



INFORMATION BOOKLET FOR NEW FACULTY (2022)

Jagannath International Management School

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Jagannath Institute of Management Sciences 34, Ring Road, Lajpat Nagar-IV New Delhi – 110024

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JIMS Engineering & Management Technical Campus

48/4 Knowledge Park III,

Greater Noida (Uttar Pradesh)

Ph: 0120-6587569, 0120-2323806 Fax: 2323806

email: admission.gn@jagannath.org,

director.gn@jagannath.org

website: www.jimsgn.org

Jagan Institute of Management Studies

3, Institutional Area, Sector-5,
near Rajiv Gandhi Cancer Research Institute

Rohini, New Delhi – 110085
Ph: 011- 45184000-03 Fax: 45184032
email: admissions@jimsindia.org

website: www.jimsindia.org



Jagannath Gupta Institute of Engineering & Technology

Plot No. IP-2 & 3, Phase IV, Sitapura Industrial Area,
Opp. Chokhi Dhanni,

Ph: 0141- 4071500, 4071555, Fax:4071580
email: jnit@jnit.org

website: www.jnit.org

Jagan Institute of Management Studies

Plot No. IP-2 & 3, Phase IV, Sitapura Industrial
Area,
Jaipur – 303905 (Rajasthan)

Ph: 0141-5122270, 5122129, 5122240
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www.jimsjaipur.org





Jagannath University

Village Rampur,

Tehsil Chaksu, Jaipur (Rajasthan)
Ph: 0141-3020500,3020555, 4071551
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www.jagannathuniversity.org



JaganNath University

Bahadur Garh

Haryana

PGDM - Approved by AICTE Govt. of India



Jagannath International Management School, Kalkaji, New Delhi

Vision

To be a globally recognised institution, nurturing leaders and creating social impact through excellence in education and research.

Mission

- Evolve as a globally recognized institution of learning providing high-quality education.
- Achieve academic excellence through curriculum up-gradation, faculty development, quality research and innovative learning.
- Nurture and develop future-ready students equipped with leadership skills and values essential to succeed in national and global business organisations.
- Create social impact through execution of projects and Activities which change and improve lives of people and Communities.

Core Values

- | | |
|-------------------------------------|---------------------------------------|
| • Integrity and Ethics | • Entrepreneurship and Diversity |
| • Transparency and Accountability | • Environment & Social Responsibility |
| • Innovative Learning & Development | |



Overview of JIMS

Jagannath International Management School (JIMS) Kalkaji, New Delhi, functions under the aegis of the Jagannath Gupta Memorial Educational Society, a non-profit registered organization, which has been imparting high quality professional education since 1993. The society has since established eight campuses in Delhi and NCR region as well as two in Jaipur, Rajasthan. A private state university, Jagannath University was set up in 2008 in Jaipur, Rajasthan. A second private state university has commissioned in Bahadurgarh, Haryana. Our campus at Kalkaji, has over time developed into a reputed center of excellence for conduct of research and consultancy services for the private and public sector organizations. All JIMS institutes follow ISO 9001:2015 international quality certification standards to streamline academic processes for the best results.

Jagannath International Management School, Kalkaji has been honored with the following coveted ranking/awards during the period 2021-22.

- ❖ **2nd Rank of top BBA College in the Category of Outstanding Excellence in India & 8th Rank of Top BBA College in Northern Region in India** GHRDC BBA College Survey May 2022.
- ❖ **10th Best Commerce Colleges in Delhi/NCR & 18th Best Commerce Colleges in North Zone,** The Week - Hansa Research - Arts-Commerce-Science College Survey August 2021
- ❖ **7th Rank of top BBA College in North India. & 12th Rank of top BBA college in India.** (GHRDC, All India BBA College survey, May 2021)
- ❖ **24th Best Professional College in India** (Outlook ICARE, India Top Professional College Outlook ICARE Ranking 2021 , August 2021)
- ❖ **23rd Best B-School BBA Colleges in India** (India Today Group-MDRA, Best B-schools Ranking, June, 2021)

JIMS has strategic partnerships with industry and prominent national organizations such as KPMG, NHRD National Network and National Entrepreneurship Network for training and placement of our students which is prospering till date.

JIMS has won these honours by dint of its persistent efforts to uphold benchmarks of academic quality in the teaching learning process as much as in the efficiency of its academic support systems.

In pursuit of these quality standards, JIMS has always been in the forefront of efforts to recognize the gains of global initiatives in education. The institute has running collaborations with

1. **Nanyang Technological University, Singapore (NTU)**
2. **National University of Singapore (NUS)**
3. **London School of Business Management (30 December 2008)**
4. **Cologne University of Applied Sciences, Germany (CUAS) (19 January 2009)**
5. **Management Development Institute of Singapore (MDIS) (02 March 2010)**
6. **Westminster University, London, UK (15 December 2012)**
7. **New Nyenrode Business School, Holland (November 2013)**
8. **ENPC, Paris, France**
9. **University of Newfoundland, Canada**

JIMS also publishes two international journals of repute, *8M: The Journal of Indian Management and Strategy*, and *Mass Communicator: International Journal of Communication Studies*.

JIMS has the privilege of having a top of the shelf faculty which comprises both young and experienced researchers with publications in leading national and international journals as well quality books from established publishing houses to their credit. With their sagacious counseling and pedagogic inputs, the students at JIMS have been consistently excelling and also winning prized placement opportunities in the corporate sector.

Not the least important is the commitment to social objectives. The Rotaract Club of JIMS engages in philanthropic activities for the depressed and marginalized sections of the society and also sensitizes the students to the social realities surrounding them. All in all, education at JIMS group of educational institutions is holistic in its scope and rewarding in its results.

About Institute

The BBA and B.Com(Hons.) Programmes with a Difference!

Both the three year full time courses i.e. BBA and B.Com (Hons), are affiliated from Guru Gobind Singh Indraprastha University, New Delhi.

Our excellence lies in the following superior attributes:

Accreditation by National Assessment and Accreditation Council (NAAC)

The Institute is accredited by NAAC

International quality certification ISO 9001:2008

Our admission, examination, teaching and learning systems conform to world class quality standards.

