

Day	No.	Session Title	Skill
1	1	This is Me + I am Unique	Induction + Life Skills
	2	India, My Country	Input session (Research & Creativity)
2	3	Grooming, Hygiene & Social Manners	Soft Skills
	4	General Conversations (basic OR guided)	Communication Skills
	5	Teamwork	Life Skills
3	6	Point of View (basic OR guided)	Communication Skills
	7	Time Management	Life Skills
	8	Interview Preparation	Interview Skills
4	9	Professional Ethics	Soft Skills
	10	Money Management	Financial Literacy
	11	Story Writing	Communication Skills
5	12	India, My Country - Presentation	Communication + Presentation Skills
	13	Goal Setting & Ownership	Life Skills
	14	Kindness Boomerang	Life Skills
6	15	Extempore (Basic + Intermediate)	Interview Skills & Post-Assessment
	16	Group Discussion	
7	17	Mock Interviews	Interview Skills & Post-Assessment
	18		
	19		
<b>Total</b>	<b>7 Days   19 Sessions   38 Hours</b>		

A: Hi! What's your name?

B: Hi! My name is....., what's yours?

A: My name is .....Where are you from?

B: I'm from ....., what about you?

A: I am from here itself. So, do you like our town?

B: Yes, it's a very nice place, but I miss my hometown.

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A: What do you do?

B: I'm a student. I'm doing .....Are you also studying?

A: Yes, I'm in the third year. What is your favourite subject?

B: I like ..... and ..... Which subjects do you like?

A: I love ....., but I absolutely dislike .....

B: Are you prepared for the exams?

A: Oh, no! What about you?

B: Hmmmm.....

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A: Do like watching movies?

B: Oh yes, I do. And you?

A: Yes, I love watching movies too.

B: What kind of films do you like?

A: I like watching action/romantic/comedy films. What do you like to watch?

B: I like ..... Who is your favourite actor?

A: My favourite actor is ..... I enjoy all his movies. Who is your favourite?

B: Oh, I also like .....

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A: What type of music do you enjoy?

B: I love all kinds of music - from classical to modern. What about you?

A: I only like modern film music. So, do you play any classical instrument?

B: No, unfortunately, I did not learn how to play any instrument. And you?

A: I am learning to play the drums

B: God help your neighbours!

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A: Do you like music?

B: Oh yes, very much

A: What type of music do you listen to?

B: I enjoy Carnatic music. What about you? What kind of music do you like?

A: I love any kind of music, from classical to rock. Do you play any instrument?

B: Yes, I play the ..... and you?

A: I play the .....

B: Great! We should get together and form a band.

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A: Uff! This heat is killing!

B: I know.... Every year it gets hotter and hotter

A: I guess that's what they mean by Global Warming

B: Yes, true. In a way, we all are responsible for this, aren't we?

A: I agree. Instead of complaining, I should do something to help prevent any further damage to the earth.

B: Of course. We all need to become responsible and do our bit to save the earth.

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A: Where do you stay?

B: I live in .....

A: Is your house very far from college?

B: Yes, it's quite far. It takes more than an hour by bus. Do you live close by?

A: Well, closer than you. It takes me just half an hour to reach.

B: You're so lucky - you get to sleep for half an hour more!

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A: Where are you from?

B: I'm from ..... and you?

A: I come from a small village/town called .....

B: Have you come to study here?

A: Yes, what about you?

B: Me too. Where are you staying?

A: I'm staying in a hostel close to college. What about you?

B: I'm living with my maternal uncle in.....

A: I miss my family a lot. Do you miss home?

B: Yes, I do. Fortunately, I'm living with family so it's not so bad.

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A: Where are you from?

B: I'm from ....., what about you?

A: I am born and brought up here. So, do you like our town?

B: Yes, it's a very nice place

A: What's your village/town/city like?

B: It's very quiet and peaceful. This is a bustling town -lots of people and vehicles

A: Yes, it must be very difficult for you to adjust

B: Yes, I do miss my hometown.

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A: So, what did you do on the weekend?

B: Nothing much, I woke up late, helped with some housework and then went to meet my friends. What did you do?

A: I went for a picnic with my friends. We had a great time! We got back quite late, around 9

B: Wow! You must be exhausted.

