

## Criteria 7

### Supporting Document

**(Academic Year 2023-2024)**

**7.1.10(2)**     *Code of conduct committee composition, minutes of meeting, list of programmes organised, and reports of programs.*

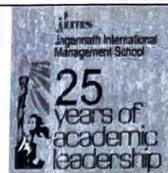


## **Jagannath International Management School**

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***Committee to monitor adherence to the Code of Conduct***

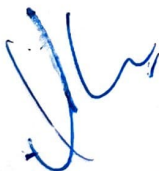
July 5th, 2023

### Constitution of committee to monitor to adherence to the Code of Conduct

#### (2023-2024)

To monitor adherence to the Code of Conduct for the Students, Teachers, Administrative and other Staff, following committee is constituted:

S.No.	Name	Role	Email ID
1	Dr. Anuj Verma, Director	Chairman	<a href="mailto:director.kj@jagannath.org">director.kj@jagannath.org</a>
2	Dr. Prashant Kumar, HOD B.COM(H)	Member	<a href="mailto:hodbcom.kj@jagannath.org">hodbcom.kj@jagannath.org</a>
3	Dr. Niti Saxena , Associate Professor	Member	<a href="mailto:niti.saxena@jagannath.org">niti.saxena@jagannath.org</a>
4	Dr. Shweta Khandelwal , Assistant Professor	Member	<a href="mailto:Shweta.khandelwal@jagannath.org">Shweta.khandelwal@jagannath.org</a>
5	Ms. Dolly , Assistant Professor	Member	<a href="mailto:dolly.sharma@jagannath.org">dolly.sharma@jagannath.org</a>
6	Mr. Kartik Dayal , Assistant Professor	Member	<a href="mailto:kartik.dayal@jagannath.org">kartik.dayal@jagannath.org</a>

  
**Prof. (Dr.) Anuj Verma**  
**Director**





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### Other committees to monitor code of conduct of student are as under.

- a) **Sexual Harassment Committee:** The Committee aims to evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.

Web link for Committee Details:

[https://www.jimskalkaji.com/revised-sexual-herrasment.php](https://www.jimskalkaji.com/revised-sexual-harrasment.php)

- b) **Anti-Ragging Committee:** Ragging is totally prohibited in college campus and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force. Anti-Ragging Committee ensure compliance with the provision of UGC regulation 2009 at the institute level.

Web link for Committee Details:

<https://www.jimskalkaji.com/revised-anti-ragging.php>

- c) **Grievance Redressal Committee:** The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement.

Web link for committee Details

<https://www.jimskalkaji.com/revised-gr-redressal.php>

## List of Committees

1.	<b>Sexual Harassment Prevention</b>	<ol style="list-style-type: none"> <li>1. Dr.Prashant Kumar(Committee Head)</li> <li>2. Dr. Preeti Singh</li> <li>3. Ms. Chanika Goel</li> <li>4. Dr. Sunita Kaistha (NGO)</li> <li>5. SHO, Kalkaji</li> </ol>
2.	<b>Complaints &amp; Grievances Redressal Cell</b>	<ol style="list-style-type: none"> <li>1. Dr. Anuj Verma (Chairman)</li> <li>2. Mr. Ashwani Agarwal (Ombudsman)</li> <li>3. Dr. Prashant Kumar(Member)</li> <li>4. Dr. Ruchi Shrivastava (Member)</li> <li>5. Dr. Pallavi Ahuja (Member)</li> <li>6. Ms. Dolly sharma (Member)</li> <li>7. Dr. Sunita Kaistha (NGO)</li> <li>8. Dr.Anuj Gupta ( Medical Practitioner )</li> <li>9. Ms. Shriya Student Counsellor Upadhyay</li> </ol>
3.	<b>Anti Ragging</b>	<ol style="list-style-type: none"> <li>1. Dr. Anuj Verma (Chairman)</li> <li>2. Dr. Prashant Kumar(Member)</li> <li>3. Dr. Ruchi Shrivastava (Member)</li> <li>4. Dr. Sunita Kaistha (NGO)</li> <li>5. SHO, Kalkaji</li> </ol>





