

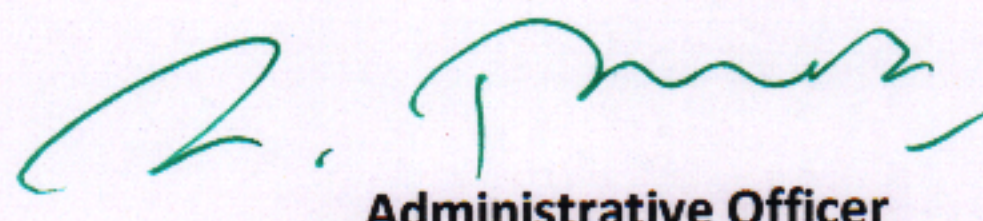


## RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Basar, Nirmal, Telangana State – 504107

The institution offers a course on Human Values and professional ethics

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

  
Administrative Officer

**ADMINISTRATIVE OFFICER**  
Rajiv Gandhi University of Knowledge Technologies  
**BASAR-504107,**  
**Nirmal-Telangana.**