A: Yes, I am, but my mother insisted that I go to college

B: Oh, even my mother would never let me bunk college because of a picnic!

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A: Just look at that! I tell you, the traffic situation is getting from bad to worse

B: I know! Just two years ago, I used to take half an hour to reach college, now it takes almost an hour

A: Seriously. The number of cars has literally doubled in two years

B: In a way, it's good. It indicates a prosperous economy

A: Yes, but prosperity at the cost of health is not worth it.

B: I agree. People should start using public transport to reduce the crowd and pollution. That's what I do

A: Yes, me too. I've stopped taking my scooter out, especially during peak hours

B: Looks like you and I think alike!

A: Yes. By the way, I'm ..... What's your name?

B: I'm ..... Nice meeting you.

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A: Have you seen .....? (name of a popular movie)

B: No, not yet. Have you seen it?

A: Yes, I saw it yesterday. It was a very good movie. Don't miss it

B: No, I won't. Let's see, I'll try and go today

A: The music is superb, and so are the dances!

B: Oh, then I must go today anyhow!

A: Hi! I think I've seen you somewhere. Do you usually take this bus?

B: You look familiar too. No, I don't always take this bus

A: Where do you live?

B: I live in ..... What about you?

A: I live in .....

B: So, then where have I seen you?

A: I'm also trying to recall. Are you in ..... college?

B: Yes! So, that's where we've seen each other!

A: By the way, my name is .....

B: I am .....

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A: Hi! You're walking towards ..... college, aren't you?

B: Yes, I've seen you there too. I think you are senior to me

A: Yes, I am in the third year. What about you?

B: I am doing my second year. What do you plan to do after your graduation?

A: I am planning to do ..... What about you?

B: Oh, I too was thinking of doing the same

A: Great! Looks like we have a lot of things in common

B: Yes. What's your name?

A: Oh, my name is ..... and yours?

B: I am.....

A: Okay, see you around then

B: Bye. Have a good day.

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A: Good morning! Can I help you?

B: How much for this blue trouser?

A: This is for Rs. 999/-

B: Okay, but this is a large size. Please can you give me a medium?

A: Sure. Please give me a few minutes - I'll just get it for you

B: Thank you. I'll be in that section, looking around

A: I'm sorry, we don't have a medium in blue. We have grey and black

B: No, I only want the blue

A: Both are very nice colours and it's a very good price

B: Hmm...Let me think about it.

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A: Good morning. How can I help you?

B: Good morning. I have a problem with the fridge that I purchased last week

A: What is the problem?

B: The ice is not forming in the freezer.

A: Oh, okay. I'll just register your complaint with the company. They will call you and come over to resolve the problem.

B: Sorry, I do not want it repaired. I want it exchanged right away. I have paid in full, so I want a proper piece!

A: I understand sir, but we have certain procedures. If the company says there is a problem, we will definitely exchange it for you - that is our guarantee

B: Okay, but make sure he comes today itself.

A: I will call them immediately and tell them to attend to you on priority.

B: Okay. Thank you

A: Excuse me, is this the way to Anand Nagar?

B: Yes, it is

A: Is it too far to walk?

B: No, it isn't. Just continue straight down this road. Can you see that petrol pump ahead there? Turn left immediately after that. That is Anand Nagar.

A: Okay, thank you. By the way, do you know this address – lane number 6, house number 34?

B: Is there any landmark mentioned?

A: Yes, it is near the Electricity Board office.

B: Ah, I see. The Electricity Board office is the fourth or fifth building as you enter Anand Nagar, on the right hand side of the road.

A: Okay, thank you again. Have a good day

B: You too.

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A: Excuse me, can you tell me how to get to General Post Office?

B: The GPO? There is a post office here too, you know. Right here, around the corner.

A: Yes, but you see, I have to collect some documents from *that* post office. Is it walking distance from here?

B: Oh no, it is two stops away from here. You have to take a bus from that bus stop, across the road. Take any bus going to 'Station' and get down at the Navrang Cinema stop. You will see the GPO exactly opposite.

A: Okay, thank you very much! You have been very helpful.

B: You're most welcome.

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A: Good day. How may I help you?

B: Hello, I wish to open an account in your bank - this branch. How do I go about it?