Modern Infrastructure

Spacious air conditioned classrooms, 'state of the art' computer labs with rich, well equipped library, conference room and auditorium with modern audio-visual equipment, wi-fi enabled Campus.

International focus

The world is your class room. In today's inter-connected and multifaceted world we provide an essential understanding of important strategic issues and challenges facing international business leaders.

CONTENTS OF INFORMATION BOOKLET

1. KRAs of Faculty Members.
2. Duties and Responsibilities of Faculty in Summer Activities.
3. Guidelines for Proper Conduct of Classes
4. Guidelines for Assignments
5. Guidelines for Internal Guide/Mentor
6. General Rules for Students.
7. Rules Regarding Use Of Library And Computer Lab
8. Guidelines for Invigilators.
9. HR Policy
10. Committee for Prevention of Sexual Harassment
11. Grievance Redressal Committee
12. Committee for Prevention of Ragging
13. Mid Academic Year Appraisal.
14. Incentive Format Per Semester
15. Joining Report
16. Medical Certificate of Fitness for Appointment.
17. Bio-Data Form At The Time Of Joining
18. Library Card Form
19. Faculty Identity Card Details Form
20. Reporting System
21. Monthly Faculty Assessment Report
22. Teacher Assessment Of Subject Coverage
23. Monthly Report By Programme Coordinator
24. Monthly Report Of Class Feed Back
25. Faculty Performance Appraisal Form
26. Conveyance Reimbursement Form
27. Requisition Slip For Taxi/Bouquet/Lunch
28. Leave Application Form
29. List of Committees
30. Main Activities Calendar
31. Indemnity Bond

FACULTY JOB DESCRIPTION

A. Position Summary

The Faculty is responsible for the coordination, planning, preparation, presentation, and evaluation of classroom instruction and related activities. The Faculty is responsible for performing assigned duties during the day, evening, or weekend on any JIMS campus as assigned. At a minimum, the related activities include instruction, instructional counseling, academic advising, serving on various committees, participating in local, state, regional, and national professional activities and organizations. A Faculty performs all other duties as directed by the HOD's/Director or Chairman.

B. Organizational Reporting

The Faculty is directly responsible to the HOD's or Director/Chairman in case of delegation.

C. Key Responsibility Areas (KRAs)

- To Suggest innovative teaching and learning practices in management education.
- To coordinate, plan, organize, and instruct courses in the day, evening, or on weekends on any JIMS campus as assigned;
- To keep active at a high level of expertise in the subjects taught and stimulate enthusiasm for those subjects;
- To ensure that each program/class contains essential curricular components, has appropriate content and pedagogy, and maintains currency;
- To teach all classes according to an approved course syllabus;
- To keep students informed and updated concerning course content, requirements, evaluation procedures and attendance requirements;
- To keep students informed about their progress through the prompt evaluation of papers and other work;
- To maintain accurate and complete scholastic records, including attendance records;
- To conduct class evaluations in accordance with Institute policy;
- To ensure that assigned classes are held as scheduled;
- to make suggestions to the HOD's Academics concerning the improvement of the curriculum in keeping with the objectives of the Institute;
- to participate in program and curriculum review and development and student learning outcomes initiatives;
- to make use of available Institute online resources .
- to plan each unit or lesson, both as to content and method, to make each class minute meaningful;
- to organize each course taught into an effective instrument of learning;

- to study and utilize students' learning styles in each class in order to facilitate the best teaching and learning situations;
- to incorporate instructional technologies in instructional delivery;
- to maximize the learning opportunities for each student;
- to keep informed of current trends and new approaches to instruction via professional development activities;
- to demonstrate a genuine concern for each student through personal conferences.
- to assist in recruitment and retention of students;
- to serve as an academic advisor to assigned students;
- to strive for the qualities delineated in the criteria for faculty evaluation used by the Institute;
- to refer students to counselors as needed;
- to submit required reports to the appropriate Institute personnel;
- to attend all faculty meetings, professional development and orientation activities, and other meetings as called by the Chairman, Director , HOD's Academics or Departmental Heads.
- to become thoroughly familiar with all Institute policies and procedures and comply with all Institute policies and procedures;
- to serve on and provide information to Institute committees as needed;
- to be actively involved in the co-curricular activities of the Institute; and
- to convey Institute-related information to students in a timely manner as requested by Institute officials.
- To ensure proper conduct and decorum in the classes and other activities.
- Coordinate various academic and administration activities of the Department and also with other departments of the Institute
- To help in organisation of various activities /events of the Institutes (Marketing, Finance, HR seminars and International Conferences, Cultural events- Zest & Dandiya Night, Popstar Night, Blood Donation camp, Orientation day, Fresher Party, Farewell function, Annual Sports Day and other Intra Campus and Inter- Colleges events/ activities).
- to recommend textbooks and other instructional materials including classroom and lab equipment to HOD's/Director;
- to assist in the Institute's library collection development by selecting, evaluating, and weeding library resources in each appropriate discipline;
- Organize and monitor value added courses Like Prowess/ Microsoft Advanced Excel/Advanced SPSS or any other useful software for improving technical skills of students.
- Provide guidance to student in their Mentoring Project Reports, Summer Training Projects and Dissertation Project Reports.
- Follow up with External guides of the students from Industry to monitor progress for Mentoring and Summer Training Program.
- Meet the external guide personally to get feedback of the student under their supervision during Summer Training.

- Suggest updates for Website Improvement.
- Write minimum 2 Research Articles during a year to be published in a national or International journal or repute.
- Participate in Workshops, Conferences and Seminars.
- To design of Aptitude Test.
- To make of Weekly Quiz
- To update Course File
- To update of Course material of Foundation classes.
- To maintain and update files as per ISO AICTE, NBA, NAAC, IP Inspection or other regulatory authority requirements.
- Any other assignment as per requirement of the Institute and instructions of the Director/HOD's.

D. Other Responsibilities

Assume other work related responsibilities as assigned by the HOD's, the HOD's of Instruction, or the President or his/her designee.

E. Performance Evaluation

The Faculty's job performance will be evaluated in accordance with Institute policy.

F. Essential Characteristics

- Good communication skills.
- Good writing skills
- exhibit emotional control and stability
- stress management and coping ability
- mastery of appropriate computer operation skills

NOTE: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool. In compliance with federal and state laws and regulations, the Institute welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

First Year Class Coordinator

Administration

- Handle Welfare, Ragging, Grievances and discipline related matter of the students of the classes under their supervision with respect to Library, Computer labs, administration, accounts and reporting to HOD's.
- To monitor the attendance of students and take necessary corrective action with approval of the HOD's Identify students having attendance below 70% and advise them to be more regular and Meet/call their parents Short attendance letters to parents to be sent.
- On Orientation day collect Anti Ragging forms, I-card Forms, documents as per deficiency list, explain the rule and regulations for reporting on time for classes, rule examination, library, lab, Anti Ragging, Grievance redressal, sexual harassment, Professional Counseling to students.
- Updation of student Data base Analyze the data of parents prepare demographic Profile of the students with educational background.
- End semester results to be sent to the students & parents through email.
- Prepare and submit monthly report and Semester quality Report on Time.
- Prepare debarred List of students at the end of every semester following minimum attendance criteria of the Examination Policy.

Ensuring Academic Quality

- Provide support in academic scheduling maintain interface with all the faculty, Interact with all the students.
- Closely monitor lecture scheduled Vs lectures held in each subject and schedule extra lecture where necessary in co-ordination with time table committee.
- Keep close track on syllabus coverage and inform to respective faculties where syllabus coverage in not satisfactory.
- Arrange for extra classes for weak students.
- Keep record of copies of case studies, Management games, Activity and news analysis.

Student Development

- Ensure recommendation for the student's participation in various Inter/Intra campus or competition.
- Ensure conduct of quiz and presentations every week.
- Ensure that Industrial visit and guest lectures take place as specified.
- Motivate students to participate in co-curricular events and competitions in campus, inter campus and inter college level.
- Conduct aptitude test every month.

Other Activities

- Follow up for pending fee and deficiency of pending documents.
- Organise parent- Teacher meeting analysis the feedback forms and submit report with suggestion to the HOD's/Director

Second Year Class Coordinator

Administration

- Handle Welfare, Ragging, Grievances and discipline related matter of the students of the classes under their supervision with respect to Library, Computer labs, administration, accounts and reporting to HOD's.
- To monitor the attendance of students and take necessary corrective action with approval of the HOD's Identify students having attendance below 70% and advise them to be more regular and Meet/call their parents Short attendance letters to parents to be sent.
- Updation of student Data base Analyze the data of parents prepare demographic Profile of the students with educational background.
- End semester results to be sent to the students & parents through email.
- Prepare and submit monthly report and Semester quality Report on Time.
- Prepare debarred List of students at the end of every semester following minimum attendance criteria of the Examination Policy.

Ensuring Academic Quality

- Provide support in academic scheduling maintain interface with all the faculty, Interact with all the students.
- Closely monitor lecture scheduled Vs lectures held in each subject and schedule extra lecture where necessary in co-ordination with time table committee.
- Keep close track on syllabus coverage and inform to respective faculties where syllabus coverage in not satisfactory.
- Arrange for extra classes for weak students.
- Keep record of copies of case studies, Management games, Activity and news analysis.

Student Development

- Ensure recommendation for the student's participation in various Inter/Intra campus or competition.
- Ensure conduct of quiz and presentations every week.
- Ensure that Industrial visit and guest lectures take place as specified.
- Motivate students to participate in co-curricular events and competitions in campus, inter campus and inter college level.
- Conduct aptitude test every month.

Other Activities

- Follow up for pending fee and deficiency of pending documents.
- Organise parent- Teacher meeting analysis the feedback forms and submit report with suggestion to the HOD's/Director

Third Year Class Coordinator

Placement Activities

- To support conduct of Mock Interviews/online Tests/group discussions etc for improving their employability skills of the students in coordination with CMC.
- To ensure improvement in employment potential of the students by organizing various activities like placement counseling session, Mock interview, GD, Video recording of activities, De briefing session with Alumni.
- To co-ordinate with CMC for valuable inputs related to placement to be given to the students ensuring quality of the students.
- To organize skill- development program by industry experts as and when required.
- To co-ordinate and organize any activities related to soft-skill and PDP or training session to prepare them for on campus or of Campus interviews.
- Arrange special classes for student for improving knowledge of basic concept of the subject.
- Arrange special lectures on time on the job profile of every prospective company coming for Campus drive.

Administration

- Handle Welfare, Ragging, Grievances and discipline related matter of the students of the classes under their supervision with respect to Library, Computer labs, CMC, administration, accounts and reporting to HOD's.
- To monitor the attendance of students and take necessary corrective action with approval of the HOD's Identify students having attendance below 70% and advise them to be more regular and Meet/call their parents Short attendance letters to parents to be sent.
- Updation of student Data base.
- End Semester results to be sent to the student & parents through email.
- Prepare and submit monthly report and Semester Quality Report on time.
- Prepare debarred List of students at the end of every Semester following minimum attendance criteria of the Examination Policy.

Ensuring Academic Quality

- Provide support in academic scheduling maintain interface with all the faculty, Interact with all the students.
- Closely monitor lecture scheduled Vs lectures held in each subject and schedule extra lecture where necessary in co-ordination with time table committee.
- Keep close track on syllabus coverage and inform to respective faculties where syllabus coverage is not satisfactory.
- Arrange for extra classes for weak students.
- Keep record of copies of case studies, Management games, Activity and news analysis.

Student Development

- Ensure recommendation for the student's participation in various Inter/Intra campus or competition.
- Ensure conduct of business quiz every week.
- Ensure that Industrial visit and guest lectures take place as specified.
- Motivate students to participate in co-curricular events and competitions in campus, inter campus and inter college level.

