalians, who are called to be enlightened guides of their students. The MSFS Fathers have more than 170 years of experience and expertise in imparting quality higher education all over the world. It is a minority educational Institution with a secular outlook. With 'Light to Enlighten' as its motto, SFSC, Aalo admits students from all walks of life, irrespective of caste, creed, religion, tribe and language to be part of this institute of higher learning. It is permanently affiliated to Rajiv Gandhi Central University, Itanagar. SFS College, Aalo, meets fittingly and fully all the educational institutional requirements of the students of this hilly, enchanting and beautiful 'land of the dawn lit mountains'.

MINISTRY OF SAINT FRANCIS DE SALES

The Missionaries of St. Francis de Sales (MSFS), also known as the Fransalians, was founded in Annecy, France on 24 October 1838 by Fr. Peter Mermier under the patronage of St. Francis de Sales. Fr. Peter Marie Mermier, our Founder, was born on 28th August 1790 in Savoy, France. He considered the vocation of a missionary as something beautiful, challenging, demanding total surrender to the divine providence and absolute renunciation of self will. Fr. Mermier insisted on constantly reviewing educational problems, a constant and affectionate, presence among children and opening the hearts and minds of children to the presence of God. The MSFS Fathers are committed to forming the present generation for the future through more than 100 quality Educational Institutions in India.

ST. FRANCIS DE SALES COLLEGE

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