A: Do you live close by?

B: Yes, quite close

A: You will need to submit a proof of identification and residence. What documents do you have?

B: I have an Aadhar Card, and a PAN Card. Will that do?

A: Yes, that is fine. We will need a xerox copy of both as well as 2 passport size photographs

B: Okay, not a problem

A: Please fill in this form and submit it to me at your earliest

B: Is it alright if I submit it everything tomorrow morning.

A: Sure. Please come at 11. We will open the account immediately

B: How long will it take to activate the account?

A: You will be able to operate it from the next day

B: Thank you so much sir. I'll see you tomorrow then

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A: Hello, Sir/Ma'am. How can I help you?

B: Hello, I want to purchase a gift for my niece for her birthday.

A: How old is she?

B: She is eight years old. She loves dolls and she enjoys reading.

A: Ours is the largest gift shop in ....., so I'm sure you will find something that your little niece will love. This section has all kinds of dolls.

B: Wow! I'm sure I'll find something here. And where is the books section?

A: That's on the first floor - the entire floor is dedicated to books.

B: Wonderful! I would love to spend some time there myself.

A: Yes, we have people who spend hours there. I'll leave you to browse around. If you need any assistance, our sales team is around to help.

B: Great, thanks!

## Interview Tips

Here are some tips for fresh graduates aspiring to join the community of working professionals.

### **Preparation just before the interview**

You must be aware of the company background, where you are going for an interview. Visit the company website to know more details

Check out how you will get to the location and how much time you will need to reach there. Have what you are going to wear ready in advance.

Be sure you know the time, date and location of the interview and the name of the interviewer - make sure you know how to pronounce your interviewer's name correctly. On arrival at the venue, inform the receptionist that you are there for an interview and state the name of the interviewer.

Carry multiple copies of your updated Resume, a notepad and a pen.

If need be, visit the wash room to freshen up.

### **Reach on time:**

Being punctual shows your seriousness towards the meeting. Try to reach the interview place 15 minutes in advance so that you can rest and get yourself ready to deal with the interviewer.

### **Dress neatly and demonstrate confidence**

Dressing nicely contributes to your self confidence – this contains, nice outfits, footwear and well done hair. Enter the interview room with a smile on your face and be confident. Your way of talking must be professional and higher level of confidence reflects from your words and tone but don't be over confident.

### **Know about the company.**

You ought to learn as much as you can about the organization. An excellent starting point is the organization's website. Also, do a google search on the organization to know what others are saying about the organization.

### **Smile**

At last it is advised to you don't be nervous at that time while answering any quiz. Give all replies with a little smile so that recruiter will not be able to judge nervousness in your words. A positive attitude must reflect in each reply.

### **What does interviewer keep in mind while interviewing you?**

You should know what the interviewers take into consideration while interviewing a candidate, so that you can present yourself to meet up to his/her expectations

Does the applicant have the ability to do the job?

How does he or she relate to people?

What kind of a person is this? A leader, or a follower?

What strengths does he or she have that we need?

In what areas is he or she weak? How will this affect his/her performance on the job?

What are his or her ambitions? Are they realistic?

Does she or he have growth potential?

How will the other interviewers react to him/her?  Should this person get an offer?

### **What helps:**

#### **Communication Skills**

Strong communication skills can impress your interviewer in one go. Your proper use of words can be a magical touch. Everybody wants to listen to you when you are able to explain the things in a captivating way. You need to be aggressive & polite at the same time. Your answers should be confident & your language must be deliberate. You must know how to tackle the things & twist the answers accordingly so that your interviewer cannot counter you. But this is only possible when you are having good command on your language. You can improve your skills by watching the news on TV (Indian English news channels) reading (novels, articles, editorial sections of newspaper, business magazines or blogs) and getting into the habit of speaking in English

#### **First Impression**

Be careful of what you are wearing. Your whole attire needs to be very neat, tidy and purely formal. Your first impression will be your last impression. Half of the work is done if your mentor is impressed by your personality. When you look good, you will gain much more confidence. You must be aware that the person sitting there is watching you entirely and he wants to pin point each & every aspect of your personality which includes your walking style, your gestures, your sitting posture, your movement of hands etc. You must have noticed perspiration on some people's face which shows their state of nervousness or anxiety. So try to be calm and relaxed. Your appearance, smiling face, confidence in your voice & positive attitude shows that you are a strong contender and having full spirit to work. Make sure you reach on time, as late comers are always losers.

