

7.1.10 *The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Response: A. All of the above

**Professional ethics programmes organized for students, teachers,
administrators and other staff (AY 2024-25)**

Duration	Event Name	Cell/Committee
05-08-2024	Students Orientation Programme	Discipline and Ethics Committee
07-08-2024	Seminar on Anti-Ragging	Anti-Ragging Committee
08-08-2024	Seminar on SC/ST Rights and Welfare	SC/ST Committee
09-08-2024	Seminar on Grievance Redressal	Student Grievance Redressal Committee
25-09-2024	Seminar on POSH (Prevention of Sexual Harassment)	Internal Complaints Committee
18-02-2025	Session on Grooming at Westside, Mohali	Career Guidance and Development Cell
19-11-2024 – 23-11-2024	Faculty Development Programs- Effective Mentor-Mentee Relationships	Skill Development Cell
17-12-2024 – 21-12-2024	Administrative Training Programme on Work Ethics	Skill Development Cell



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Welcome

THE FIRST YEAR STUDENTS OF
ACADEMIC SESSION-2024

FOR

ORIENTATION DAY

Aspire | Achieve | Ascend

Ref. No. GJ/2024/029D

Date: 2nd August 2024

NOTICE

Orientation Program for New Students

The Discipline and Ethics Committee is pleased to inform all first-year students that an Orientation Program will be conducted from 5th August to 9th August 2024 to familiarize them with the academic environment, institutional policies, code of conduct, and campus facilities.

Program Details:

Dates: 5th August to 9th August 2024

Time: 10:00 AM to 1:00 PM daily

Venue: GJIMT Auditorium

Organized by: Discipline and Ethics Committee

Attendance is mandatory for all newly admitted students. This program is essential to ensure a smooth and informed transition into college life.

For further details, students may contact the Discipline and Ethics Committee.

Amit
2/8/24
DIRECTOR

CC:

- PA to Chairman
- Head of Departments
- All Faculty Members

Detailed Report on Orientation Programme

Organized by: Discipline and Ethics Committee

Dates: 5th August – 9th August 2024

Participants: Students of BCA, MCA, BBA, B.Com (Hons.), and MBA

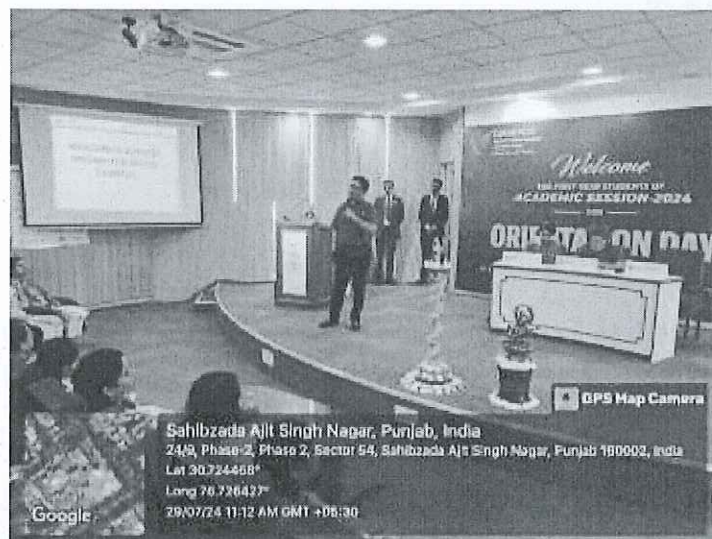
The Discipline and Ethics Committee of GJIMT conducted a two-week Orientation Program to help new students transition smoothly into college life. The program introduced students to the college's academic structure, code of conduct, faculty, and support systems, blending academic sessions with interactive and social activities.

Week 1 Highlights:

Sessions on Gmail and Google Drive, IT workshops, quizzes, games, a movie screening, and a Zumba session. The week ended with formal inductions, faculty introductions, and club presentations.

Week 2 Highlights:

Included ice-breaking activities like "Fasteners for Freshers," academic program briefings, faculty interactions, and community-building tasks. A key session by the Training & Placement Cell provided insights into internships and career planning.



Orientation Programme of Newly admitted students

Seminar on Anti-Ragging

organised by
Anti-Ragging Committee

9th August 2024



**SAY NO
TO RAGGING**

RAGGING IS A PUNISHABLE OFFENCE!
Don't indulge in Ragging.

Anti-Ragging Helpline No. 9914433199

Ref. No. GJ/2024/030A

Date: 2nd August 2024

NOTICE

Seminar on Anti-Ragging

This is to inform all students that the Anti-Ragging Committee of the college is organizing a Seminar on Anti-Ragging on 9th August 2024.

Details of the Seminar:

Date: 9th August 2024

Time: 10:00 AM onwards

Venue: College Auditorium

Organized by: Anti-Ragging Committee

The seminar aims to raise awareness among students about the harmful effects of ragging and the legal and disciplinary consequences associated with it. Attendance is mandatory for all first-year students and is highly encouraged for all others.

For any queries, please contact the Coordinator of Anti-Ragging Committee, Dr. Rakhee Dewan (8146813100)

Aneet
2/8/24
DIRECTOR

CC:

- PA to Chairman
- Head of Departments
- All Faculty Members

Detailed Report: Seminar on Anti-Ragging

Organized by: Anti-Ragging Committee

Date: 9th August 2024

Venue: GJIMT Auditorium

Attendees: First-year students and students from other years

Objective of the Seminar:

The seminar was organized to raise awareness among students about the severe consequences of ragging—both legal and disciplinary—and to promote a safe, inclusive, and respectful campus environment. The Anti-Ragging Committee took this initiative as part of its ongoing commitment to uphold student welfare and campus discipline.

Seminar Highlights:

- **Opening Address:**

The Chairman, Sh JS Bedi and Director, Dr Aneet Bedi inaugurated the session by emphasizing the importance of a ragging-free campus and the institution's zero-tolerance policy.

- **Awareness Presentation by the Committee:**

The Anti-Ragging Committee shared real-life case studies, video clips, and statistics to highlight the emotional, psychological, and academic toll of ragging on students.