Other Activities

- Follow up for pending fee.
- Organise parent- Teacher meeting analysis the feedback forms and submit report with suggestion to the HOD's/Director

DUTIES AND RESPONSIBILITIES OF FACULTY IN SUMMER ACTIVITIES

- Marketing of the Institution in schools / industries by meeting executives in and around Delhi.
- Counseling of prospective students
- Preparing study materials, updation of Course Manuals etc.
- Arranging FDPs / workshops.
- Studying details of ISO 9001 and suggesting that areas of improvement.
- Project guidance to the students doing Summer Training, follow up with the external mentors of the students and visit the companies to get the feedback of performance of the students.
- Follow up with Alumni of their respective batches.
- Follow up for Guest Lectures.
- Follow up with Industry managers for Mock interviews and Group discussions of senior students.
- Taking Foundation classes.
- Evaluation of End Term Answer sheets.
- Writing of Research Articles.

GUIDELINES FOR PROPER CONDUCT OF CLASSES

1. Faculty is required to maintain discipline in the class.
2. Faculty to be present in the class on time as per the scheduled time Table.
3. No student to be allowed in the class after 5 minutes from the commencement of the class.
4. Attendance for the class must be taken within 10 minutes from the commencement of the class.
5. Faculty is required to conduct the classes in an interactive manner and the participation of all the students should be ensured.
6. First ten minutes of every class is to be kept for revision of the previous class lessons.
7. Faculty is expected not to carry any text book/ reference books in the class. For reference they can have their class note/ power point presentations/ transparencies. To give practical exposure to the students, there should be more emphasis on Case Studies, Role Plays etc.
8. Usage of mobile phones either by faculty or any student under any circumstances is not allowed. In case any student is found using mobile during the class; mobile is to be confiscated by the respective faculty member and handed over to HOD's for further action.
9. Faculty having the last class to ensure that all lights, fans, Ac's, LCD & CPU are off before leaving the class.

GUIDELINES FOR ASSIGNMENTS

Assignments are an integral part of the Course Curriculum. So following guidelines are to be taken care of while preparing quality assignments:

1. All assignments/Projects should be practical in nature. Direct Text questions to be avoided.
2. Live projects/ Field learning can be given in form of assignments.
3. Quizzes, Subject based activities/ exercises and presentations should be the integral part of the assignments
4. Last five years question papers to be consulted before preparing the assignments / projects.
5. Four assignments/ Projects are to be given to students for each Semester. Every assignment / project should be based on syllabus covered till the said period.
6. Faculty to ensure that the deadlines of the assignments / projects given to the students are adhered to and students do not miss classes.

GUIDELINES FOR INTERNAL GUIDE/ MENTOR

1. Minor Project and Presentation

The student will have the opportunity to explore the current management literature so as to develop an individual style and sharpen his skills in the area of leadership communication, decision making, motivation and conflict management.

Minor projects are tasks that add to the knowledge of the students. A topic shall be given to each student in the beginning of the IInd Semester of BBA & B.Com(H) in various areas of management.

The Presentation Project comprises of either of the following:

Project Presentation

OR

*Case Study Presentation

1. All faculty members are mentors of 8-10 students.
2. Faculty member to prepare weekly mentoring report clearly mentioning the progress of the minor project for each student allotted to them.
3. Timely submission and evaluation of the minor project (duly signed by the internal mentor) to be ensured.

2. Summer Internship Programme

SIP takes place during the BBA & B.COM(H) IVth Semester from 1st June till 31st July every year.

1. All faculty members are internal mentors of 8-10 students.
2. Faculty member should ensure that the student is undergoing his/her summer training in an organization regularly.
3. Faculty member has to be in regular contact with the external mentor to know the progress of the student and visit the external guide twice during the summer training once within the first week of starting of the summer training and second meeting to be held during the last week of the summer training.
4. Faculty to also ensure that the projects are allotted to the students by external mentors.
5. Faculty member to prepare weekly SIP report clearly mentioning the progress of the SIP programme for each student allotted to them.
6. Timely submission of the summer training project to be ensured.
7. Faculty to ensure that the feedback form from the external mentor to be taken at completion of the summer training.

3. Final Project Report

1. All faculty members are Internal Guides of 8-10 students.
2. Faculty to ensure that genuine quality work is done by the students. The soft copy of the Project Report is taken.
3. Timely submission of the Dissertation Project Report to be ensured.

GENERAL RULES FOR STUDENTS

- 75% of attendance is mandatory in each subject failing which the Institute has the right to detain him/her from exam.
- Any student found guilty of being involved in indiscipline will be penalized severely.
- Students are not expected to disturb the faculty members during lunch time.
- Playing with crackers and colours in and around the campus is strictly prohibited and anyone found guilty will be severely punished.
- Class representatives (CRs) are responsible for ensuring neat and clean class environment and class infrastructure in terms of chairs, tables, OHP's etc and all electrical appliances should be switched off after the classes are over.
- Students are not supposed to use mobile phones inside the classroom/ Computer Lab/ Library.
- Students are not allowed to enter the class rooms 5 minutes after their scheduled class timings.
- Any indiscipline with faculty and other staff members will not be tolerated for which the student may be penalized.
- Any misbehavior in the campus or at the venues of functions organized by Institute is not to be tolerated.
- Smoking is not allowed in and around the campus.
- Only two-wheelers are permitted to be parked within the premises of the institute. Students, using cars, are to park the same outside Institute premises.

RULES REGARDING USE OF LIBRARY AND COMPUTER LAB

Library

- The library shall be kept open from 9:00 a.m. to 6:00 p.m. on all working days
- The books will be issued till 5.30 p.m. only.
- No reference book will be issued to students in any case (not even with the prior permission of the faculty).
- All teachers and students must keep the books/magazines in the respective shelves after reading them.
- No reference book will be reissued after the due date/time to the members of the faculty.
- The Library should be kept neat and clean.
- No other office work should be done in the library.
- All syllabus and question paper files should be accurate with updated material and should be kept at an appropriate place.
- Librarians must ensure that silence is maintained in the library.
- Librarians must ensure that all books are rearranged properly on a weekly basis.

