

# Ethics Policy and Professional Ethics Committee

## Overview

The Code of Ethical Conduct Policy Document for Jagdish Sheth School of Management sets out the ethical expectations for administrators, employees, and students. The document emphasizes the school's commitment to ethical conduct and compliance with the law, sets basic standards of ethical behavior, and provides mechanisms for reporting known or suspected ethical or legal violations. The document establishes a Code of Conduct and Professional Ethics Committee responsible for identifying the Code of Conduct for different stakeholders, reviewing the Code, monitoring adherence to the Code of Conduct, and planning and organizing professional ethics Programmes.

### 1. Code of Ethical Conduct Policy Document

As an institution dedicated to maintaining the apt ambience for learning and the highest level of academic performance, Jagdish Sheth School of Management (JAGSoM) is committed to excellence and integrity in all its endeavors. In this way, the school aims to maintain the trust and confidence of both the college community and the public. JAGSoM administrators, employees, and students are expected to undertake their responsibilities on the school's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the school's community as well as third parties; protecting confidential information; and complying with all applicable laws, rules, and regulations.

#### a. Scope

This Code of Ethical Conduct applies to all administrators, employees, and students of the Jagdish Sheth School of Management. This Code may be amended or supplemented from time to time by the various administrative bodies of the institute.

#### b. Purpose

JAGSoM has always upheld and will continue to uphold the highest levels of ethics, fairness, and integrity in all its affairs. To this end, this Code of Ethical Conduct serves to:

- Emphasize the College's commitment to ethical conduct and compliance with the law;
- Set forth basic standards of ethical behavior;
- Provide reporting mechanisms for known or suspected ethical or legal violations; and
- Help prevent and detect wrongdoing

Given the variety and complexity of ethical questions that may arise in the course of carrying out the

College's business, this Code can serve only as a general guide.

#### c. Background

The Code of Conduct of the school is prescribed as a set of written guidelines, which details the recognized ethical norms and values and professional standards of conduct to which all members of a profession must adhere.

#### **d. Administration of The Code of Conduct & Professional Ethics**

- The code of conduct and professional ethics is to be stated in the form of independent handbooks for students, teachers, administrators, and other Staff. The Code of Ethics should be displayed on the college website.
- The inscriptions and the teachings of the founder are to be displayed on the college corridors.
- The Vision and Mission of the College is to be displayed in all the class rooms and other common learning facilities like the laboratories, library etc.

#### **e. Code of Conduct & Professional Ethics Committee**

The members of the Committee will comprise of:

1. Director, Jagdish Sheth School of Management
2. Dean (Academics and Research)
3. Dean (Career Winning)
4. Assistant Dean (Academics)
5. Programme Chair (PGDM)
6. Head (Research)
7. Head (Exams)

#### **f. Responsibilities of the Code of Conduct & Professional Ethics Committee**

- Identifying the code of conduct for different stakeholders in the school, such as students, teachers, administrators, and other staff members
- Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
- Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
- Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
- Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
- Plan and organize in coordination with the QMS professional ethics Programmes for students, teachers, administrators and other staff.
- Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction Programmes, Departmental grooming sessions, Placement Orientations
- Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff.