



IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

Recognized by
Govt. of NCT, Delhi

Affiliated to GGS
Indraprastha University

Approved by
Bar Council of India

Accredited by National Assessment
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Certified Institute



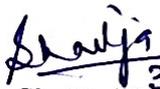
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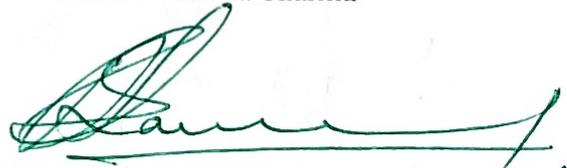
w.e.f. 30.08.2023

CODE OF CONDUCT COMMITTEE

1. Chairperson of the Management: Smt. Sudha Aggarwal
2. Secretary General of the Management: Sh. Vineet Aggarwal
3. Director of the College – Member – Secretary: Prof. (Dr.) Anil Parkash Sharma
4. One Head of Department: Dr. Vineeta Sharma
5. Coordinator, Internal Quality Assurance Cell of the College: Ms. Shailja Khosla
6. Three senior teachers: Prof. (Dr.) Hemlata Sharma, Dr. Seema Gupta, Dr. Jasmandeep Kaur
7. One non – teaching employee: Mr. Atul Gupta
8. Four local members from the fields of:
 - Education: Mr. Jagdish Prasad Sagar (Retd. Principal, DAV School, Gandhi Nagar, Delhi)
 - Industry: Sh. Puneet Aggarwal
 - Research: Prof. (Dr.) Girish Kumar Sharma (HoD, Deptt of Computer Science), Bhai Parmanand Institute, Govt of NCT of Delhi
 - Social service of whom at least one shall be alumnus: Mr. Bharat Sharma
9. President and Secretary of the Institution Students' Council: Dr Vineeta Sharma


Ms. Shailja Khosla
30/08/2023

(Coordinator, IQAC)

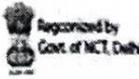

Prof. (Dr.) Anil Parkash Sharma

(Chairman, IQAC & Director, IIMT)

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Minutes of The Meeting

The Code of Conduct Meeting held on 15.9.23 at 3:00 PM in Main Auditorium at Ideal Institute of Management and Technology, Delhi.

The meeting was chaired by Prof.(Dr.)Anil Parkash Sharma. Dr. Vineeta Sharma, Principal, BBA 1st Shift ,Prof. (Dr.) Arun Gupta, Principal, School of Law, IIMT along with following faculty Members attended the Meeting

- | | | |
|------------------------------|---|-------------------------------------|
| ➤ Prof. (Dr.) Hemlata Sharma | - | Vice Principal, Law Department |
| ➤ Ms. Shailja Khosla | - | Academic Incharge, BBA Second Shift |
| ➤ Dr. Parminder Kaur | - | Academic Incharge, BCA |
| ➤ Dr.Sonal Goel | - | Faculty, BBA First Shift |
| ➤ Dr.Jasmandeep kaur | - | Faculty, BBA First Shift |
| ➤ Dr. Satpal Arora | - | Faculty, BBA First Shift |
| ➤ Ms.Harsh Kalra | - | Faculty, BBA First Shift |
| ➤ Dr.Deepa Jain | - | Faculty, BBA First Shift |
| ➤ Dr.Sangeetha Abraham | - | Faculty, Law Department |
| ➤ Dr. Jasdeep Ahuja | - | Faculty, Law Department |
| ➤ Mr. Eesh Singh | - | Faculty, Law Department |
| ➤ Ms. Anukriti | - | Faculty, Law Department |
| ➤ Ms. Astha Bhatnagar | - | Faculty, Law Department |
| ➤ Ms.Apporva | - | Faculty, Law Department |
| ➤ Ms.Neha maggo | - | Faculty, Law Department |
| ➤ Ms.Anchal Gautam | - | Faculty, Law Department |
| ➤ Mr.Siddharth Rathore | - | Faculty, Law Department |
| ➤ Mr.Ayush Atray | - | Faculty, Law Department |
| ➤ Ms.Namita Sinha | - | Faculty, Law Department |
| ➤ Ms.Archana Singh | - | Faculty, BBA Second Shift |
| ➤ Mr. Mayank Gupta | - | Faculty, BBA Second Shift |
| ➤ Ms. Astha Sharma | - | Faculty, BBA Second Shift |
| ➤ Dr.Keshav Gupta | - | Faculty, BBA Second Shift |

- | | | |
|-------------------------|---|---------------------------|
| ➤ Ms.Naina Devi | - | Faculty, BBA Second Shift |
| ➤ Dr. Gagneet K. Bhatia | - | Faculty, BBA Second Shift |
| ➤ Dr.Nikita Jain | - | Faculty, BBA Second Shift |
| ➤ Dr.Seema Gupta | - | Faculty, BCA Department |
| ➤ Dr.Neha Gupta | - | Faculty, BCA Department |
| ➤ Ms. Rakhi Gangal | - | Faculty, BCA Department |
| ➤ Ms.Reena Gupta | - | Librarian |
| ➤ Ms.Preeti Dua | - | Librarian |
| ➤ Dr.Jitendra Yadav | - | Sports Officer. |