Exceptions

Any exceptions to the above policy will have to be recommended by the Director and approved by the Chairman.

COMPUTER LAB

- Every student must enter his/her name into the LOG REGISTER.
- Each student must work on his/her allotted machine.
- Absolute silence has to be maintained strictly.
- Changes in the system setting are not allowed.
- Students should work in the lab only during their allotted time period.
- For any assistance regarding the subject, software etc. students are advised to get help from the concerned faculty or lab incharge.
- Students are not allowed to change the peripherals such as modems, mouse, keyboard, server, hub etc. on their own.
- Users are required to turn off the computer before leaving the Lab.
- Students should refrain from mishandling of equipment or log register.
- Students are equally responsible along with the lab incharge to keep the Lab clean.
- Students should not misuse the Internet.
- Strict action will be taken against the student if found violating the above rules, which may tantamount to suspension and/or fine.

GUIDELINES FOR FACULTIES IN INVIGILATION DUTIES

- Random seating arrangement should be displayed on the board at least 15 minutes before the schedule of examination and arrangement should be changed every day.
- Invigilators should collect the attendance sheet, answer sheets, supplementary sheets and question papers at least 20 minutes before the commencement of exam from the respective authorities.
- Extra question papers should be handed over to the concerned coordinator after the exam.
- Answer sheets, mark sheet and two question papers should be kept inside an envelope which should be then sealed and kept in Director's/Controller of Examinations' room with the following information on the envelope:
 - Course (course name, semester, etc.)
 - Date and subject
 - Number of answer sheets
 - Name of faculty whom the envelope is to be handed over.
- Before the commencement of exam it should be seen that seating arrangement is proper.
- Invigilator should sign on the answer sheet of each student and the date of the examination should be mentioned along with the signature.
- It should be ensured that each student has filled-up the first page of answer sheet properly and signed on the attendance sheet for each sheet taken by him/her
- Students are required to write their roll number on the question paper immediately after receiving it. They should not write any thing except the roll number on the question paper.
- Digital diaries and mobile phones are not allowed inside the examination hall.
- Do not tear off any sheet from the answer sheet.

EXAMINATION INSTRUCTIONS FOR STUDENTS

Please Read These Instructions Carefully

A candidate who breaches any of the Examination Regulations will be liable to disciplinary action including suspension or expulsion from the Institute.

1. TIMINGS

- Examinations will be conducted during the allocated times shown in the examination timetable.
- The examination hall will be open for admission 15 minutes before the time scheduled for the commencement of the examination. You are to find your allocated seat.
- You will not be admitted for the examination after half an hour of the commencement of the examination.

2. PERSONAL BELONGINGS

- All your personal belongings (such as bags, pouches, ear/headphones, etc.) must be placed at the designated area at the front of the examination hall or as advised by the Invigilator. **It is advised that any unauthorized materials, such as books, paper, documents, pictures and electronic devices with communication and/or storage capabilities such as mobile phone tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. are not to be brought into the examination hall.**
- Hand phones brought into the examination hall must be switched off at all times. If your hand phone is found to be switched on in the examination hall, the hand phone will be confiscated and retained for investigations of possible violation of regulations.
- All materials and/or devices which are found to violate any examination regulations will be confiscated.
- **The Institute will not be responsible for the loss of any belongings in or outside the examination hall.**

3. AT THE START OF THE EXAMINATION

- Please check that you have the correct question paper and read the instructions printed on your examination question paper carefully.
- All examinations are anonymous. Therefore, do not write your name on the answer book. You should write only your Enrollment numbers, correctly and legibly, in the space provided on the cover of each answer book. Providing incorrect/illegible matriculation number could risk your answer book being considered void.

4. DURING EXAMINATION

- You are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when answer scripts are being collected).
- Unless granted permission by an invigilator, you are not allowed to leave your seat.
- Once you have entered the examination hall, you will not be allowed to leave the hall until the half time is over after the examination has commenced.

- All answers, with the exception of graphs, sketches, diagrams, etc. should be written in black or blue pen, unless otherwise specified. Answers written in pencil will not be marked. The last page the answer book may be used for candidates' rough work.
- Do not write on, mark, highlight or deface any reference materials provided for the examination. If found doing so, the reference materials will be removed from your use for the rest of the examination and you will be made to pay for the cost of the materials that have to be replaced.
- Don't share any equipment such as calculators, dictionaries, pens, pencil, rulers, or erasers with another student.
- The candidate should not view or attempt to view the work of another student or permit another student to view or attempt to view your work.

5. AT THE END OF THE EXAMINATION

- You are not allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- Once the Invigilator announces the end of the examination do not add anything more to your answers. You are to stop writing and remain seated quietly while your answer scripts are being collected.
- No papers, used or unused, may be removed from the examination hall. You may take your own question paper with you unless otherwise instructed.
- You are responsible to ensure that your answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your answer script, you will be deemed to have sat for and failed the examination concerned. Any unauthorized removal of answer script or part of answer script from the examination hall would deem the answer script as null and void.
- You must hand in your answer book together with any other paper to the invigilator before you leave the room.
- Do not attempt to discuss any aspect of the examination with fellow students outside the examination Hall after you submitted your answer scripts.
- When you have been given permission to leave the hall after you have completed the examination, do so quickly and quietly and refrain from speaking making any noise until you are away from the building.

6. AUTHORIZED EXAMINATION MATERIALS

You may take into examinations:

- Writing materials such as pencils, an eraser and an unmarked plastic ruler.
- A clear, see through water bottle. No labeling permitted.
- Any examination aids approved for use in a specific examination.
- A programmable calculator, if authorized for the examination. The calculator must have the memory cleared prior to entering the examination room.

You must:

- Adhere to all instructions give by an Invigilator immediately prior to, during and immediately after an examination.
- Raise your hand if you want to attract the attention of the invigilator. You must do this if you want to leave the examination hall temporarily or if you have finished the examination early and want your answer scripts to be collected.
- Ensure that all of your answer scripts and other papers are collected by the invigilator before you leave the examination hall.

7. DRESS CODE

- Candidates who are not properly attired will not be admitted to the examination hall. Please ensure that you comply with the dress code of the Institute.

8. UN FAIR MEANS

- The Institute takes a serious view of cheating. All students are to take note of the written examination instructions issued to them as well as the announcements made during examinations.
- A candidate who is suspected of cheating in examinations is liable to disciplinary action including (but not limited to) suspension or expulsion from the Institute. All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.

9. OUTSTANDING FEES

You will not be admitted to the Institute examination unless it is certified by the Accounts department that you are not in debt to the Institute.

You are advised to settle all outstanding fees with the Accounts department before you sit for any examination.

10. SUPPLEMENTARY NOTES

You are advised to plan your schedule and allow for extra travelling time to attend the examinations. No extra time will be given for students who are delayed due to traffic jams, bad weather, etc.

11. ANSWERING EXAM QUESTIONS

- Write clearly; illegible answers will not be marked.
- Start a new page for each question and take care to identify each answer clearly with:
 - The number of the question.
 - Where appropriate, the part you are answering.
- Do not copy out the question.
- Do not tear any pages out of the answer book.
- Rough working may be done in the answer book or you may request extra sheets from the supervisor. Clearly cross out rough working before handing in your book.
- Tie all extra sheets including rough working into the answer book at the end of the examination.

HR INCENTIVES / REWARDS POLICY FOR FACULTY AND STAFF MEMBERS

(To be considered at the time of annual performance appraisal)

The benefits to faculty and staff members, classified into Monetary and Non - Monetary incentives are given below:

Annual Salary Increment:

Annual increment will be given on the basis of one's performance, as reflected in the faculty/ staff performance appraisal forms, as per the following ratings.

Rating	Increase in Salary
"Good"	5%
"Very Good"	10%
"Excellent"	15%

PhD: An additional 5% rise in salary (over the normal annual increment) will be given to faculty who obtains PhD degree during his/her tenure at JIMS.

Cash Award, Merit and Badges:

Special Annual Cash Award (Rs. 10,000/- for best faculty, Rs. 10,000/- for best faculty Research Publication and Rs. 5000/- for best staff member) will be given for their outstanding overall performance in various fields like Teaching, and other academic & non academic activities. (Special talks, MDP, Seminar, Placement, Articles, Cultural Events, Etc.)

The photographs of the above award winners would be published in JIMS NEWS.

Employee of the Month Award

In order to promote sense of "we-ness" and team spirit birthdays of employees are celebrated each month. The occasion is also used to recognize and reward faculty/staff members who have provided exceptional work output during the preceding month.

MDP/Articles:

It is mandatory for each professor and reader to organize at least one MDP (with minimum of 15 participants) in a year. 50% of the balance accrued after meeting all expenses from the amount received will be shared with them.

Alternatively, they should contribute well-researched articles for publication in reputed journals (both in India and abroad).

(Non compliance of this activity may affect their rating in the faculty performance appraisal.)

Conveyance Charges:

Faculty members using their own cars for official work will be reimbursed @ Rs. 9/- per km. and Rs. 4/- for scooter/ motorcycle.

Seminar/Special Talk:

Faculty members will be nominated to attend and participate in seminars/conferences organized by reputed institutes and organizations like CII, FICCI, PHD Commerce, and ASSOCHAM.

Faculty Development Programmes:

Faculty members will be deputed to participate in short duration training programmes in his/her areas of specialization, to reputed institutes in Delhi.

Loan:

Faculty members who complete 3 year of service would be eligible to take loan facility of up to Rs. 1 Lac from the institute, with 50% interest rate of the prevailing market rate.

Medical Insurance;

Faculty members will be covered for medical insurance for Rs. 1 Lac from Max New York Life provided they have completed 3 years of service with JIMS

Legal Bindings:

Contractual deals that enforce commitments from faculty to stay with the institute for specific periods of time proportionate to the investment in their training and development should be signed after each benefit programme.

Educational Trips to Foreign Universities:

Faculty members who complete 5 year of service with JIMS will be eligible for an educational trip to a foreign university at the institute cost, which has a tie-up with JIMS, for a period of SIX weeks. On returning they will have to sign a contract to serve JIMS for the next 3 years.

Extraordinary leave for higher studies**a. Objective**

To provide a structured channel to address aspirations of the members of faculty if they wish to pursue higher studies.

b. Eligibility

To be eligible for a sabbatical leave, the faculty member must complete at least 3 years of continuous service with JIMS.

c. Purpose

The faculty member may take a sabbatical primarily for the purpose of full-time higher studies related to his/her profession.

d. Duration

The sabbatical leave may be for a period up to 1 year.

e. Salary and benefits

No salary will be paid for the period on sabbatical leave.

They will also not be eligible for any fringe benefits during the above period

Research Policy 2018-19

1. Purpose

JIMS research policy has been framed keeping in mind our mission which is to provide a life-transforming high quality world-focused teaching, research and corporate education which is internationally relevant. The policy is intended to create awareness of the role of research and how it contributes to the full range of our mission-driven activities such as teaching and outreach. The key objectives of the policy emphasise that research by faculty should help to develop curricula and course content, contribute to the intellectual climate of the institution and elevate our image and reputation in the eyes of the business and academic communities.

2. Policy Content and Guidelines

In line with our mission objective the following guidelines are issued with a view to encourage and ensure faculty members engage in research work:

a. Participation in Conferences and Seminars

Every faculty member must attend at least one seminar or conference and present a paper or participate as panel member / reporter / advisory board / discussant / chairing of session once in an academic year.

b. Publications

Every faculty member is expected to publish at least 1 research paper in an academic year in a national or international refereed journal.

Faculty members can consult as well as co-author research papers with other faculty from JIMS Family or outside from other Universities/Institutions to improve collaboration and lend credibility to research.

Faculty members may once a month visit reputed libraries in Delhi to improve the quality of research.