#### **Attractive Resume**

Resume is the summary of your achievements, your past experiences and your personal & academic information. You are represented by your Resume. You should be very careful while drafting it. Make sure your contact details are accurate & reachable. Don't overburden your resume by adding more and more content. Be specific and only include what you can explain. Font should be between 10 – 12 but your name can be slightly larger. Use basic format and font. Draft such a resume which is easily readable though impressive. Don't use tough vocabulary and jargons as it leads to complications. Use simple language so that it is easy to go through by your hiring managers and other management. Nobody have so much time to waste in reading complicated Resume.

### **Interview Etiquettes:**

You must walk in the premises with a smile on your face and remember to greet everyone i.e. receptionist, your interviewers very politely and enthusiastically. Sit properly (erect, yet comfortable) on the chair. Lean a bit forward towards your hiring manager and make an eye contact so that it will give an impression that you are interested. Pay attention and don't behave too casual & relaxed. Be attentive and look interested.

### **Establish eye contact**

If there are more than one interview panel member, establish eye contact with each of them while responding to the questions. Simultaneously avoid staring at any one of them.

### **Do not be argumentative.**

Present your perspective and be professional. If you do not agree with something the Interviewer has said do not spurn it as incorrect. Try to understand their point of view even if it clashed with your own. This does not mean that you need to agree to their perspective.

### **Thank You Note:**

End your interview with a 'thank you' telling him/her that it was pleasure meeting him/her, and you are looking forward to their response. It will show your keen interest in their company & job.

### **How to answer interview questions**

You should listen properly to understand what they are asking, and then answer it confidently. Don't feel shy if you don't know the answer. It's not necessary that you know everything, but don't be quiet just say something and leave it to the interviewer so that he can explain you. You could also politely ask for the question to be repeated or re-phrased. You can also ask questions. It will make him feel that you are willing to know more about the company. Try to use simple language within your comfort zone. At the end you can make him feel that you are interested and explain your requirement and how you are suitable for the job.

- Listen carefully - if the question is unclear ask politely for clarification.
- Pause before answering to consider all facts that may substantiate your response – it shows you can think.
- Keep nodding and making appropriate sounds to show that you are listening to them.
- Always offer positive information and be enthusiastic.
- Get directly to the point.
- Discuss only the facts needed to respond to the question.
- Do not open yourself to areas of questioning that could pose difficulties for you.
- Be truthful, but do not offer unsolicited information.
- Focus and re-focus attention on your successes. Do not feel low because of some failures.
- Don't worry about admitting you don't know – but keep this to the bare minimum.
- Be prepared for hypothetical situation questions – take your time on these.

- Be prepared for the unexpected question – it is designed to see how you cope with the unexpected.
- Assume all questions are asked for a good reason and answer accordingly.
- If you ask questions, keep them brief. Remember that you are being interviewed and not the other way round!

**Good Luck!**

## Interview Questions for Freshers

1. Tell me something about yourself.
2. Run me through your resume
3. How would your friends describe you?
4. What are your strengths and weaknesses?
5. Give me an example of your creativity.
6. What has been your most significant achievement?
7. What have you done that shows initiative?
8. What are your outside interests?
9. How has college prepared you for this career?
10. Are not you overqualified for this position?
11. What was the last book you read?
12. Who has inspired you in your life and why?
13. Which person has had the greatest influence on you, why?
14. What was the toughest decision you ever had to make?
15. What has been your greatest crisis, how did you solve it?
16. What do you know about this company?
17. Tell me something about our company.
18. Describe your ideal company, location and job.
19. Why do you think we should hire you for this job?
20. Why should I hire you?
21. Why do you want to work at our company?
22. Explain how you would be an asset to this organization
23. How long would you expect to work for us if hired?
24. How do you feel about working nights and weekends?
25. Are you ready to keep late hours?
26. Can you work under pressure?
27. Are you willing to relocate or travel?
28. What are your salary expectations?
29. How much salary do you expect?
30. What are your career options right now?
31. Where do you see yourself five years from now?
32. What are your goals?
33. What motivates you?
34. What motivates you to do good job?
35. What makes you angry?
36. Would you lie for the company?
37. Have you considered starting your own business?
38. If you won Rs.10 crores in a lottery, would you still work?
39. What is the difference between confidence and over confidence?
40. What is the difference between hard work and smart work?
41. How do you define success and how do you measure up to your own definition?
42. On a scale of one to ten, rate me as an interviewer. Give reasons
43. Do you have any questions for me?
44. Is there anything you would like to ask me?
45. Would you like to know anything about our company?

