



JK BUSINESS SCHOOL
GURUGRAM

JKBS/AICTE/GUG/PG/UG/2026/01

Date 05-Jan-2026

Discipline Committee

There will be a standing discipline committee which will comprise of the following members:

Role	Name
Chairman	Dr. Siddhartha Bhattacharya (Faculty)
Convening Members	Dr. Sukhamaya Swain (Faculty) Prof Rajiva Ranjan (Faculty) Prof. Himanshu Malik (Faculty)
Members	Mr. Lalit Mohan (HR) Mr. Arvind Kumar (Hostel Warden) Mr. Yogesh Kumar (Examination -In charge) Ms. Vandana (Hostel Warden)
Advisory Members	Convenor as per the case.
Student in Attendance	Mr. Yatin Jain (PGDM) Mr. Bhumika Arora (PGDM) Ms. Kavya Diwedi (PGDM) Mr. Navyansh (BBA) Mr. Priytush (BBA)

This committee will meet on the occurrence of incident and will proceed with the necessary actions.

Director

JK Business School



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Institutional Discipline Committee (IDC)

A Discipline Committee is crucial for maintaining order, ethical conduct, and the academic integrity of an institution. Its objectives need to be focused on **prevention, resolution, and consistent application of institutional policies.**

Objectives for the Institutional Discipline Committee (IDC)

Guiding Principle

To uphold the core values, rules, and regulations of the institution by promoting a safe, respectful, and conducive environment for learning, and by administering fair, consistent, and restorative disciplinary action when warranted.

Pillar I: Policy Framework and Enforcement

Objectives

O1. Maintain and Review the Code of Conduct: To periodically review, update, and clearly communicate the Institutional Code of Conduct (ICC) to ensure it is contemporary, transparent, and aligned with relevant legal and ethical standards.

Assessment Metrics (Measurable Outcomes)

Metric: Conduct a formal, documented review of the ICC biannually, incorporating feedback from ≥ 3 distinct stakeholder groups (e.g., students, faculty, administration).

Metric: 100% of incoming students formally acknowledge receipt and understanding of the ICC during the orientation period.

O2. Ensure Consistent and Equitable Policy Application: To guarantee that all disciplinary proceedings are conducted with impartiality, procedural fairness, and consistent application of sanctions irrespective of the respondent's status.

Metric: Maintain a maximum variance of $\leq 15\%$ in sanctions applied across similar categories of proven misconduct cases over a two-year period, verifiable through case logs.

Metric: 100% of committee members receive annual training on procedural justice and conflict-of-interest protocols.

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O3. Facilitate Timely Case Resolution: To establish and adhere to clear timelines for the intake, investigation, hearing, and resolution of all disciplinary cases to ensure swift closure and minimize disruption.

Metric: Resolve \geq 90% of formally initiated disciplinary cases within a maximum of 30 working days from the date of the formal complaint registration.

Metric: Maintain a documented log detailing the elapsed time for each stage of the disciplinary process.

Pillar II: Investigation and Procedural Justice

Objectives

O4. Conduct Thorough and Evidenced-Based Investigations: To systematically gather, evaluate, and document all relevant evidence and testimony during the investigation phase to form the basis for informed decision-making.

Assessment Metrics (Measurable Outcomes)

Metric: The IDC's investigation reports for all formal complaints include documentation of \geq 3 distinct sources of evidence (e.g., witness statements, physical evidence, policy review).

Metric: 100% of cases adhere to the stipulated due process, including providing the respondent with appropriate notice and the opportunity to respond to the allegations.

O5. Employ Restorative and Educational Outcomes: Where appropriate and permissible by the ICC, to incorporate educational or restorative measures alongside or in place of punitive sanctions to facilitate learning, remediation, and community repair.

Metric: Recommend restorative justice alternatives (e.g., mediation, required reflection, educational seminars) in \geq 20% of non-severe misconduct cases.

Metric: Implement a mechanism to track the completion and perceived effectiveness of educational sanctions.

O6. Ensure Confidentiality and Privacy: To strictly adhere to institutional and legal standards regarding the confidentiality and privacy of all parties involved in disciplinary proceedings and case documentation.



Metric: Maintain a 0% documented breach rate of confidentiality protocols pertaining to disciplinary records.

Metric: Access to sensitive case files is restricted solely to authorized IDC members, verifiable through secure digital logging.

O7. Promote Disciplinary Awareness and Prevention: To collaborate with other institutional bodies (e.g., Student Affairs, Security) to conduct proactive campaigns that educate students on the behaviours that constitute misconduct and the importance of ethical community participation.

Assessment Metrics (Measurable Outcomes)

Metric: Conduct ≥ 2 major campus-wide communication campaigns per semester focusing on high-risk policy areas (e.g., academic honesty, substance abuse).

Metric: Establish visible guidelines for academic integrity on all institutional LMS/course websites.

O8. Systematize Data Collection and Reporting: To collect and analyse disciplinary case data to identify trends, high-risk areas, and recurring violations, thereby informing future preventative strategies and resource allocation

Metric: Generate an annual, anonymized report summarizing case statistics, trends, and committee recommendations to institutional leadership.

Metric: Utilize collected data to propose ≥ 2 targeted preventative interventions addressing the most frequently violated policy areas.