- **Student Testimonials & Interaction:**

Senior students shared experiences of how a positive and respectful environment contributes to personal growth. A Q&A session followed, allowing students to clarify doubts and express their views.

Outcome of the Seminar:

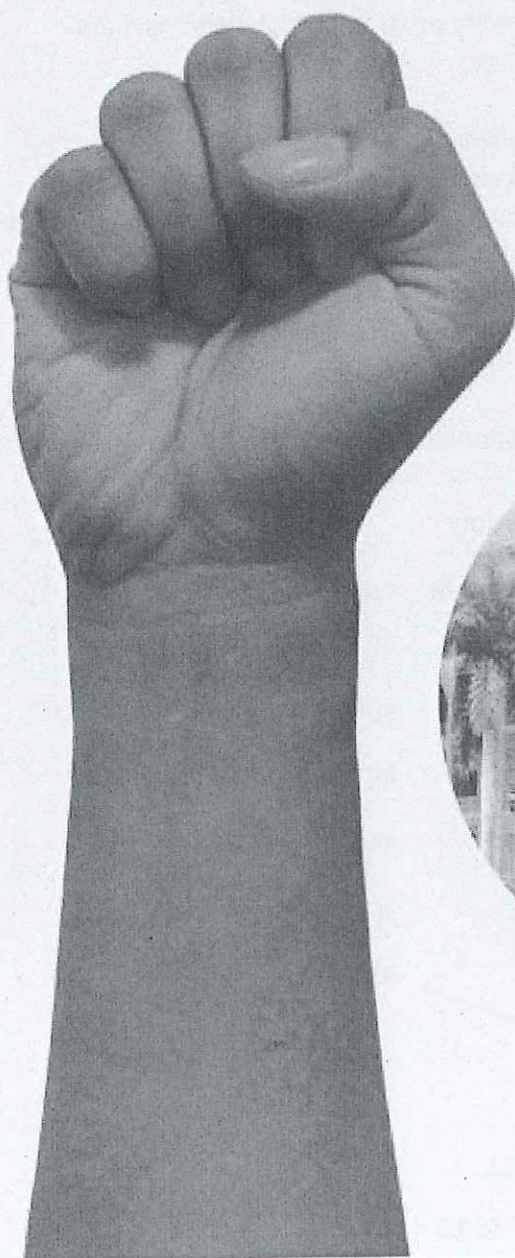
The seminar successfully sensitized students about the seriousness of ragging-related offenses and fostered a sense of responsibility and empathy among attendees. It encouraged students to report any incidents of ragging and reassured them about the support available on campus.

The event concluded with a pledge taken by all students to uphold the values of dignity, respect, and mutual support.



Seminar on SC/ST Rights and Welfare

organised by
SC/ST Committee



Awareness about:

1. Constitutional Rights
2. Government Schemes
3. Support System
in the institution



Date: 8th August 2025
Venue: GJIMT
Auditorium

Ref. No. GJ/2024/030B

Date: 3rd August 2024

NOTICE

Seminar on SC/ST Rights and Welfare

This is to inform all students that a Seminar on SC/ST Rights and Welfare is being organized by the college to promote awareness about the constitutional rights, government schemes, and support systems available for Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes.

Details of the Seminar:

Date: 8th August 2024

Time: 11:00 AM onwards

Venue: GJIMT Auditorium

Organized by: SC/ST Committee

The seminar will include expert talks, legal insights, and discussions on equality, inclusion, and empowerment. All students are encouraged to attend and participate actively.

For further information, please contact the SC/ST Committee.

Aneet
3/8/24
DIRECTOR

CC:

- PA to Chairman
- Head of Departments
- All Faculty Members

Detailed Report: Seminar on SC/ST Rights and Welfare

Date: 8th August 2024

Time: 11:00 AM onwards

Venue: GJIMT Auditorium

Organized by: SC/ST Committee, GJIMT

In an effort to promote awareness and sensitivity toward the rights and welfare of Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC), the SC/ST Committee of GJIMT organized a seminar. The aim was to educate students about constitutional provisions, government schemes, and available support systems that foster inclusion, equality, and empowerment.

Objectives of the Seminar:

- To spread awareness about the constitutional rights of SC/ST/OBC communities.
- To inform students about various welfare schemes and legal protections.
- To promote a culture of inclusion and social justice.
- To encourage active student participation in discussions on equity and empowerment.

Highlights of the Seminar:

Opening Address: The seminar began with a welcome address by the Chairperson of the SC/ST Committee, who emphasized the significance of understanding and respecting the rights of marginalized communities.

Expert Talks: The social activists and faculty members delivered insightful talks covering the following key areas:

- Constitutional safeguards for SC/ST communities.
- Key provisions of the SC/ST (Prevention of Atrocities) Act.
- Educational and financial support schemes offered by central and state governments.
- Role of students in promoting social equity and inclusion.

Interactive Session: The session was followed by an open-floor discussion where students asked questions, shared their perspectives, and discussed real-life issues related to discrimination, access to opportunities, and the importance of allyship.

SEMINAR *on* GRIEVANCE REDRESSAL

Organised by
**STUDENT GRIEVANCE REDRESSAL
COMMITTEE**

09/08/2024

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Ref. No. GJ/2024/030C

Date- 5th Aug 2024

NOTICE
Seminar on Grievance Redressal

All are hereby informed that a Seminar on Grievance Redressal will be conducted to familiarize everyone with the college's grievance-handling procedures and to equip students with the knowledge to raise and resolve concerns effectively.

Date: 9 August 2024

Time: 11:00 AM onwards

Venue: GJIMT Auditorium

Organized by: Grievance Redressal Committee

The session will cover the structure, scope, and steps of the grievance redressal system, followed by an interactive Q&A.

For further information, please contact the Grievance Redressal Committee.


DIRECTOR

CC:

- PA to Chairman
- Head of Departments
- All Faculty Members

Detailed Report: Seminar on Grievance Redressal

Date: 9th August 2024

Time: 11:00 AM onwards

Venue: GJIMT Auditorium

Organized by: Grievance Redressal Committee, GJIMT

To ensure transparency, fairness, and accessibility in handling student concerns, the Grievance Redressal Committee of GJIMT organized a seminar on 9th August 2024. The aim was to educate students about the institution's grievance redressal procedures and to promote a supportive academic environment where students feel heard and respected.