1. Ram's classmate Vishal has spread a lie about Ram to the class, saying that Ram has copied his assignment directly from the internet, although Ram had worked hard and prepared the assignment himself.

Without checking, the professors have given Ram very low marks. This has given Ram a very bad name, as other students are making fun of him and accusing him of being a 'Cheater'.

Ram confronts Vishal, who has spread this rumour. However, Vishal was not bothered nor was he sorry for doing such a thing. In fact, he said that he had done it 'for fun', as he did not like Ram.

Ram has no way of proving his innocence. He confides in his best friend Madan. Madan suggests that they should do the same to Vishal – they should 'pay him back with the same coin', by spreading rumours about him.

Ram is not very happy with this idea. However, he is very angry and hurt and gets convinced by Madan to damage Vishal's reputation.

Vishal and his friend Gopal, then decide to take revenge on Ram and Madan. They say and do things to harm both of them.

Over a period of time, the situation gets from bad to worse, between Ram and Madan on one side and Vishal and Gopal on the other, along with a few more friends on either side. Both rival groups are constantly 'at loggerheads' – fighting with each other and disrupting the peace of the class.

2. It is lunch break. No one is in class – all students are either in the canteen, hanging around, or out playing. You have to go the rest room. On the way to, you pass your class and notice some movement in the class. You stop and peek in out of curiosity. To your horror, you see your best friend reach into another person's bag and take something out of it. You quickly run away from there, before you are seen.

Once the bell rings, all the students return to class – you see your friend also walking in casually. The next day, one of the students reports that his money has been stolen.

3. Naveen and Vivek have been friends since they were in the first standard. Once they finished school, both went to different colleges. Slowly they started drifting apart, although they made it a point to meet on occasions.

A few months ago, when they met, Vivek had tried coaxing Naveen to try some drugs. He said it would give him a 'great kick' and he would really enjoy the experience. Naveen refused and warned Vivek about the dangers of addiction. Vivek brushed him aside, saying that he was not addicted – he was just taking it occasionally, 'for fun'. After that, Naveen started avoiding Vivek and did not want to stay in touch with him.

Now, Naveen has got to know that Vivek is addicted to drugs and alcohol and has also got into bad company. In addition to that, he has become very abusive and violent.

4. You're a manager in an organisation. One of your team members, who is quite young, has been detected with cancer and he's undergoing a six-month round of chemotherapy. He needs to keep taking leave for treatment. Besides, this has affected his performance. Therefore, you are wary of entrusting him with any important work...

Being a sincere and conscientious worker, he too feels guilty for having to take so many leaves. One day, he comes to you and asks whether he should hand in his resignation...

You know that he is the sole earning member in his family and that he has his aged parents, wife and two children who are dependent on him.



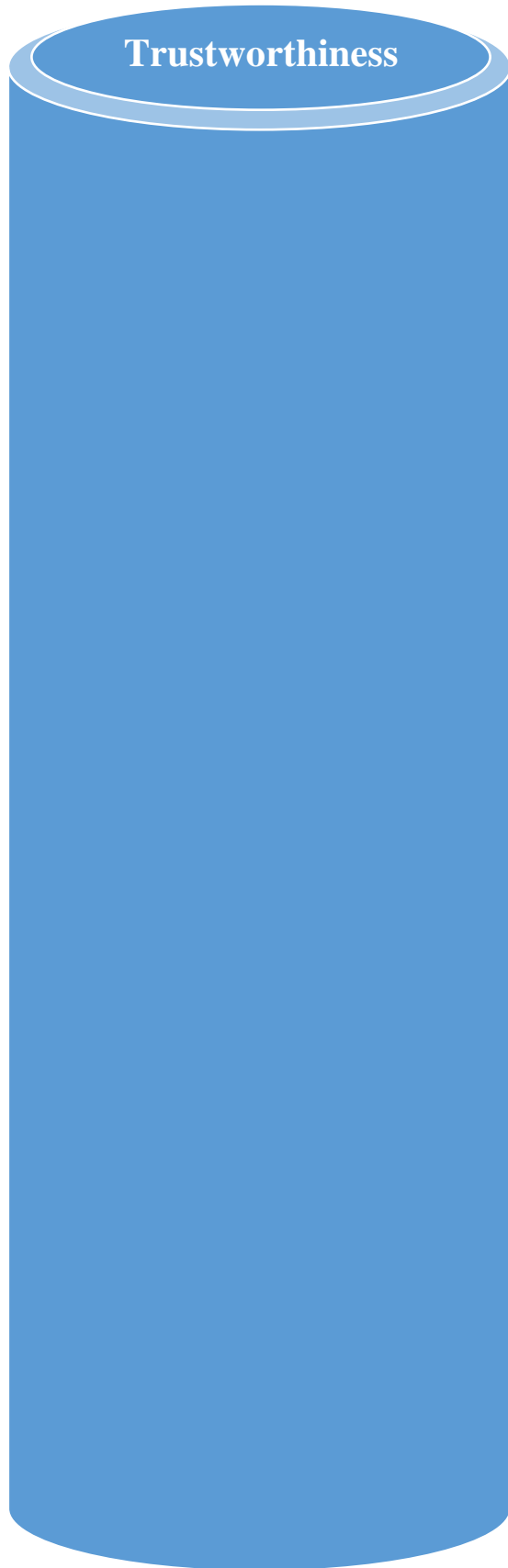
# Mahindra

## PRIDE CLASSROOM

There are 6 Pillars of Character – Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Build each ‘pillar’, using the appropriate chits as ‘bricks’

Be aware of what is happening in your country and in the world	Don't gossip or spread rumours and don't speak ill of others	Respect the space and privacy of others
Be disciplined	Do what you are supposed to do	Don't be judgemental
Take care of elders and look after them	Deal peacefully with anger, insults or disagreements	Be loyal to your family, friends and country
Play by the rules	Be honest	Don't threaten, hit or hurt anyone
Do your bit to keep your neighbourhood clean	Exercise your voting rights	Do not speak loudly on the bus or train – others might be resting
Volunteer with an NGO	Be open-minded	Use the golden words (please, thank you, sorry, excuse me, I beg your pardon)
Ensure that your actions do not harm anyone or anything	Fulfil your promises	Look for good qualities in everyone
Think before you act – always consider the consequences	Show consideration for others	Have the courage to do the right thing
Keep your word	Don't be partial or show favouritism	Respect the laws of the country
Show compassion to others	Be accountable for your choices and actions	Be kind

Don't back answer your elders	Do your job/duty to the best of your ability	Exercise self-control
Ensure that everyone gets a chance	Be reliable	Look after your family, friends and possessions
Accept others' point of view	Be considerate of others' feelings	Forgive others
Speak the truth	Be determined and persistent to complete the job on hand, within the specified time	Follow the traffic rules
Avoid wasting time during working hours	Acknowledge and appreciate others' work or efforts	Don't litter - keep public areas clean
Help people in need	Sharing is caring	Be tolerant of differences in language, culture, religion, etc.
Don't blame others or find faults with others	Don't discriminate between people	Don't speak rudely
Protect the environment	Equality	Take care of public property, heritage structures and national monuments
Be sympathetic	Build a good reputation	Don't get involved in riots and other anti-national activities
Observe Independence Day and Republic Day	Donate to a charity	Don't deceive or cheat anyone



**Responsibility**

A green 3D cylinder with a white outline at the top and bottom edges. The word "Responsibility" is written in white, bold, serif font on the top surface.

**Fairness**

An orange 3D cylinder with a white outline at the top and bottom edges. The word "Fairness" is written in white, bold, serif font on the top surface.

Caring

Citizenship

## **PROFESSIONAL ETHICS**

### **ETHICS**

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them, and practice them to maximize their well-being and happiness.

