DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Ethics Policy		
Description: The Ethics Policy of Agurchand Manmull Jain College is designed to uphold the highest standards of integrity and professionalism among students, faculty, and staff. It encompasses principles of honesty, fairness, respect, and responsibility, guiding all academic and administrative activities.		
UDIN	AMJ/POL/ADP/ETP/2024/10/VER-2	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	One year	
Policy Population	All the stakeholders of the Institution	
Policy Implementing Department	HRD	
Proposer & Drafter	Mr. Pirama Nayagam, HRD	
Revisor(s)	Ms. Bhavani S, Assistant Coordinator, IQAC & Ms. Mehala Devi P, HRD	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Academic – (A)	Dr. A. Sharmila	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORISATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMJC POLICY

ETHICS POLICY

I. Background

The challenging role of teachers as **"Knowledge Creators and Curators"** is inevitable owing to scientific, technological development, knowledge explosions and paradigm shifts. This causes the teaching staff to change their approach from **"Teacher-centred"** to **"Learner-centred"** with increased diversity in Students 's demography. Behind the success and transformation, non-teaching staff as **"Professionals"** support in making this group of institutions more **Education-friendly**. It is a need of the hour to set principles and guidelines as **"Ethics"** that govern the behaviour and actions of teaching and non-teaching staff members, stakeholders with ethical standards and expectations to improve the education landscape.

AMJC POLICY

II. Objectives

Agurchand Manmull Jain group of Institutions has been following ethical practices with the wide range of principles that guides decision making, problem solving and avoid conflict. Code of Ethics ensures everyone in the institution are comfortably working and expected to meet the following objectives

1. Foster a culture of high standards of honesty, integrity, and law-abiding behaviours that in return improve the quality of education.
2. Assist students towards unethical practices by being a role-model during on and off class.
3. Demonstrate the institutions Vision and Core Values

III. Vision

To position as a leading educational Institution for multifaceted learning and shaping individuals into innovative independent noble citizens guided by Jain principles

IV. Mission

1. ***Quality Education***: Impart affordable quality education through learner centric approach in state-of-the-art technology enabled ambience.

ETHICS POLICY

2. ***Values and Life Skills***: Sensitize learners on inclusiveness, sustainability, gender equity and life skills shaping them into responsible citizens in line with *Ahimsa*, Forgiveness, Live and Let Live.
3. ***Competency Building***: Nurture learners with 21st Century skills and facilitate their career development through immersive learning and industry collaborations, empowering them to become entrepreneurs, researchers, professionals, and lifelong learners.
4. ***Research and Development***: Develop an ecosystem for incubation, innovation, research, and consultancy leading to centres of excellence.

V. Ethics - Core Values

Agurchand Manmull Jain College follows the hallmark of all conduct when dealing with students, staff, clients, customers, and guests/visitors. Following 5 areas are critical which encompass through professionalism from all stakeholders of this institution. They are

a) Values with Students
b) Values with Parents/Guardian/Caretaker
c) Values with Colleagues, Administration and Management
d) Values with professional organisations
e) Values with Society and the country

The above five areas are carefully recognized and would serve as guidelines for staff members and stakeholder's conduct. In short, Agurchand Manmull Jain College follows a "**CLEAN CHIT**" concept, which needs to be envisaged, embarked, established with all stakeholders to elevate the institution in top 10 best colleges ranking. They are:

1. **C**ompetency
   a. Competencies are the skills and knowledge to handle the subject and work that enable a staff member to be successful.
   b. Competency with commitment shall maximise learning even in complex environment where critical decisions are required each day.

AMJC POLICY

ETHICS POLICY

2. **L**oyalty
    a. It is the faithfulness one demonstrates at any situation, and valued with more dedication. The success of an educational institution depends upon the loyalty of the staff members and stakeholders. The Loyalty factor could be reflected in multiple ways and means, - when a student, parent, family members, friend, and other person associated with this institution and is willing to promote, praise, refer, and recommend the institution heartfully with others**.**
    b. The staff members and stakeholder's trustworthiness would crop confidence in their character building and they should be committed to the success of students and institution through their professionalism. Loyalty doesn't intend to mean supporting through ineffective means, practices or unfair treatment.
3. **E**xcellence
    a. The staff members and stakeholders are expected to exhibit strong commitment to the academic community.
    b. Excellence in Education is the ability to create a world without prejudice/notions, to treat others the way they would like to be treated and to be productive, responsible, and self-reliant. Excellence is not about cognition and learning outcomes, but also about the ability to work together with others with excellent communication and interpersonal skills.
4. **A**daptability
    a. Adaptable staff could engage people working around and have the capacity to quickly alter themselves in a proactive manner being resourceful, enhance their confidence and easily adjust their strategies, plans, approaches, methods, process, and working abilities to meet the changing needs and professional challenges rather than sticking to the traditional and conservative methods.
5. **N**urturing
    a. A Nurturing approach has a key focus on the educational environment and emphasises the balance between care and challenge. Eg. Nurturing creativity is about identifying student and staff strengths and establishing an educational background. Timely feedback may stimulate creativity.

AMJC POLICY

ETHICS POLICY

6. **C**onflict of Interest
    a. Conflict of Interest refers to a situation in which any staff member or stakeholder is trying to influence the decision-making process favouring themselves or to benefit an institution/organization
    b. It may happen that the primary responsibility of a staff member or stakeholder is compromised by competing priorities. It should also be kept in mind that all the conflict of interests are not immediately obvious or intentional but might sometime give a negative impact.
7. **H**umility
    a. It is a quality that is paramount because it encompasses self-awareness, openness to learn, and being humble; hence, it requires that all the staff members and stakeholders relinquish their expertise.
    b. Staff members with humbleness and humility are highly regarded and recognised for their pursuit of knowledge.
8. **I**ntegrity
    a. The staff members and stakeholders are expected to be truthful and have strong moral principles.
    b. Leading with Integrity, either in the classroom or in the office, means the staff members and stakeholders are honest, fair, and doing the right thing, whatever is expected and supposed to be done.
9. **T**ransparency
    a. Transparency is an important quality and strategy in the educational environment that ensures everyone is an integral part of the system that focuses on making information transparent to students, departments, heads of departments, management, and Institution.
    b. The staff members and stakeholders are expected to communicate clearly and consistently with all the relevant members involved in the process. It includes making the document readily available and accessible through official mails, college publications, websites, orientation/induction sessions, and other communication channels.

AMJC POLICY

ETHICS POLICY

c. The institution encourages the staff members to have open dialogue and feedback to foster a culture of transparency and accountability.

VI. **Enforcement:** The maintenance of ethical standards is the collective concern of the institute as well as all members of the profession. The above values are mentioned in the "Code of conduct" and all staff members are anticipated to follow it at all time.

VII. **Policy Population:** This policy is intended and applicable to all the staff and stakeholder of Agurchand Manmull Jain College.

VIII. Review Cycle: The policy shall be reviewed every year.

IX. Conclusion:

Agurchand Manmull Jain College is an institution with professionalism that regulates the admission of students, recruits staff members, and fights against all odds to promote their welfare. It guides its staff members to take moral responsibility to safeguard all clauses of this policy by ensuring their observance and evolution.

AMJC POLICY