Objectives of the Seminar:

- To introduce students to the grievance redressal mechanism of the college
- To explain the procedure for filing and resolving complaints
- To encourage open communication between students and administration
- To empower students to speak up against unfair practices or concerns

Seminar Highlights:

Welcome Address: The seminar commenced with a warm welcome by the Chairperson of the Grievance Redressal Committee, who stressed the importance of a transparent and efficient grievance resolution system in educational institutions.

Presentation on Grievance Procedures: Committee members presented a detailed overview of:

- The structure and roles of the Grievance Redressal Committee
- Steps involved in lodging a complaint
- Confidentiality, timelines, and follow-up actions
- Types of grievances that can be addressed (academic, administrative, behavioral, etc.)

Interactive Q&A Session: Students had the opportunity to ask questions, clarify doubts, and share suggestions. The session encouraged active participation and demonstrated the administration's openness to feedback.

Outcome:

The seminar successfully enhanced students' awareness of their rights and the available channels for voicing concerns. It also fostered a sense of trust and accountability within the college community. The students appreciated the effort and expressed interest in having more such awareness programs in the future.

SEMINAR ON POSH

(Prevention of Sexual Harrasment)

ORGANISED BY

Internal Complaint Committee

Date: 25th September 2024

Resource Person:
Ms Navkiran Sandhar
HR Manager
Revvlocity, Mohali



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Sector-54, Chandigarh, Phase-2, Mohali | Contact: 9914433199, 0172-2264566

Ref No: GJ/2024/035D

Date: 24-09-2024

NOTICE

Date: 25-September-2024

Time: 10:00 AM to 11:00 AM

Venue: GJIMT Auditorium

We are delighted to invite you to the session "POSH: Discuss, Debate & Deliberate: Sensitisation towards comprehensive Corporate Well-being"

Resource Person: Ms. Navkiran Sandhar , HR Manager., Revvlocity, Mohali.

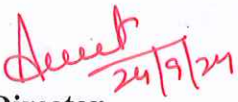
Classes Involved:

- BBA 5
- MCA 1
- MBA 1
- MCA 3
- MBA 3

All subject teachers of the mentioned classes are kindly requested to accompany their students to the auditorium during the event.

For further queries, please contact Mr. Shami S. Bhatia - 9876614199

We look forward to your participation in making this enriching experience a success!


Director

GJIMT, Mohali

CC:

- PA to Chairman
- Head of Department
- All Faculty

Detailed Report on POSH Seminar

Date: 25-09-2024

Time: 10:00 AM to 11:00 AM

Venue: GJIMT Auditorium

Participants: 72 students

The thought-provoking workshop, organized by GJIMT, was successfully conducted on 25 September, 2024 in the auditorium. The session aimed to sensitize participants about the significance of the Prevention of Sexual Harassment (POSH) policies and their vital role in ensuring comprehensive corporate well-being.

Resource Person: Ms. Navkiran Sandhar, HR Manager., Revvlocity, Mohali. Ms. Navkiran Sandhar brought a wealth of expertise and professional insights into the session, sharing her real-world experiences and emphasizing the importance of fostering a respectful and inclusive workplace.

Key Highlights of the Session: Ms. Navkiran Sandhar elaborated on the legal framework of POSH policies and shared practical strategies for creating a safe and empowering corporate environment. She stressed the need for open dialogue, gender sensitization, and proactive measures to address workplace challenges effectively. The interactive session encouraged participants to engage in discussions and debates, addressing topics such as:

- Practical implementation of POSH policies in organizations.
- Strategies to foster gender sensitization.
- The role of employees and management in upholding workplace ethics.

Participation:

The workshop witnessed enthusiastic participation from students of BBA 5, MCA 1, MBA 1, MCA 3 and MBA 3 along with their subject teachers, who played a pivotal role in facilitating the event's seamless execution.



POSH Session at GJIMT Auditorium- 25th Sept. 2024



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GROOMING SESSION :

VISIT TO

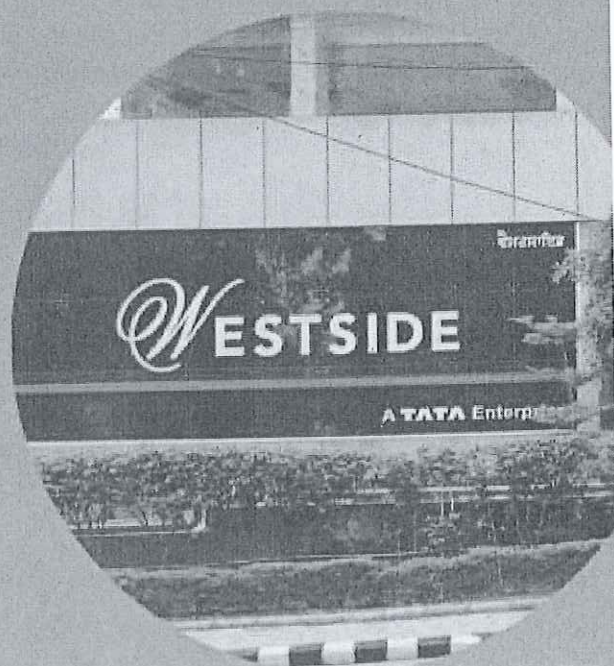
WESTSIDE

Organised by

**CARRIER GUIDANCE AND
DEVELOPMENT CELL**

Date: 18th Feb 2025

Time of Departure: 11:00 AM



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For more information Contact us

SECTOR 54, PHASE -2 MOHALI

99144 - 33199

Ref. No. GJ/2025/009

Date- 15.2.2024

NOTICE

Session on Grooming – Visit to Westside Mall, Chandigarh

This is to inform all students that a special grooming session will be going to organized through a visit to Westside Mall, Chandigarh for MBA and MCA students. The objective of the session is to enhance students' professional grooming skills, focusing on confident self-presentation in a professional setting.