Best Researcher award of Rs. 10,000 with letter of appreciation to be given to faculty with the best research publication during the year. The Best Research paper is to be circulated to all faculty members for information/guidance.

c. Contribution to Books / Research Journals

Writing of a chapter in a book / writing a book / Mono gram / Book review / Home Journal 8M.

d. Research Policy Guidelines

- a) Granting of 06 days academic leave in a year to faculty members for attending Seminars Conferences etc.
- b) Provision of Reimbursement of registration and TA/DA for outstation seminars/conferences.

Reimbursement of registration fees for participation in Seminars/Conferences:

Reimbursement of registration fee will be granted for a maximum of 3 national Seminars/Conferences.

- a) For first Seminar/Conference full reimbursement of fee subject to maximum of Rs.3,500/-
- b) For Second Seminar/Conference full reimbursement of fee subject to maximum of Rs.2,500/-.
- c) For Third Seminar/Conference full reimbursement of fee subject to maximum of Rs.2,000/-.

In case, the paper is co-authored by 2 or more than 2 faculty members, only one among them will be granted Academic leave and reimbursement of registration fee as per the above clause. From the Institute side, preference will be given to the first author.

For the purposes of participating in National conferences being held in India, the institute will grant 50% of AC two tier fares or full to and fro fare in case of travel by AC 3 tier. Travel grant will be given

to one faculty per department subject to fulfillment of other conditions. Reimbursement of International Cost for participation in seminar/Conferences/Refresher Courses will be 50 percent of the Air Fare.

e. Training Programmes

One FDP and one workshop on Research Methodology and SPSS to be conducted once in six months

f. Dissemination of Research Policy

Research Policy to be circulated to new faculty members.

g. Research Assistance

The Research Committee will provide assistance to faculty members for inviting and reviewing abstracts in case they apply for research grants through Research Promotion Scheme of AICTE, ICSSR or any other external funding organization.

To promote research the institute will award annual cash incentives to faculty members publishing research papers in reputed national/international journals. The paper adjudged best by the Research Committee will be awarded Rs.10,000/- whilst the paper adjudged second will be given Rs.5,000/-

3. Research Management

Policy and advice in research matters will be guided by the institute's Research Committee comprising of Head of Research (Professor) and three other members (Professor/Associate Professor/Asst. Professor). The Committee will advise management on research strategies to be pursued and also review progress in respect of faculty compliance with policy guidelines.

LEAVE POLICY

Objective:

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensure better work place practices.

Hours of Work:

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 2.00 pm to 2.30 pm.
- Faculty Members will be working for five days a week. The New rule with regard to **“Saturdays Off”** being availed by faculty and staff members will apply from **01 June 2018**.
 - All HODs – 1 and a half Saturdays Off
 - Faculty – 2 Saturdays Off
 - Staff – 1 and a half Saturdays Off
- Off days will be decided by the Director as per academic load.

Staff:-

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will have two alternate Saturdays as off days in a month. These Saturdays will be pre-defined by the Director of respective campus.

Common

- Effort should be to ensure that all faculty and staff members are present on the fourth / fifth weekly off day so that FDP or any other formal academic event may be organized.
- A grace of 5 minutes is allowed to all members from their reporting time.
- Reporting for work after half an hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.

In case an employee is late for the fourth time then one day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.

Tracking Attendance:

1. It is mandatory for all employees to punch in the biometric machine as soon as they enter the office premises and again before going home, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.
2. The Head of each department will assist HR with all leave and Attendance clarifications for their respective teams.
3. All employees traveling on work who are unable to report to office to mark their attendance are expected to send a mail/or call to HR after obtaining appropriate approvals from their Head/Senior. This may be done post reporting in to work, in the absence of which they will be marked absent for the day.
4. Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis.

Leave Rules

- a) Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.
- b) Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- c) **Any Faculty/staff member applying for one day is to submit his/her application to the HOD at least two days prior to commencement of leave. In case leave application is for more than one day leave the application is to be submitted to HOD at least five days in advance. HODs are to consider and forward leave applications with their comments to Director on the day the application is received.**
- d) If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.
- e) Faculty and staff may also avail 15 days leave during summer i.e between 15th May and 30th June. The summer leave will preferably not be split into parts, it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Management.
- f) All leave applications should be routed through the respective faculty who is controlling the daily implementation of time table to the HOD's/Director.

- g) The Director General will have the prerogative to cancel leave of any faculty and staff.
- h) Holiday/Sundays/Weekly offs can be prefixed or suffixed to casual leave. If the casual leave is taken both as a prefix and suffix to the same holiday/weekly off the entire period shall be debited to the employee's leave account.**
- i) Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.
- j) Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director. No carry forward will be permitted in normal course.
- k) Half Day Leave – The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

Public Holidays

Employees are entitled to a set of public holidays that will be determined by the organization at the beginning of every calendar year.

Bi Annual Appraisal

All faculty and staff members will submit the filled in Performance Appraisal forms on 1st January and 1st July to the Director-General. The same will be evaluated by the management including the Chairman and the Director-General.

Separation by Resignation

In case an employee wishes to resign from the services of JIMS, the following procedure is to be follow:

1. The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.
2. In case the employee is not retainable and once the resignation has been accepted by the Director General, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in

by the Director General/Director stating the date of relieving. The date of relieving is also to be communicated to HOD / course coordinator and accounts department.

3. The employee is required to give one month notice prior to the date of resignation. In case notice period is not served then one month salary will be debited for the dues owing to the employee.

4. "No Dues Certificate" has to be obtained by the employee from the accounts department after obtaining clearance on the same from all departments, lab, admin of own campus however library clearance will be obtained from all campuses and submitted for approval and final clearance of Director.

5. Employees need to hand over completed 'No Dues Certificate' to the accounts department for final settlement.

6. Relieving letter / Experience Certificate is to be collected from the Director.

Directors' Leave

Directors may forward leave request to Chairman via e-mail or sms and in case no reply is received they may speak personally to him.

