



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)



Policy

Code of Conduct

2025-2026



JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

Official Address: MOR, Pocket – 105, Kalkaji New Delhi- 110 019

Contact No.: 011- 40619200 (100 lines)

Website: www.jimskalkaji.com

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Code of Conduct of the Institution

About the Institute

Jagannath International Management School was set up in 1997 under the aegis of the Jagan Nath Gupta Memorial Educational Society. As an Institute of excellence in the fields of management and information technology, JIMS has always strived to rework the curriculum in consonance with the changing needs of the corporate world. Regular interaction with leaders in business and academics has helped the Institute in achieving the goal of moving ahead of time. JIMS, Kalkaji has been honored with the following coveted rankings/awards.

- JIMS KALKAJI Has Been Awarded 17th Rank among the Top BBA colleges in India as per the TODAY B-School Survey-2024
- 1st Rank In The Category of Outstanding Excellence In The Survey By GHRDC (2023)
- JIMS Kalkaji has been awarded top 14th in Top 50 Private BBA Institutes in the Times of India in its latest B-School Survey 2023
- JIMS KALKAJI ranked among the Top 8 Best Private B-Schools in The North Zone by Outlook's B-School Survey 2023.
- JIMS, Kalkaji has been ranked 9th in Top 70 BBA INSTITUTE RANKINGS 2022 Of India and 6th rank in North Zone of Top Regional Rankings 2022 ,
- 8th Rank in Top BBA Private Institutes in the Times of India in its latest B-School Survey on August 04, 2022.
- 12th Top BBA College All India Ranking In All India BBA College survey By GHRDC (May 2021)
- 7 th Rank in the Northern College In All India Ranking In All India BBA College survey By GHRDC (2021)

• Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behavior.

Study at the Institute presents opportunities for interacting with other members of the Institute community. The Institute recognizes and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- high academic standards, intellectual rigor and a high quality education;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- high standards of ethical behavior.

All faculty and students are required to be aware of and act consistently with these values.

- **Ethics of the Education Profession in India.**
- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore

strive for professional growth and will seek to exercise the best professional judgment and integrity.

- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

• Principles of Professional Conduct For Senior Management

The Senior Management of the institute comprising Director, Dean and HODs are required to act in accordance with the highest standards of personal and professional integrity, honesty, ethical and legal conduct, when acting on behalf of the Institute's or in connection with the Institute's operations or at social events.

An honest conduct is considered as such when a conduct is free from fraud or deception. We consider ethical conduct to be conduct conforming to the accepted professional standards of conduct and include ethical handling of actual or apparent conflicts of interests between personal and professional relationships. The Senior Management shall

- Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, & courteous and respectful manner.
- Act in the best interests of the Institute and in a manner to enhance and maintain the reputation of the Institute and fulfil their fiduciary duties to the stakeholders of the Institute.
- Act in good faith, with responsibility, due care, competence, diligence and independence;
- Avoid any activity or association that creates or appears to create a conflict between the personal interests and the Institute's business interests.
- Decline to work for or receive payments for services from any competitor, customer, distributor or supplier of the Institute without

approval of the Chairman/Board.

- Avoid as a general rule conducting institute business with a relative or with an entity in which a relative is associated in any significant role. In case of conflicts, disclosure shall be made to the Chairman/Board
- Avoid accepting lavish gifts or gratuities or any offer, payment, promise to pay, or authorization to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise personal or professional integrity.

• Code of Conduct for Faculty Members

The following disciplinary rules shall constitute the Principles of Professional Conduct for the faculty members:

a) Obligation to the student requires that the faculty:

- Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.

Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

b) Obligation to the public requires that the faculty:

- Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- Shall not use institutional privileges for personal gain or advantage. Shall accept no gratuity, gift, or favor that might influence professional judgment.

c) Obligation to the profession of education requires that the faculty:

- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.

d) Leave Policy for Faculty:

- Working hours: 8 hours a day with 30 minutes of lunch break. –
- The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
- Faculty Members will work for six days in a week. However two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.
- Director/HODs will be required to work on two full and one half Saturday.
- Off days will be decided by the Director as per academic load.