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***Institution organizes professional ethics programmes for students, teachers, administrators and other staff.***

# JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

## WORKSHOP ON "CODE OF CONDUCT AND ETHICS"



### DETAILS

**Date - 24 Jan 2024**

**Venue - Conference hall jims kalkaji**

**Time - 9 A.M - 11:30 A.M**

**RESOURCE PERSON  
DR. PRASHANT KUMAR**



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JIMS/BCOM/2024/725

20<sup>th</sup> Jan, 2024

## Notice

### Workshop on "Code of Conduct and Ethics"

A Workshop will be organized for all the faculty Members and Non-Teaching staff on the topic "**Code of Conduct and Ethics**". The details are as follows:

**Date** : 24<sup>th</sup> Jan 2024  
**Venue** : Conference Room  
**Time** : 09:00 AM to 11:30 AM

**Resource person:** Dr. Prashant Kumar

Attendance is compulsory.

Dr. Preeti Singh & Ms. Dolly are to co-ordinate.

**Dr. Prashant Kumar**  
HOD

**For Distribution:**  
All Notice Board

**For information, Please**  
Director







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JIMS/BBA/2024/625

20<sup>th</sup> Jan, 2024

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*Prashant Kumar*

**Dr. Prashant Kumar**  
HOD

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**Date: 24.01.2024**

**Report on "Workshop on Code of Conduct and Ethics"**

**Topic** : Workshop on **Code Of Conduct and Ethics**  
**Date** : 24 Jan 2024  
**Faculty Coordinator** : Dr. Preeti Singh & Ms. Dolly  
**Name of Resource person** : Dr. Prashant Kumar

**Objective**

1. The session aimed to explore and promote universal human values among the participants, fostering a deeper understanding of their significance in personal and societal contexts.
2. To make people understand importance of human values is to cultivate a more harmonious and virtuous society where individuals can thrive and flourish.
3. To create awareness about individuals and societies towards behaviors and principles that are considered morally, ethically, and socially desirable.

**Report**

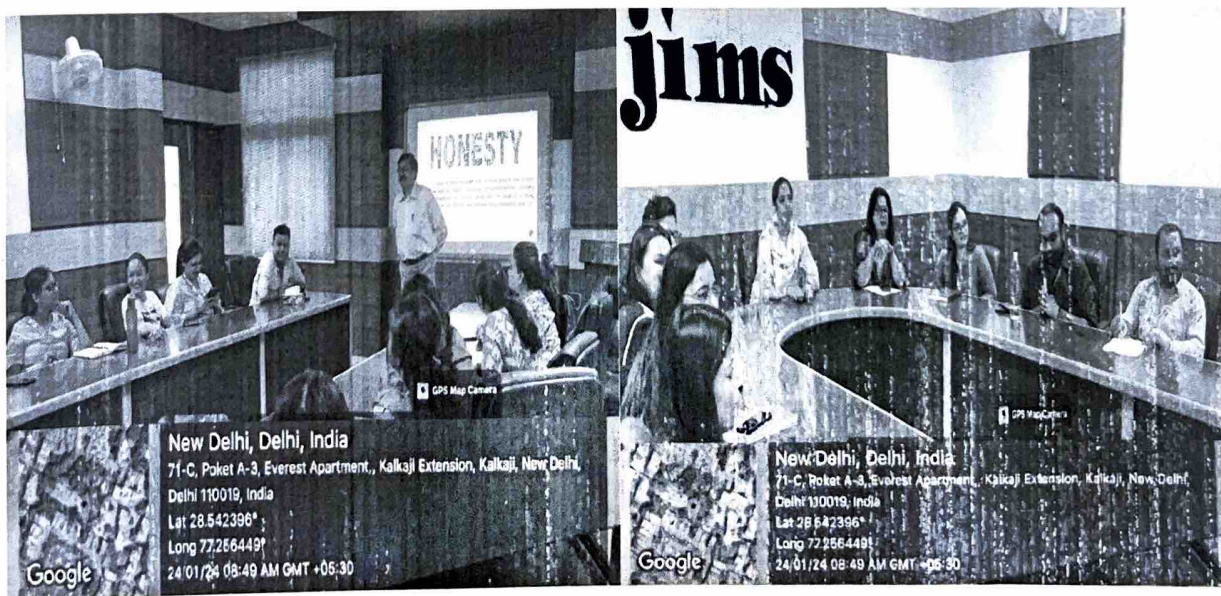
With a lot enthusiasm and passion, the JIMS Kalkaji held a workshop on "**Code of Conduct and Ethics**" on January 24, 2024 for faculty and staff. The session commenced with an overview of human values, emphasizing their universal nature transcending cultural, religious, and geographical boundaries. Participants engaged in discussions to identify and reflect on core human values such as empathy, compassion, integrity, respect, and justice.

