



J.J. College of Arts and Science (Autonomous)

Re-Accredited by NAAC with “A” Grade in 3rd Cycle
Affiliated to Bharathidasan University – Tiruchirappalli
J.J. Nagar, Sivapuram Post, Pudukkottai – 622 422

POLICY DOCUMENT ON CODE OF ETHICS

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Every profession and every institution has its own Code of Ethics. The College has its own policy on professional ethics that goes beyond the respective Codes of Conduct for students, Staff (teaching and non-teaching) and Section-Heads.

Objectives

- ♣ To promote individual and group ethics in the discharge of duties.
- ♣ To ensure proper standards in social, peer group and inter group relationships.
- ♣ To prevent personal prejudices from interfering with smooth conduct of service delivery.
- ♣ To smoothen peer relationships and stakeholder relationships.
- ♣ To train employees in professional ethics.

Implementation

1. The new employees are put through an orientation Programme to train them in the JJ work ethic.
2. Staff are trained in right patterns of professional behaviour by enforcing the Code of Conduct for employees in the various rungs of the hierarchy.
3. A spirit of individual, mutual and collective responsibility is nurtured at the departmental, interdepartmental and institutional levels through proper orientation offered by invited experts (such FDP's, are an annual feature)
4. Non-teaching employees are put through in-house training sessions on administrative and filing procedures and also in group dynamics and social behaviour
5. We instil in staff the age old maxim "Only one who obeys is qualified to command". So there is smooth fulfilment of orders
6. Conversely the senior staff are trained to recognize creativity and innovativeness among the juniors and give due heed to their views on matters of policy
7. Creativity among students is also duly recognized and nourished
8. Students and staff who fall short in achievements are discreetly advised and trained through suitable strategies to improve themselves. This is done through peer group activities

9. Misunderstandings that occasionally arise among staff are promptly settled by suitable intervention and constructive action
10. There is a scheme for student evaluation, peer evaluation and Head-evaluation of faculty and employees and the findings are put to constructive use in improving standards of service delivery
11. The emphasis of the institution is on self-improvement as part of institutional improvement. We seek to synchronize individual and institutional aspirations and perceptions

Outcome:

Our staff have evolved into a team of top performers through cooperative, creative endeavor. There has been a very fine degree of healthy competition and healthier cooperation to fulfill individual as well as institutional objectives; and corresponding maximization of achievement in all parameters of quality.