Date: 18th Feb 2025

Venue: Westside Mall, Chandigarh

Participants: MBA and MCA Students

Organized by: Career Guidance and Development Cell

The session will cover important aspects such as professional appearance, body language, and communication skills.

For more details, please contact the Career Guidance and Development Cell.



DIRECTOR

CC:

- PA to Chairman
- Head of Department
- All Faculty

Detailed Report on Grooming Session at Westside Mall

Detailed Report: Session on Grooming – Visit to Westside Mall, Chandigarh

Date: 18th February 2025

Venue: Westside, Chandigarh

Participants: MBA and MCA Students

Organized by: Career Guidance and Development Cell

A special grooming session was organized by the Career Guidance and Development Cell on 18th February 2025 for MBA and MCA students, aimed at enhancing their professional grooming and self-presentation skills. The session was conducted through an educational visit to Westside, Chandigarh, providing students with a practical and interactive learning experience outside the traditional classroom setting.

Objectives:

- To help students understand the importance of professional appearance
- To develop confident body language and effective communication skills
- To encourage self-awareness and personal branding for career readiness

Session Highlights:

Interactive Learning Environment: The choice of an off-campus venue allowed students to observe and analyze real-world examples of customer service, brand presentation, and professional behavior in a corporate retail environment.

Focus Areas:

The session included focused discussions on:

- Dressing appropriately for various professional scenarios
- Positive body language and first impressions
- Verbal and non-verbal communication in professional contexts

Student Engagement: Over 50 students participated in the visit and actively engaged in observation-based tasks, role-plays, and discussions guided by the faculty and Career Cell coordinators.



Students at Westside, Chandigarh for the Grooming Session- 18th February 202



Five-day Faculty Development Programme on MENTOR-MENTEE RELATIONSHIP



Important Dates

Last Date of Registration: 7 Nov 2024

Duration: Nov 12- Nov 16, 2024

Timings: 9 am to 2:00 pm

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT) is a premier institution in Punjab with a proud 25-year legacy of nurturing leaders in management and technology. Located in the vibrant tri-city area, GJIMT is dedicated to providing a dynamic educational environment that fosters innovation and growth.

Educational Excellence

Affiliated with I.K. Gujral Punjab Technical University, GJIMT offers a comprehensive range of programs, including undergraduate, postgraduate, and doctoral degrees.

Industry Connections

With strong ties to industry leaders, GJIMT boasts an impressive placement record, with graduates securing positions at top companies like Google, Microsoft, and many others. Our emphasis on practical learning and internships equips students with the skills needed to thrive in their careers.

ABOUT THE PROGRAMME

Day 1: Introduction to the Mentor-Mentee Relationship

- Building trust and rapport with mentees.
- Setting clear expectations from the outset.
- Mentor responsibilities vs. Mentee responsibilities

Day 2: Skills for Effective Mentoring

- Verbal and non-verbal communication in mentorship.
- Techniques for effective feedback.
- Creating an open and supportive environment for dialogue

Day 3: Challenges in Mentoring and How to overcome Them

- Differentiating between coaching, counseling, and mentoring.

- Using questioning techniques to help mentees find solutions.

- Building resilience and self-confidence in mentees

Day 4: Strategies for Fostering a Positive Mentor-Mentee Relationship

- Creating personalized development plans.
- Supporting mentees in navigating career paths and skill development

Day 5: Monitoring, Evaluating, and Improving the Mentoring Program

- Tools for monitoring mentee progress.
- Methods for gathering feedback from mentees and mentors

Coordinator:

Prof (Dr.) Neera Sharma,

Dean Academic GJIMT

Co-coordinator: **Dr. Iram Khan**

Assistant Professor, Dept. of Mgt. & Comm.

Organized by

Gian Jyoti Institute of Management and Technology

Phase 2, Mohali, Sector 54, Chandigarh 160055

Contact:

0172-2264566

Email: fdp@gjimt.ac.in

This 5-day FDP program covers a comprehensive range of topics to prepare faculty for mentoring roles and help them foster effective, long-lasting mentor-mentee relationships.

RESOURCE PERSON

1. Dr. Kariminder Ghuman is a renowned educator, corporate trainer, consultant, and institution builder with a rich expertise in the fields of marketing, management, and mentoring. Currently serving as the Chief Coordinator at Thapar University, Patiala, Dr. Ghuman has spent over two decades contributing to the development of higher education, specializing in the design and execution of effective mentoring programs. Dr. Ghuman is the author of the highly acclaimed book "Effective Mentoring: Seven Steps to Design & Manage Student Mentoring Programme," which offers an actionable framework for creating successful mentor-mentee relationships that foster growth, both personally and professionally. His background in corporate training, coupled with his research and consulting experience, has allowed him to work with numerous academic institutions, corporations, and individuals, helping them to build effective mentoring cultures that align with their organizational goals.

2. Dr. Neeraj Sharma is the Dean of Academics at Gian Jyoti Institute of Management and Technology (GJIMT), a leading institution in the field of management and technology education. With a distinguished academic career and vast experience in the higher education sector, Dr. Sharma has been at the forefront of shaping academic curricula, faculty development, and student success strategies at GJIMT.

Objective of the Programme:

By attending this programme participants will be able to

- Understand the fundamentals of effective mentor-mentee relationships.
- Learn how to set clear, achievable goals for mentoring.
- Develop skills to design and implement a structured mentoring program.
- Enhance communication and feedback techniques within mentoring relationships.
- Build strategies to foster a mentoring culture in academic institutions.
- Apply practical mentoring concepts through case studies and role-playing exercises.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Chief Patron

Mr. J. S. Bedi,
(Chairman, GJIMT)

Patron

Dr. Aneet Bedi
(Director, GJIMT)

Organizing Committee Members

- Dr. Nibha Pratap, Assistant Professor, Deptt. of Management
- Dr. Tarandeep Singh Associate Professor, Dept. of Computer Application

Registration Form

Faculty Development Programme on MENTOR-MENTEE RELATIONSHIP

Name : Designation :

Institute :

Department: Address :

Whatsapp No: Date: Place:

Category : Faculty/ Researchers/ others

Signature of the Participant

For more you can visit
www.gjimt.ac.in

Registration Fee : Rs 2000
Registration is MUST

Last Date of Registration:
7th Nov 2024

FDP Brochure

Ref. No. GJ/2024/040A

Date: Nov 4 2024

NOTICE

Five-Day Faculty Development Program (FDP) on 'Mentor-Mentee Relationship'

Gian Jyoti Institute of Management and Technology (GJIMT) is pleased to announce a Five-Day Faculty Development Program (FDP) on 'Effective Mentor-Mentee Relationship', scheduled to be conducted from November 19-23, 2024. This FDP aims to provide faculty members with essential mentoring skills to cultivate effective mentor-mentee relationships, thereby contributing to academic and professional growth.

Program Objectives:

- To understand the roles and responsibilities of mentors and mentees.
- To develop effective communication strategies in mentoring.
- To build trust and motivation within mentoring relationships.
- To address conflict resolution strategies in mentorship.
- To examine case studies and best practices in mentoring.

Target Audience:

This FDP is designed for faculty members, academic mentors, and professionals seeking to enhance their mentoring competencies.

Registration Details:

- Last Date for Registration: November 14, 2024
- Venue: Conference Room, GJIMT

For further inquiries, please contact:

- **Email:** fdp@gjimt.ac.in
- **Phone:** 99144-33199

Your participation in this program is highly valued. We look forward to your presence.

Accepted
4/11/24
DIRECTOR

Cc

- Dean (Academics)
- Department Heads
- All Notice Boards

Detailed Report: Five-Day Faculty Development Program (FDP) on 'Mentor-Mentee Relationship'

Organized by: Skill Development Cell

Dates: November 19–23, 2024

Venue: Conference Room, GJIMT

Participants: Faculty members, academic mentors, and professionals

Last Date for Registration: November 14, 2024

GJIMT Skill Development Cell is organizing a Five-Day Faculty Development Program (FDP) on the theme 'Effective Mentor-Mentee Relationship' from November 19 to 23, 2024. This program is designed to equip faculty members with essential mentoring skills that support the academic, emotional, and professional growth of students.

Objectives of the Program:

The primary objectives of this FDP are:

- To understand the roles and responsibilities of mentors and mentees in academic settings
- To develop effective communication strategies for mentoring interactions
- To learn how to build trust, empathy, and motivation within mentoring relationships
- To address conflict resolution techniques relevant to mentor-mentee dynamics
- To explore case studies and best practices from diverse educational institutions

Program Highlights:

Expert Sessions: Each day of the FDP will include sessions by experienced educators, counselors, and mentoring practitioners who will share insights into creating impactful mentoring environments.

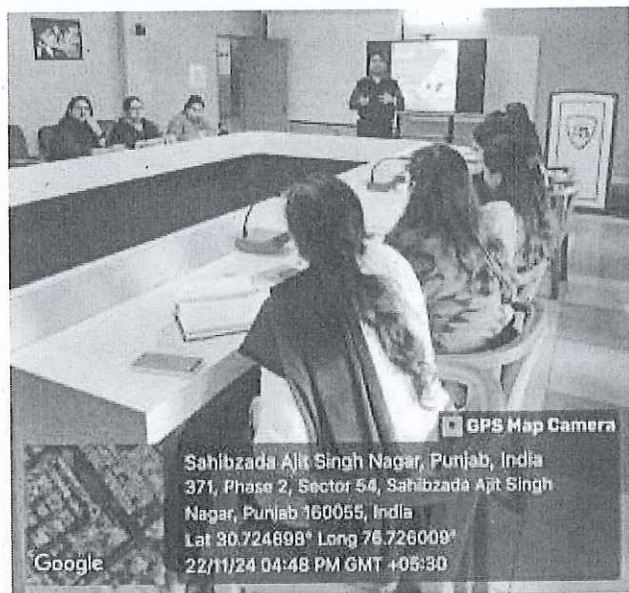
Interactive Workshops: Faculty members will engage in hands-on activities, simulations, and role-plays designed to reflect real-world mentor-mentee challenges.

Case Study Discussions: Practical case studies will be analyzed in groups to help participants identify challenges, strategies, and solutions in mentoring relationships.

Peer Networking: The program will also serve as a platform for faculty members across departments to share mentoring experiences, build support networks, and collaborate on future mentoring initiatives.

Expected Outcomes: By the end of the five-day program, participants are expected to:

- Gain clarity on mentoring roles and expectations
- Improve interpersonal and mentoring communication skills
- Be equipped with tools to manage conflicts and sensitive issues
- Apply learned concepts to real-life academic mentoring scenarios
- Promote a more inclusive, supportive, and growth-oriented campus culture



GJIMT Faculty attending FDP



Sample Certificate

Administrative Training Programme
on
Work Ethics

Dec 17-21, 2024

Registration Form

Name: _____

Designation: _____

Position: _____

Department: _____

Address: _____

Signature of the Participant: _____

Date: _____

Category: Administrative Staff/ Others

For more you can visit www.gjimt.ac.in

• Registration Fee is Rs 450 for outsiders

Use Before/After: 14 December 2024

Registered Entry is free of cost

Page No. _____

Objectives of the Programme:

By attending this programme participants will be able to

- To develop a comprehensive understanding of professional work ethics and their significance.
- To enhance ethical decision-making and leadership skills.
- To foster effective communication and build trust within teams.
- To equip participants with strategies for resolving conflicts and promoting an ethical workplace culture.
- To enable participants to create sustainable frameworks for maintaining workplace integrity.

Certification: Participants who attend all program sessions will be awarded certificate of participation.

Chief Patron

Mr. J. S. Bedi

(Chairman, GJIMT)

Patron

Dr. Annet Bedi

(Director, GJIMT)

Organizing Committee Members

- Ms. Susha Sharma, Assistant Professor, Department of Computer Application
- Mr. Harish Thakur, Assistant Professor, Dept. of Management & Commerce

GIANJYOTI
Institute of Management
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Approved by AICTE and Affiliated to GGS Indraprastha University

**Five-day
Administrative Training
Programme
on
Work Ethics**

December 17-21, 2024

Co-ordinator: Dr. Annet Bedi, Singh
Assistant Professor, Dept. of Management & Commerce
Organisational
Gian Jyoti Institute of Management and Technology
Phase 2 Mohali, Sector 54, Chandigarh 160055

ABOUT GJIMT

Gian Jyoti Institute of Management and Technology (GJIMT), established in 1998, is a premier institution in Punjab known for its 26-year legacy in shaping leaders in management and technology. Located in the heart of the city, GJIMT offers a dynamic educational environment with modern facilities, a student-centric approach, and strong industry connections. Affiliated with J.K. Somaiya Punjab Technical University, the institute provides undergraduate, postgraduate, and doctoral programs and is renowned for its rigorous academic standards and excellent placement record, meeting the companies like Google and Microsoft.

Vision & Mission:

Vision: To be a premier institute recognized globally for academic excellence and innovative research in management and technology.

Mission:

- To deliver quality education through innovative teaching methods.
- To foster research, innovation, and entrepreneurship.
- To instill ethical values and leadership qualities in students.
- To create a skilled workforce that meets global industry standards.

ABOUT THE PROGRAMME

Programme Schedule

Day 1: Foundations of Work Ethics

- Introduction to the importance of work ethics in professional settings.
- Exploring ethical principles and their practical application.
- Case studies on real-world ethical dilemmas.
- Activities: Group discussions and interactive role-playing.

Day 2: Leadership and Ethical Decision-Making

- Understanding the role of leaders in fostering ethical behavior.
- Ethical frameworks for decision-making.
- Balancing personal values with organizational goals.
- Activities: Ethical leadership games and team problem-solving.

Day 3: Communication and Workplace Integrity

- Techniques for transparent and effective communication.
- Building trust and credibility within teams.
- Addressing and managing unethical behaviors.

Day 4: Conflict Resolution and Ethical Culture

- Identifying and addressing workplace conflicts ethically.
- Strategies for creating and maintaining an ethical workplace culture.

Day 5: Promoting a shared vision of integrity within teams.

- Activities: Mediation role-play and collaborative brainstorming.

Day 6: Sustaining Work Ethics in the Long Run

- Developing personal action plans for continuous ethical growth.
- Tools for measuring and improving organizational ethics.
- Celebrating ethical milestones and success stories.
- Activities: Reflection exercises and action plan presentations.

IMPORTANT DATES:

- Last Date of Registration: 14 Dec 2024
- Duration: Dec 17- Dec 21, 2024
- Timing: 10:30 am to 12:30 pm

Contact

Phone: +91-9914433199

In today's fast-paced and competitive work environment, maintaining high standards of ethics is crucial for ensuring organizational success and sustainability. Administrative staff play a vital role in upholding these standards by setting an example and ensuring a culture of integrity. The Five-Day Administrative Training Programme on Work Ethics is designed to address the growing need for ethical awareness and practice among administrative professionals. By participating in this programme, staff members will gain valuable insights into ethical decision-making, learn to navigate workplace challenges effectively, and contribute to a harmonious and productive organizational environment. This initiative aligns with GJIMT's commitment to fostering ethical values and leadership qualities in its workforce.

RESOURCE PERSON

Dr. Susha Sharma

Professor, Head of Department, Management and Commerce

Experiences: 15 years of experience in teaching and mentoring

Expertise: Leadership, Management, ethical management, business and professional growth strategies

Dr. Susha Sharma has dedicated her career to shaping future leaders. With her extensive experience and profound understanding of work ethics, she brings valuable insights and practical solutions to the table, ensuring a transformative experience for all participants.

ATP (Administrative Training Program) Brochure

Ref. No. GJ/2024/044

Date: December 9 2024

NOTICE

Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff'

Gian Jyoti Institute of Management and Technology (GJIMT) is pleased to announce a Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff', scheduled to be conducted from December 17-21, 2024. This program is designed to enhance professional ethics, responsibility, and workplace conduct among non-teaching staff members.

Program Objectives:

- To emphasize the importance of ethical behavior in the workplace.
- To develop professionalism and integrity in administrative roles.
- To enhance communication and teamwork skills.
- To foster accountability and responsibility in daily tasks.
- To analyze case studies on ethical challenges and solutions.

Target Audience:

This training program is intended for all non-teaching staff members seeking to improve their professional conduct and workplace efficiency.

Registration Details:

- Last Date for Registration: December 10, 2024
- Venue: GJIMT Campus

For further inquiries, please contact:

- Email: gjimt@gjimt.ac.in
- Phone: 99144-33199

Your participation in this training program is highly encouraged. We look forward to your presence.


DIRECTOR

Cc

- Dean (Academics)
- Department Heads
- All Notice Boards

Detailed Report: Five-Day Administrative Training Program (ATP) on 'Work Ethics for Non-Teaching Staff'

Organized by: Skill Development Cell

Dates: December 17–21, 2024

Venue: GJIMT Campus

Target Audience: Non-teaching staff members

Last Date for Registration: December 10, 2024

In its continued commitment to institutional excellence and holistic staff development, Gian Jyoti Institute of Management and Technology (GJIMT) is organizing a Five-Day Administrative Training Program (ATP) on the theme 'Work Ethics for Non-Teaching Staff' from December 17 to 21, 2024. This initiative is focused on enhancing the ethical standards, professionalism, and effectiveness of the non-teaching staff, who play a vital role in the functioning of the institution.

Objectives of the Program: The primary goals of the ATP are:

- To promote an understanding of ethical behavior in the workplace
- To instill a sense of professionalism, integrity, and discipline
- To improve communication and teamwork among staff members
- To encourage accountability and responsibility in daily duties

Program Structure & Highlights:

Inaugural Session:

The program will begin with an opening address by the senior management, emphasizing the significance of work ethics and the contribution of non-teaching staff to institutional success.

Daily Thematic Sessions:

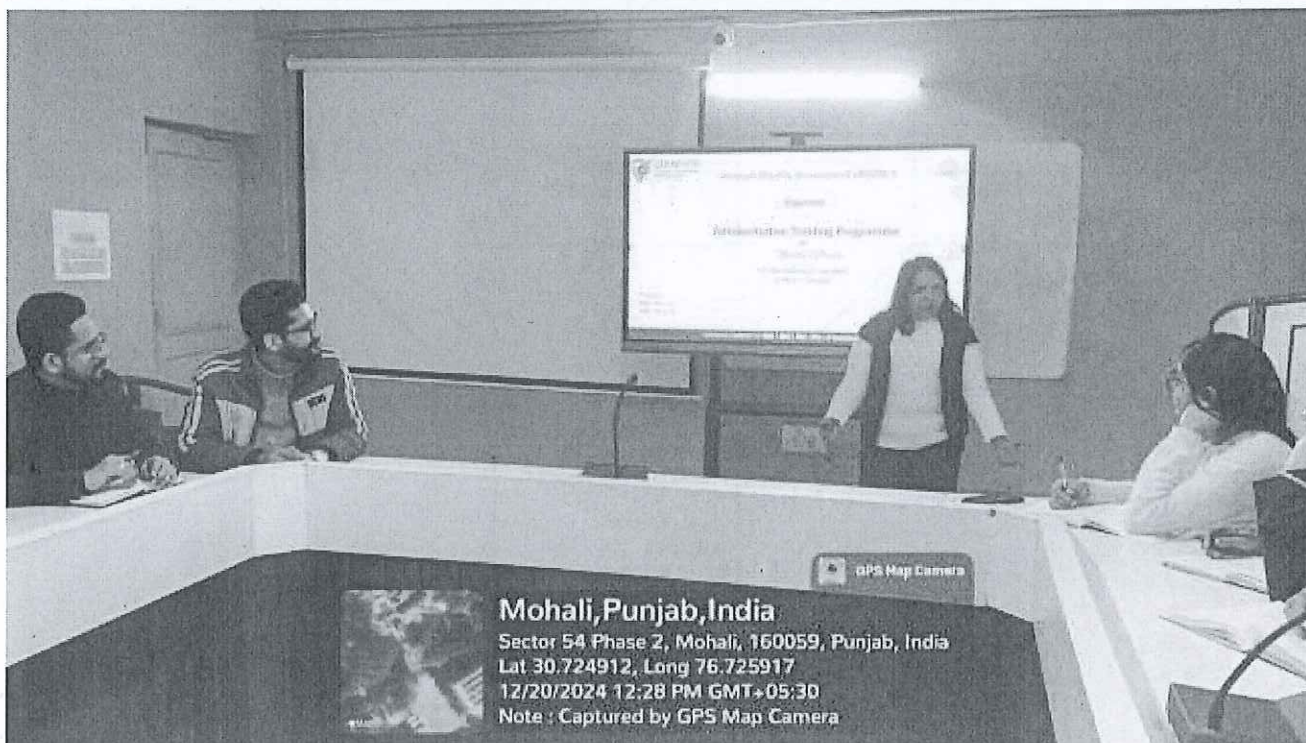
Each day will focus on a specific aspect of workplace ethics, including:

- Professional conduct and behavior
- Time management and punctuality
- Respect for rules, procedures, and organizational values
- Effective communication and respectful collaboration
- Dealing with workplace dilemmas and ethical decision-making

Feedback and Certification: On the final day, participants will share their feedback and learning experiences. Certificates of participation will be distributed to all attendees.

Expected Outcomes: The training program aims to create a more professional, ethical, and cohesive work environment by:

- Strengthening individual accountability
- Enhancing team spirit and collaboration
- Reducing workplace conflicts through better communication



Staff attending ATP Session

Annual awareness programs on Code of Conduct

1	17/01/2025	Session on Drug De-addiction	Discipline and Ethics Committee
2	12/11/2024	Awareness Session on Conduct & Disciplinary Rules and Procedure	Discipline and Ethics Committee
3	8/10/2024	Vigilance & Discipline Management and Departmental Inquiries	Discipline and Ethics Committee

Ref. No. GJ/2025/004A

Date: Jan 8th, 2025

NOTICE

Session on Drug De-addiction

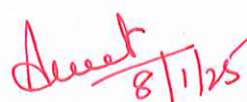
The Discipline and Ethics Committee of our institution is pleased to inform all students and staff that a session on **Drug De-addiction** was organised on **January 17, 2025**.

This event aims to raise awareness about the harmful effects of drug abuse and to educate participants on ways to overcome addiction and support those struggling with it. Experts from the field will share valuable insights and practical guidance, encouraging a healthy and drug-free lifestyle.

Date: January 17, 2025

Venue: GJIMT Auditorium

Time: 9 am to 12 pm


DIRECTOR

CC:

- PA to Chairman
- Head of Department
- All Faculty

Detailed Report: Session on Drug De-addiction

Organized by: Discipline and Ethics Committee, GJIMT

Date: January 17, 2025

Time: 9:00 AM to 12:00 PM

Venue: GJIMT Auditorium

Participants: Students and Staff Members

The Discipline and Ethics Committee of Gian Jyoti Institute of Management and Technology (GJIMT) organized a significant awareness session on Drug De-addiction on January 17, 2025, at the GJIMT Auditorium. This initiative was undertaken to sensitize students and staff about the rising issue of substance abuse and to promote a healthy, drug-free lifestyle.

Objectives of the Session:

- To spread awareness about the harmful effects of drug abuse
- To educate participants on the process of de-addiction and rehabilitation
- To provide supportive strategies for helping those struggling with addiction
- To inspire students and staff to adopt a responsible, substance-free life

Session Highlights:

Welcome Address:

The session began with a welcome note by the Chairperson of the Discipline and Ethics Committee, who highlighted the importance of addressing drug addiction in educational institutions and the role of youth in creating a drug-free society.

Expert Talk:

Renowned counselors and professionals from the field of drug rehabilitation and mental health delivered powerful talks. They covered:

- Psychological and physical impacts of drug abuse
- Early signs of addiction and intervention techniques
- Success stories of recovered individuals
- Community and institutional support systems

Interactive Discussion:

Students participated in an open Q&A session where they asked questions related to peer pressure, stress management, and how to assist friends or family members dealing with substance abuse.

Outcome:

The session was well-received by students and staff alike, with high levels of engagement and positive feedback. Attendees gained a deeper understanding of the seriousness of drug addiction and the importance of early intervention and support. Many participants expressed a commitment to spreading awareness and helping peers make informed choices.