The session on promoting universal human values provided an enriching platform for students, faculty members, and staff to deepen their understanding of the significance of human values in shaping a more compassionate, inclusive, and morally responsible society.

## Learning Outcome:

1. Understanding the concept of universal human values and their significance in personal and societal contexts
2. Identifying and describing core human values such as empathy, compassion, integrity, respect, and justice
3. Recognizing the importance of integrity and ethical conduct in personal and professional life

## Glimpses of the event







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New Delhi, Delhi, India

71-C, Pocket A-3, Everest Apartment,, Kalkaji Extension, Kalkaji, New Delhi, Delhi 110019, India

Lat 28.542396°

Long 77.286443°

24/01/24 08:49 AM GMT +05:30

Google



New Delhi, Delhi, India

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Lat 28.542396°

Long 77.286443°

24/01/24 08:49 AM GMT +05:30

Google

*Prashant Kumar*

Name & Signature  
Head-Dept.

Name & Signature  
Director





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Dated : 8<sup>th</sup> Jan 2024

### NOTICE

The meeting of the Code of Conduct Committee will be held in the conference room at 1300 hrs. on 12.01.2024. All the members of the committee are required to attend the meeting.

### AGENDA

1. To conduct professional ethics programs for the teachers, administrators and other staff.
2. To monitor overall discipline of the students.
3. Responsibilities expected from students, faculty, and staff.

Prof (Dr.) Anuj Verma

Director



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### Session 2023-24

#### Minutes of the Code of Conduct Committee Meeting Held on 12.01.2024

The meeting of the Code of Conduct Committee was held on 12th Jan, 2024 at 13.00pm in the Conference Room. The various matters in the agenda were discussed and the members gave their suggestions. The following members were present for the meeting:

S.No.	Name	Designation	Email ID
1	Dr. Anuj Verma, Director	Chairman	<a href="mailto:director.kj@jagannath.org">director.kj@jagannath.org</a>
2	Dr. Prashant Kumar, HOD B.COM(H)	Member	<a href="mailto:hodbcom.kj@jagannath.org">hodbcom.kj@jagannath.org</a>
3	Dr. Niti Saxena, Associate Professor	Member	<a href="mailto:niti.saxena@jagannath.org">niti.saxena@jagannath.org</a>
4	Dr. Shweta Khandelwal, Assistant Professor	Member	<a href="mailto:Shweta.khandelwal@jagannath.org">Shweta.khandelwal@jagannath.org</a>
5	Ms. Dolly, Assistant Professor	Member	<a href="mailto:dolly.sharma@jagannath.org">dolly.sharma@jagannath.org</a>
6	Mr. Kartik Dayal, Assistant Professor	Member	<a href="mailto:kartik.dayal@jagannath.org">kartik.dayal@jagannath.org</a>


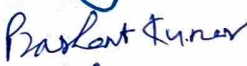
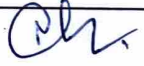
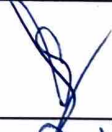

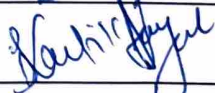
After discussing the Agenda, the following decisions were taken :


1. Conduct professional ethics programs for teachers, administrators and other staff.
2. Monitor overall discipline of the students and to organize talks on human values and ethics.