- **Code of Conduct for Non-Teaching staff**

- Loyalty to the College by being punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining strong relationships with students and staff:
 - Proper interactions with students.
 - Maintaining professional boundaries with students and staff.
- Maintaining dignity by treating students with care and kindness.
- Being supportive and cooperate with other staff members.
- Fulfilling responsibilities by meeting the required standards for every assigned task.
- Practise mutual respect, trust and confidentiality.

Leave Policy for Staff:

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will work on two full Saturdays and one half Saturday in a month. These Saturdays will be pre-defined by the Director of respective campus.

- **Code of Conduct for Students**

a) Personal conduct

All students must:

- Treat all faculty, staff, and members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- Maintain a cooperative and collaborative approach to inter-personal relationships;
- Act honestly and ethically in their dealings with faculty, staff members of

the public and other students;

- respect the privacy of other students;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

b) Academic Conduct

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- read all official correspondence from the Institute, including email;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.



Dr. Anuj Verma
Director



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2. Committee to monitor adherence to the Code of Conduct

August 25th, 2025

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

(2025-2026)

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	director.kj@jagannath.org
2	Dr. Prashant Kumar, HODB.COM(H)	Member	hodbcom.kj@jagannath.org
3	Dr. Niti Saxena, Associate Professor	Member	niti.saxena@jagannath.org
4	Dr. Shweta Khandelwal, Assistant Professor	Member	Shweta.khandelwal@jagannath.org
5	Dr. Shivani Sharma, Assistant Professor	Member	shivani.sharma@jagannath.org
6	Mr. Kartik Dayal, Assistant Professor	Member	kartik.dayal@jagannath.org

Prof. (Dr.) Anuj Verma

Director

Dated: 9th Dec 2025

NOTICE

The meeting of the Code of Conduct Committee will be held in the conference room at 12:00 hrs. on 15.12.2025. 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 the overall working agenda of the committee.



Prof (Dr.) Anuj Verma

Director

Session 2025-26

Minutes of the Code of Conduct Committee Meeting Held on 15.12.2025

The meeting of the Code of Conduct Committee was held on 15th December, 2025 at 12.00 pm 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	director.kj@jagannath.org
2	Dr. Prashant Kumar, HOD B.COM(H)	Member	hodbcom.kj@jagannath.org
3	Dr. Niti Saxena , Associate Professor	Member	niti.saxena@jagannath.org
4	Dr. Shweta Khandelwal , Assistant Professor	Member	Shweta.khandelwal@jagannath.org
5	Dr. Shivani Sharma Assistant Professor	Member	shivani.sharma@jagannath.org
6	Mr. Kartik Dayal , Assistant Professor	Member	kartik.dayal@jagannath.org



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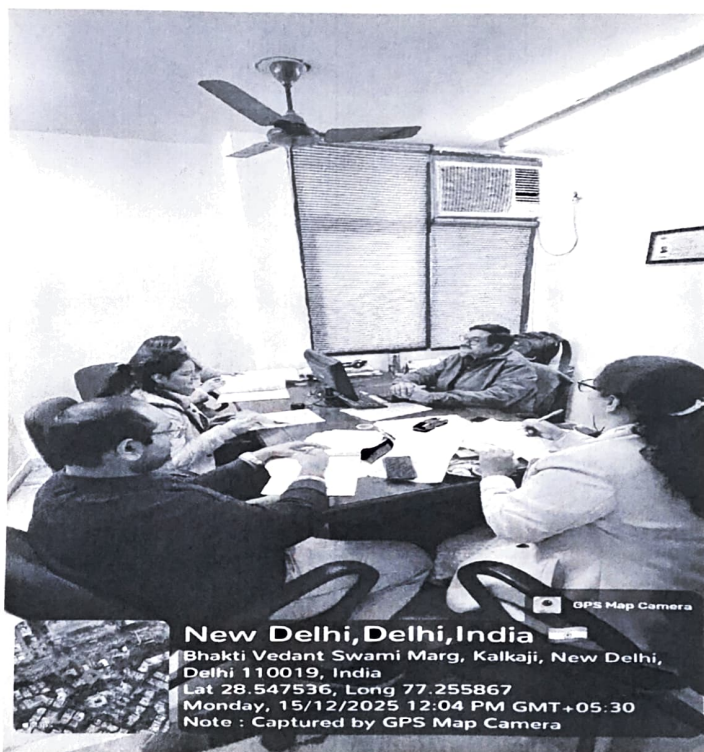
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After discussing the Agenda, the following decisions were taken :

1. Conduct professional ethics programs for teachers, administrators and other staff.
2. Monitor overall discipline and working of the committee in campus.



Dr. Anuj Verma
Director



Jagannath International Management School





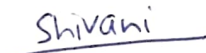

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Dated : 15th December 2025

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	Dr. Shivani Sharma , Assistant Professor	Member	
6	Mr. Kartik Dayal , Assistant Professor	Member	



Dr. Anuj Verma
Director



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Dated : 17th May 2025

NOTICE

The meeting of the Code of Conduct Committee will be held in the conference room at 1:30 pm on 20.05.2025. All the members of the committee are required to attend the meeting.

AGENDA

1. To conduct awareness programs for creating awareness of the rights, responsibilities, and expected behaviors outlined in the code.
2. Discuss ways to promote respectful, inclusive, and constructive dialogue within the team and classes.
3. Student Code of Conduct Orientation for New Batches.

Prof (Dr.) Anuj Verma

Director



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Session 2024-25

Minutes of the Code of Conduct Committee Meeting Held on 20.05.2025

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	director.kj@jagannath.org
2	Dr.Prashant Kumar, HOD B.COM(H)	Member	hodbcom.kj@jagannath.org
3	Dr.Niti Saxena , Associate Professor	Member	niti.saxena@jagannath.org
4	Dr.Shweta Khandelwal , Assistant Professor	Member	Shweta.khandelwal@jagannath.org
5	Dr. Shivani Sharma, Assistant Professor	Member	Shivani.sharma@jagannath.org
6	Mr. Kartik Dayal , Assistant Professor	Member	kartik.dayal@jagannath.org

After discussing the Agenda, the following decisions were taken :

1. Conduct professional ethics programs for teachers, administrators and other staff.
2. To organize some sessions during the orientation program on human values and ethics.
3. To organize sessions on code of conduct to promote respectful, inclusive, and constructive dialogue within the group.



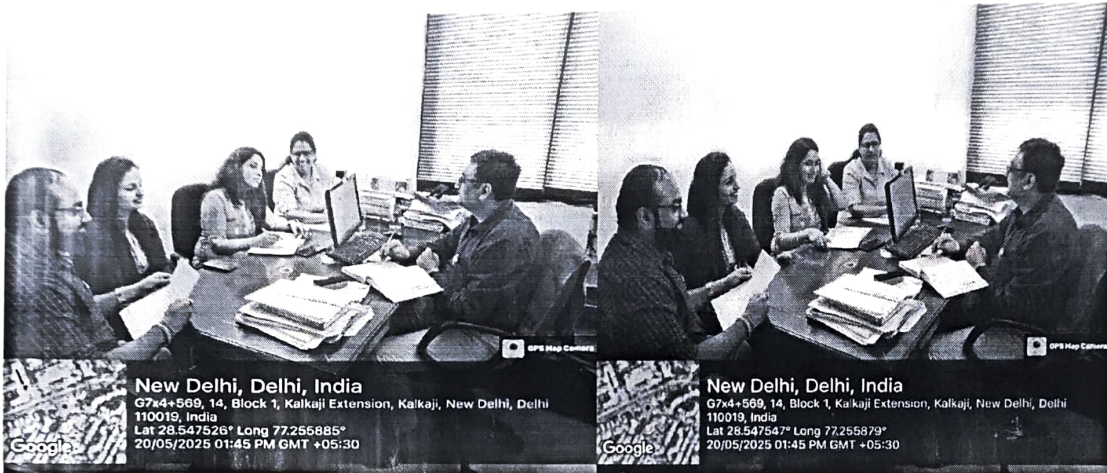
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Glimpse of Code of Conduct meeting held in campus:



Prof. (Dr.) Anuj Verma
Director



Jagannath International Management School

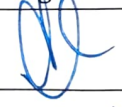
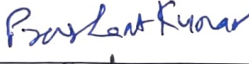
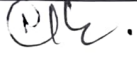

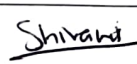

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Dated : 20th May 2025

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	Dr. Shivani Sharma, Assistant Professor	Member	
6	Mr. Kartik Dayal , Assistant Professor	Member	



Prof. (Dr.) Anuj Verma
Director