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The following agenda was taken up:

Point no 1 – Discussion Regarding Code of Conduct

• Discussion regarding Code of Conduct

Director of the Institute welcomed all the faculty members and administrative staff to outline the purpose of the meeting that is to brief the institution's code of conduct

- The Meeting began with an overview of the institutional code of conduct, emphasizing key aspects related to behavior, respect, and professional interaction.
- The discussion highlighted the importance of fostering a respectful and inclusive atmosphere, in line with the organization's values.
- Specific points covered included:
 - Code of conduct for All the employees
 - Code of conduct for Teaching Staff
 - Code of conduct for teachers and society
 - Code of conduct for controller of examination
 - Code of conduct for support staff
- Code of conduct for students that includes
 - Anti-harassment policies
 - Zero tolerance towards any form of discrimination or bullying
 - Procedures for lodging complaints and the role of the ICC in addressing grievances
 - The consequences of misconduct and potential disciplinary actions
 - Promoting bystander intervention and reporting procedures for students and staff alike.

• Roles and Responsibilities of the Grievance Redressal committee , ICC and Women Development cell.

- The roles and functions of the Grievance Committee, Internal Complaint Committee and Women development Cell were appraised to ensure understanding of

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Suggestion for
Implementation of
Code of Conduct .

approaching the committee for any grievance related to misconduct.

- He reiterated the ICC's confidentiality policy, stressing that all complaints will be addressed in a transparent and unbiased manner.
- The role of Women Development cell were briefed and the process of complaint redressal, including timelines and resolution mechanisms were discussed.
- Prof.(Dr.) Arun Gupta suggested including a refresher session for all students and staff at the start of each semester to reinforce the code of conduct along with regular check-ins with the freshers' batch to ensure they feel comfortable and confident approaching the various complaint committees when needed.
- Ms. Shailja Khosla proposed organizing a dedicated interactive session where freshers' can directly engage with the ICC members to ask questions and clarify any doubts about policies.

The meeting ended with a happy note.

Drafted By:- *Harsh*
15-9-23
Harsh Kalra Manchanda
(Sr.Assistant Professor)

Shailja
15/9/2023
Ms.Shailja Khosla
(Coordinator, IQAC)


Prof. (Dr.) Anil Parkash Sharma
(Director, IIMT)

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Dr. Research Appointment
MUMBAI & VIJAYAWADA



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Welcome to IIMT

ORIENTATION DAY

20th September, 2023

16 X, Karkardooma Institutional Area, Delhi - 110092

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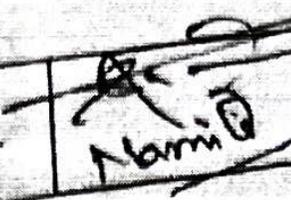
ORIENTATION PROGRAMME
ACADEMIC SESSION 2023
20-09-2023, (WEDNESDAY)

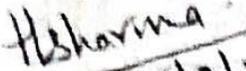
DUTY ROSTER

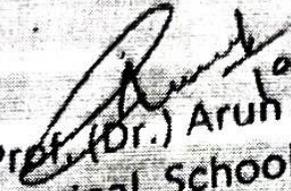
COMMITTEE	FACULTY	SIGNATURE
REGISTRATION FORM & ATTENDANCE	MS. ASTHA BHATNAGAR MR. AYUSH ATRAY MS. APOORVA DIXIT	Astha Ayush Apoorva Dixit
ANCHORING	MS. ANJALI NAIR	Anjali
DECORATION TEAM	MS. ANUKRITI GUPTA MS. PREETI DUA	Anukriti Preeti
WELCOME TEAM	MS. ANCHAL GAUTAM MS. ANKITA KAUSHIK	Anchal Ankita
REFRESHMENT TEAM	MS. NAMITA SINHA MR. AYUSH ATRAY MS. APOORVA DIXIT MS. NEHA MAGGO MS. PREETI DUA	Namita Ayush Apoorva Dixit Neha Maggo Preeti
SEATING & STAGE TEAM	MR. SIDHARTH RATHORE MR. AYUSH ATRAY	S. Rathore Ayush
TECHNICAL TEAM	MR. EESH SINGH	Eesh
POWER POINT PRESENTATION	DR. SANGEETHA ABRAHAM MS. NAMITA SINHA	Sangeetha Namita
DISCIPLINE TEAM	MR. ABHIMANYU MR. SIDHARTH RATHORE MS. ANKITA KAUSHIK	Abhimanyu S. Rathore Ankita
DOCUMENTATION	MS. NEHA MAGGO	Neha Maggo
REPORT WRITING	MR. SIDHARTH RATHORE	S. Rathore
PHOTOGRAPHY	MS. APOORVA DIXIT MR. ABHIMANYU	Apoorva Dixit Abhimanyu