Prof. (Dr.) Anuj Verma  
Director

Dated : 12<sup>th</sup> Jan 2024

## Attendance Sheet

S.No.	Name	Role	Signatures
1	Dr.Anuj Verma, Director	Chairman	
2	Dr.Prashant Kumar, HOD BCOM(H)	Member	
3	Dr.Niti Saxena , Associate Professor	Member	
4	Dr.Shweta Khandelwal , Assistant Professor	Member	
5	Ms.Dolly , Assistant Professor	Member	
6	Mr. Kartik Dayal , Assistant Professor	Member	



Prof. (Dr.) Anuj Verma  
Director



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**Dated : 10<sup>th</sup> July 2023**

### NOTICE

The meeting of the Code of Conduct Committee will be held in the conference room at 1300 hrs. on 15.07.2023. All the members of the committee are required to attend the meeting.

### **AGENDA**

1. To organize awareness programs on code of conduct
2. Explanation of the Code of Conduct.
3. Importance of adhering to the Code of Conduct.

**Prof (Dr.) Anuj Verma**

**Director**



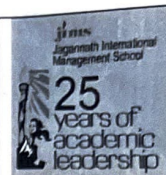


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### Session 2023-24

#### Minutes of the Code of Conduct Committee Meeting Held on 15.07.2023

The meeting of the Code of Conduct Committee was held on 15th July, 2023 at 13.00pm in the Conference Room. The various matters in the agenda were discussed and the members gave their suggestions. The following members were present for the meeting:

S.No.	Name	Designation	Email ID
1	Dr. Anuj Verma, Director	Chairman	<a href="mailto:director.kj@jagannath.org">director.kj@jagannath.org</a>
2	Dr. Prashant Kumar, HOD B.COM(H)	Member	<a href="mailto:hodbcom.kj@jagannath.org">hodbcom.kj@jagannath.org</a>
3	Dr. Niti Saxena, Associate Professor	Member	<a href="mailto:niti.saxena@jagannath.org">niti.saxena@jagannath.org</a>
4	Dr. Shweta Khandelwal, Assistant Professor	Member	<a href="mailto:Shweta.khandelwal@jagannath.org">Shweta.khandelwal@jagannath.org</a>
5	Ms. Dolly, Assistant Professor	Member	<a href="mailto:dolly.sharma@jagannath.org">dolly.sharma@jagannath.org</a>
6	Mr. Kartik Dayal, Assistant Professor	Member	<a href="mailto:kartik.dayal@jagannath.org">kartik.dayal@jagannath.org</a>

After discussing the Agenda, the following decisions were taken :

1. Meeting was conducted for the awareness regarding the code of conduct for faculties and non-teaching staff.
2. Discussing on the overall discipline among students.

  
Prof. (Dr.) Anuj Verma  
Director

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**Dated : 15<sup>th</sup> July 2023**

## Attendance Sheet

S.No.	Name	Role	Signatures
1	Dr.Anuj Verma, Director	Chairman	
2	Dr.Prashant Kumar, HOD BCOM(H)	Member	
3	Dr.Niti Saxena , Associate Professor	Member	
4	Dr.Shweta Khandelwal , Assistant Professor	Member	
5	Ms.Dolly , Assistant Professor	Member	
6	Mr. Kartik Dayal , Assistant Professor	Member	

**Prof. (Dr.) Anuj Verma**  
Director