Ref. No. GJ/2024/041B

Date: 7th Nov.2024

NOTICE

Awareness session on Conduct & Disciplinary Rules and Procedure

This is to inform all students that an **awareness session** on the institution's **Conduct and Disciplinary Rules and Procedures** will be conducted on:

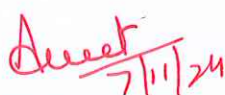
- **Date:** Tuesday, 12th November 2024
- **Time:** 10:00 AM to 12:00 PM
- **Venue:** GJIMT Auditorium
- **Organized by:** Discipline and Ethics Committee

The objective of this session is to:

- Educate students about expected standards of behavior
- Explain the disciplinary process and consequences of violations
- Provide information on the rights and responsibilities of students in enquiry proceedings
- Promote a safe, respectful, and disciplined campus environment

All students are **strongly encouraged to attend** this session as it is crucial for maintaining awareness of institutional policies and ensuring a harmonious academic atmosphere.

Attendance will be recorded, and students are expected to be present on time.


DIRECTOR

CC:

- PA to Chairman
- Head of Department
- All Faculty

Detailed Report: Awareness Session on Conduct & Disciplinary Rules and Procedure

Organized by: Discipline and Ethics Committee, GJIMT

Date: Tuesday, 12th November 2024

Time: 10:00 AM to 12:00 PM

Venue: GJIMT Auditorium

Participants: Students of all programs

The Discipline and Ethics Committee of Gian Jyoti Institute of Management and Technology (GJIMT) conducted an awareness session on Conduct and Disciplinary Rules and Procedure on 12th November 2024. The session aimed to familiarize students with the institution's expectations regarding behavior, discipline, and the formal procedures followed in case of violations.

Objectives of the Session:

- To educate students about the standards of conduct expected on campus
- To provide clarity on the disciplinary procedures, inquiry processes, and associated consequences
- To make students aware of their rights and responsibilities in disciplinary matters

Session Highlights:

Opening Remarks:

The session began with a welcome address by a senior faculty member, emphasizing the importance of discipline as a foundation of personal and academic growth.

Presentation on Conduct Rules: A detailed presentation was delivered by the Discipline and Ethics Committee outlining:

- The code of conduct for students
- Examples of minor and major violations
- Possible disciplinary actions such as warnings, probation, suspension, and expulsion
- The step-by-step process of disciplinary inquiries

Rights & Responsibilities:

Students were informed of their rights during an inquiry, including the right to a fair hearing, access to information, and the opportunity to present their side. Simultaneously, the importance of maintaining accountability and respectful behavior was stressed.

Outcomes: The session saw enthusiastic participation from students, with high attentiveness and active involvement in discussions. The awareness created during the session is expected to lead to:

- Improved understanding of institutional policies
- Reduction in disciplinary violations
- Enhanced student accountability and campus harmon

Ref. No. GJ/2024/037B

Date: 1st Oct.2024

NOTICE

Session on Vigilance & Discipline Management and Departmental Inquiries

Date: 8th Oct. 2025

To: All Concerned Staff and Faculty

This is to inform all concerned that a session on **Vigilance & Discipline Management** and the **Procedures of Departmental Inquiries** will be conducted as per the directive of the **Disciplinary Committee**.

Session Details:

Date: Tuesday, 8th October 2024

Time: 9:30 AM to 4:00 PM

Venue: Conference Room

Conducted by: Disciplinary Committee

Purpose of the Session:

- To raise awareness about institutional vigilance mechanisms
- To clarify the conduct and disciplinary expectations from employees
- To explain the process and protocols of departmental inquiries
- To promote transparency, accountability, and professional integrity

This session is **mandatory for all staff and faculty members**. Your cooperation and punctual attendance are essential for the successful implementation of vigilance and disciplinary policies within the institution.



DIRECTOR

CC:

- PA to Chairman
- Head of Department
- All Faculty

Detailed Report: Session on Vigilance & Discipline Management and Departmental Inquiries

Organized by: Disciplinary Committee, GJIMT

Date: Tuesday, 8th October 2024

Time: 9:30 AM to 4:00 PM

Venue: Conference Room, GJIMT

Participants: All Faculty and Non-Teaching Staff

As part of its ongoing efforts to uphold institutional discipline and ensure transparent administrative conduct, the Disciplinary Committee of Gian Jyoti Institute of Management and Technology (GJIMT) organized a one-day comprehensive session on Vigilance & Discipline Management and Departmental Inquiries on 8th October 2024. This session was mandatory for all faculty and staff and aimed to promote an ethical, accountable, and compliant working environment.

Objectives of the Session:

- To raise awareness about institutional vigilance mechanisms
- To clarify disciplinary expectations and responsibilities of employees
- To explain the detailed procedures of departmental inquiries
- To promote a culture of transparency, accountability, and integrity

Session Overview:

Inaugural Address: The session began with opening remarks from the Chairperson of the Disciplinary Committee, who emphasized the critical role of vigilance in sustaining professional standards and institutional reputation.

Module 1 – Vigilance Mechanisms:

The first module focused on the internal vigilance framework at GJIMT. Topics included:

- Common forms of misconduct
- Preventive vigilance practices
- Monitoring systems for early detection
- Role of the Vigilance Officer and Committee

Module 2 – Discipline Management:

This session outlined the expected code of conduct, rules governing behavior, and ethical responsibilities of both teaching and non-teaching staff. Emphasis was placed on:

- Professional decorum and punctuality
- Respectful workplace behavior
- Handling grievances responsibly

Module 3 – Departmental Inquiries:

A detailed explanation was provided on the procedures for conducting departmental inquiries, including:

- Initiating and documenting charges
- Forming inquiry committees
- Conducting hearings and evidence collection
- Rights of the accused and fair hearing standards
- Reporting and final decision-making process

Outcomes of the Session:

- Strengthened understanding among employees regarding institutional vigilance systems and ethical responsibilities
- Enhanced preparedness for handling disciplinary cases and inquiries in a structured, lawful manner
- Reinforced the institute's commitment to fairness, transparency, and zero tolerance for misconduct