SCHEDULE & DUTY
ROSTER

DR. SANGETHA ABRAHAM
MS. NAMITA SINHA


Namita


(Dr.) Hemlata Sharma
Principal, School of Law


Prof. (Dr.) Arun Gupta
Principal, School of Law



2023 INDIA



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Orientation Day
Date - 20/09/2023

Attendance Sheet Law Students

S.N	NAME	DEPARTMENT	CONTACT NO.	SIGNATURE
1	DIYA KAUSHIK	LAW	8368006724	<i>Diya Kaushik</i>
2	PRACHI TYAGI	LAW	9289400559	<i>Prachi Tyagi</i>
3	Himanshu Pathak	LAW	8595804775	<i>Himanshu Pathak</i>
4	Ankit Gupta	LAW	9650433206	<i>Ankit Gupta</i>
5	Aryain Narendra	LAW	7289073039	<i>Aryain Narendra</i>
6	Hareshit Vedi	LAW	8076997919	<i>Hareshit Vedi</i>
7	ASHISH AGGARWAL	LAW	8700074126	<i>A. Aggarwal</i>
8	GARIMA SACHDEVA	LAW	997194740	<i>Garima Sachdeva</i>
9	Yamgan Rawat	LAW	7292041217	<i>Yamgan Rawat</i>
10	Sujal Acharya	LAW	8766343009	<i>Sujal Acharya</i>
11	Abhinav Kumar	LAW	8595761936	<i>Abhinav Kumar</i>
12	Aryanesh Sharma	LAW	9811038104	<i>Aryanesh Sharma</i>
13	Parul Saini	LAW	9910754476	<i>Parul Saini</i>
14	Shreya Roy	LAW	8595852644	<i>Shreya Roy</i>
15	Arunach Sharma	LAW	9868489247	<i>Arunach Sharma</i>
16	Ms. T. Vennela Dashnavi	LAW	9910613975	<i>T. Vennela Dashnavi</i>



IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

Event Report

Name of the Activity:	Orientation Day – School of Law		
Theme of the Activity:			
Activity Date:	20 th Sep, 2023	No. of Participants:	27
Brief Description of the Guests/Participants (like industry experts, students, faculty etc):			
Prof.(Dr.) Arun Gupta, Principal, School of Law, Prof. (Dr.) Hemlata Sharma, Vice Principal, School of Law, Law Faculties, First year students and their Parents			
Brief Description of Activity:			
<p>The School of Law orientation started by 2.00 p.m in the Mini Auditorium. An enthusiastic response was received from everyone present who welcomed the law students into the IIMT Law fraternity. The anchoring was by Ms Anjali Nair, Assistant Professor, School of Law who introduced the students and the parents to the faculty members. The event followed with the felicitation of Prof. (Dr.) Arun Gupta, Principal, (School of Law) and Prof. (Dr.) Hemlata Sharma, Vice Principal, School of Law. Ms Anjali Nair, Assistant Professor, School of law, gave briefing regarding the rules and regulations of the college which was followed by the familiarization of the Professional Skill Development Activities by Dr. Sangeetha Abraham, Associate Professor. She also enlightened the parents and the students about the college's mission towards the overall well being of the students through various workshops, seminars, and lecture series conducted in the college. Mr. Jasdeep Singh, Associate Professor, School of Law informed the students about the Ideal Student Council activities, Ideal Law Society and the Training and Placement Cell. The explanation of examination rules and attendance criteria as well as about the CCA and house activities, various clubs and societies were done by Ms Anukriti Gupta, Assistant Professor, School of Law who encouraged the students to join the Houses and Clubs.. Ms Preeti Dua, (Librarian), enlightened the students about resources, books, e-journals available in the library, book bank facility, borrowing process and importance of academic integrity .Students were encouraged to make the most of the law library's extensive collection and seek assistance whenever needed.</p> <p>The orientation day concluded with heartfelt blessings and words of encouragement from the Prof. (Dr.) Hemlata Sharma, Vice- Principal and Prof. (Dr.) Arun Gupta, Principal, School of Law. They emphasized the significance of ethics, dedication, and hard work in the journey to become successful lawyers and also the vast career opportunities awaiting them in field of law. The blessing from the Principal and Vice Principal instilled a sense of pride and responsibility among the incoming students This was followed by the Vote of Thanks by Mr. Eesh Singh, Assistant Professor. The Orientation concluded with the National Song after which the students dispersed along with their parents.</p>			
Share Weblink of social media posts of the Activity, if any:			
Facebook:	https://m.facebook.com/story.php?story_fbid=pfbid0e7snmCmR7BW3zq8hNDbzNWr8itKJ9gqmMPPtWbttx94GJX4S1ULtFxahqCNI SHB4l&id=100010052739342&mibextid=Nif5oz		

Director Signature

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In-Charge Signature

Dr. Sangeetha Abraham