### **INDUSTRY AND SOCIETY**

Industry and Society are the two systems which interact with each other and are interdependent. Society requires industry/business system which provides manufacturing, distribution and consumption activities. It needs investment (capital input), labour (input), supply (raw materials), production (industries, business organizations), marketing and distribution (transport), and consumption (public, customer). A lot of transactions (and interactions) between these sub-systems involving people are needed for the welfare of the society.

To ensure that both industry and society function harmoniously, certain very important factors need to be kept in mind:

- People, as a rule, desire to be recognized as individuals and treated with dignity, as living human beings. Work is intrinsically valuable so far as it is enjoyable or meaningful in allowing personal expression and self-fulfilment. Meaningful work is worth doing for the sense of personal identity and the self-esteem it holds.
- Economic independence: Work is the main source of providing the income needed to obtain desired materials and services, to avoid economic dependence on others, and for achieving status and recognition from others.
- Pay as well as the pace of work should be proportionate to the expertise required, acquired, and utilized in the persons. Exploitation and bargained pay should be discouraged.
- Privacy and personal freedom of the employee, including women, must be protected. At the same time, confidentiality of the employer should also be protected. There should be mutual trust and loyalty on both sides.
- Recognition and/or compensation for additional work, such as overtime, working on the day of visit of a dignitary, etc. Opportunities for skill development and enhancement.

It goes without saying, that hard work and productivity are very essential for the success of an industry and the progress of society. It is essential for both, society and industry, to understand the needs of the other.

From the society's point of view, absence of, or inadequate recognition and reward system, poor grievance redressal systems, lack of transparency in policy implementation, factions in trade unions etc. lead to problems, affecting the running of the industry and the economy as a whole. Participative management, quality circles, job rotation, and flexible working hours are some of the measures to counter this situation.

Similarly, the industry also has certain expectations from society.

## **PROFESSIONAL ETHICS**

Professional Ethics is defined as '*A set of attitudes concerned with the value of work*' - To act in morally desirable ways, towards moral commitment and responsible conduct.

A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behaviour. As a result, written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured.

Additionally, a code is a central guide and reference for employees to support day-to-day decision making. A code encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

The objectives of professional ethics and human values:

1. Moral reasonableness i.e., willing and able to be morally responsible.
2. Respect for persons, which means showing concern for the well-being of others, besides oneself.
3. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.
4. Moral hope i.e. believes in using rational dialogue for resolving moral conflicts.
5. Integrity, which means moral integrity, and integrating one's professional life and personal convictions.

**Work Ethics OR Professional Ethics, therefore plays a very crucial role in ensuring a harmonious work environment and ensuring an individual's career growth in an organization.**

Name	Start Date	End Date
INDUMATHI KANCHUBOINA	24-07-2019	03-09-2019
TADDI UDAYA LAKSHMI	24-07-2019	03-09-2019
L LAVANA	24-07-2019	03-09-2019
ANITHA GUDA	24-07-2019	03-09-2019
S RENUKA	24-07-2019	03-09-2019
E LALITHA SESU KUMRI	24-07-2019	03-09-2019
jaynthi	24-07-2019	03-09-2019
j.jerisha	24-07-2019	03-09-2019
GANNERU. KUSUMA	24-07-2019	03-09-2019
Kottapu Anusha	24-07-2019	03-09-2019
Pilla Padma	24-07-2019	03-09-2019
SRAVANA SANDHYA RANI YERASI	24-07-2019	03-09-2019
singamsetti.jhansi	24-07-2019	03-09-2019
PRASANTHI NETALA	24-07-2019	03-09-2019
Thalabathula.bhargavi	24-07-2019	03-09-2019
CHINNARI UTTARAVILLI	24-07-2019	03-09-2019
Sanapathi.Swarupa	24-07-2019	03-09-2019
RADHIKA KHANDAPU	24-07-2019	03-09-2019
H.KAVYA	24-07-2019	03-09-2019
BHANU JAYA SREE CHANDI	24-07-2019	03-09-2019
Allu Swapna	24-07-2019	03-09-2019
K.REVATHI	24-07-2019	03-09-2019
vEERNI Bhanu prasanna	24-07-2019	03-09-2019
bondi.mutyalamma	24-07-2019	03-09-2019
R.Mounika	24-07-2019	03-09-2019
BHARATHI KILLADA	24-07-2019	03-09-2019
Vechalapu.Rohini	24-07-2019	03-09-2019
Korupolu.Venkatalakshmi	24-07-2019	03-09-2019
miska.chandrika	24-07-2019	03-09-2019
P.APARNA	24-07-2019	03-09-2019
P.YERUKULAMMA	24-07-2019	03-09-2019
GOWRISWARI KORADA	24-07-2019	03-09-2019
RAMANAMMA VARADAPUREDDY	24-07-2019	03-09-2019
S.DIVYA	24-07-2019	03-09-2019
K.PARAMESWARI	24-07-2019	03-09-2019
GAYATHRI PEDIREDLA	24-07-2019	03-09-2019
Gavara Bhagyasri	24-07-2019	03-09-2019
N.MADHURI	24-07-2019	03-09-2019
CH.YERRITHALLI URMILA	24-07-2019	03-09-2019
SIVAMMA BETHA	24-07-2019	03-09-2019
Surada.Gowthami	24-07-2019	03-09-2019
NAGAMANI CHAMANTHULA	24-07-2019	03-09-2019
d.swetha	24-07-2019	03-09-2019
M LAMALASHMI	24-07-2019	03-09-2019
k.d.sai sirisha	24-07-2019	03-09-2019
s.yasodha	24-07-2019	03-09-2019
S SUVARNA	24-07-2019	03-09-2019
S.JAHNAVI	24-07-2019	03-09-2019
HEMALATHA BANDARU	24-07-2019	03-09-2019
K.SRAVANI	24-07-2019	03-09-2019
Balusu.prasanthi	24-07-2019	03-09-2019



S.SWATHI	24-07-2019	03-09-2019
ASHA SAKETI	24-07-2019	03-09-2019
SATYAVATHI GULLIPALLI	24-07-2019	03-09-2019
B.MADHURI	24-07-2019	03-09-2019
MOUNIKA KLIGOTLA	24-07-2019	03-09-2019
SIREESHA BURIDI	24-07-2019	03-09-2019
SOWMYA PRIYADARSHINI	24-07-2019	03-09-2019
Deepala.Jyothi	24-07-2019	03-09-2019
MAHESWARI VEMULAVALASA	24-07-2019	03-09-2019
LEELA RALLAPALLI	24-07-2019	03-09-2019
CHANDRIKA CHANGALA	24-07-2019	03-09-2019
MD.SANA PARVEEN	24-07-2019	03-09-2019
VASUPILLI SARASWATHI	24-07-2019	03-09-2019
TARAKA SOMESWARI YALLA	24-07-2019	03-09-2019
vaddadi sowmya	24-07-2019	03-09-2019
Gara.Gayathri	24-07-2019	03-09-2019
m.pushpalatha	24-07-2019	03-09-2019
a.sobharani	24-07-2019	03-09-2019
patnala venkata shmi	24-07-2019	03-09-2019
renuka	24-07-2019	03-09-2019
m.mariya	24-07-2019	03-09-2019
t.sasikala	24-07-2019	03-09-2019
j.ravanamma	24-07-2019	03-09-2019
j.sravani	24-07-2019	03-09-2019
nandigama nandini	24-07-2019	03-09-2019
V.SINDHU	24-07-2019	03-09-2019
g.v.lakshmi	24-07-2019	03-09-2019
peddareddy vani	24-07-2019	03-09-2019
a.sireesha	24-07-2019	03-09-2019
s.rama chandramma	24-07-2019	03-09-2019
VEERA DURGA JHANSI RANI PALLAN	24-07-2019	03-09-2019
saritha.r	24-07-2019	03-09-2019
y veera mani	24-07-2019	03-09-2019
v.radha	24-07-2019	03-09-2019
V ANJALI	24-07-2019	03-09-2019
b.hema madhriu	24-07-2019	03-09-2019
meghana	24-07-2019	03-09-2019
rajamani	24-07-2019	03-09-2019
hemani	24-07-2019	03-09-2019
.sunitha	24-07-2019	03-09-2019
K RADHA	24-07-2019	03-09-2019
b.hemalatha	24-07-2019	03-09-2019
p.sadguna	24-07-2019	03-09-2019