Revised Leave Rules

1. Leave taken continuously from Monday to Friday alongwith prefixing and suffixing Saturday & Sunday will be treated as Seven (7) days leave, irrespective of Saturdays' being a holiday/weekly off.
2. Leave taken continuously from Monday to Friday alongwith prefixing or suffixing a Saturday & Sunday will be treated as Six (6) days leave, irrespective of Saturday being a holiday /weekly off.
3. The late coming rules stand modified and approved by the competent authority as follows:
 - a. 3rd late coming will result in deduction of HALF DAY leave while the 4th & 5th late coming will result in deduction of ONE DAY leave and the 6th Late coming will result in deduction of ONE & HALF DAY leave.
 - b. If an employee takes Unapproved Half Day Leave after availing Two Late comings, the unapproved half day leave will be treated as one day unapproved leave.

REVISED - Faculty duty for University exam activities & Academic Leave Rules

As per the instructions the Hon'ble Chairman, it has been decided that the faculty members will be permitted the following days for attending to IP examinations duties / academic leave.

S. No.	Activities	No. of days permitted	Remarks
1	External examiner for Practical exams	1 (per semester)	The total no. of days, not to exceed 2 (two) for either or both duties
2	UR duty for End Term exams	1 (per semester)	
3	Paper checking at IP University	3 (per semester)	
4	Academic Leave for Ph.D, will be given only for VIVA & Coursework exams and not for any other reason like meeting the guide etc.	1 (per annum)	The academic leave will also include attending Seminars/Workshops / Conferences.

Important Notes:

1. The maximum no. of days for duties at Sr. Nos. 1 & 2 will be 2.
2. The faculty performing any duty as above will have to attach the proof of the activity performed and get it signed from the authority concerned. In the absence of such documentary proof, the faculty will not be considered on duty.

COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT

"Sexual Harassment" includes such unwelcome sexually determined behaviour (whether directly or by implication) as

- (a) Sexually offensive physical contact or advances;
- (b) A demand or request for sexual favors.
- (c) Sexually colored remarks;
- (d) Showing Pornography; And
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work, whether she is drawing salary, or honorarium or doing voluntary service, in the institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection there to

Who Can Make a Complaint?

Sexual harassment also includes unwelcome

- Loaded comments having sexually offensive connotations.
- Remarks or jokes having sexually offensive connotations;
- Obscene, e-mails or phone calls having sexually offensive connotations
- Sexual physical gestures, lewd stares;
- Physical contact having sexually offensive connotations and stalking;
- Exhibition of pornography;
- Making of sounds having sexually offensive connotations;
- Playing of music or songs having sexually offensive connotations.
- Relating sexually explicit anecdotes;
- Threat to take vindictive action for denial of sexual favours;
- Singing lewd songs;
- Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or affect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.
- The act or behaviour can notably take the form of: pressure (pressions), insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.
- Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
- Any behaviour is unacceptable if

- (a) Such conduct is unwanted, unreasonable and offensive to the recipient
 - (b) A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or
 - (c) Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
- Act or conduct creating sexually hostile and intimidating environment.
- (a) A person who is –
 - (i) A student of this Institute
 - (ii) Seeking to be an employee or employed in this Institute
 - (iii) A member of the staff of this Institute or is a member of any committee, Governing Body, Board of Studies or holds an administrative or consultative position in the Institute
 - (iv) An applicant for admission into any course offered by this Institute.

Subject to the condition that:

Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of minimum Rs. 5000/- (five thousand rupees).

The Complaint Committee

There shall be an 'Institute Complaint Committee'. The Institute Complaint Committee shall comprise of 3 ordinary members. At least two members of the Committee shall be women. The Chairperson of the Institute Complaint Committee shall be nominated by the Director and shall be a woman. Presence of all members in the meeting shall be essential.

Eligibility for Membership of the Complaint Committee

A person employed as a teacher or in equivalent grade shall be appointed as ordinary members of the Committee, taking into consideration their seniority, ability and background.

The Committees as (i) and (ii) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

Jurisdiction

The territorial jurisdiction of the Institute Complaints Committee shall extend to acts of sexual harassment committed in the Institute Campus. The campus shall also include hired hostels, car parks and other properties owned, maintained or under the control of the Institute.

In the case of sexual harassment of a third person by a student or staff of this Institute or of any affiliated college or institution, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

Conducting Enquiry by the Complaint Committee

- i) Any person aggrieved shall prefer a complaint before the Complaint Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Director of the institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Director of the institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Director of the institute recommending the penalty to be imposed.
- vi) Director of the institute upon receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Assistant Professor or above the case shall be submitted to the Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

Disciplinary Action

Where the conduct of an employee amount to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

Where the conduct of a student amount to misconduct, appropriate disciplinary action in accordance with the relevant Regulations on 'Maintenance of discipline amongst students' shall be initiated by the competent authority.

Third Party harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

The Complaints Committees shall prepare an Annual Report giving a full account of its activities during the previous year and forward a copy thereof to the Director of the Institute who shall report to the Governing Body.

Saving

Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Woman Act 1990, Protection of Human Rights Commission Act 1993 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

The Composition of Sexual Harassment Committee

1. Director
2. Joint Registrar
3. HODs
4. Representative from NGO

The Chairman of the Committee will be a Lady member.

GRIEVANCE REDRESSAL COMMITTEE

A Grievance Redressal Committee will be formed to ensure transparency in admissions and with paramount objective of preventing unfair practices and to provide a mechanism to the students for redressal of their grievances which may include the following complaints of the aggrieved students as follows:-

- (i) making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- (ii) irregularity in the admission process adopted by the institute;
- (iii) refusing admission in accordance with the declared admission policy of the institute;
- (iv) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
- (v) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- (vi) breach of the policy for reservation in admission as may be applicable;
- (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
- (viii) non payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- (ix) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (x) on provision of student amenities as may have been promised or required to be provided by the institution;
- (xi) denial of quality education as promised at the time of admission or required to be provided;
- (xii) non transparent or unfair evaluation practices;
- (xiii) harassment and victimization of students including sexual harassment; and
- (xiv) refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

The Composition of Grievance Redressal Committee The members of the committee are as follows:-

<u>S.No</u>	<u>Member</u>	<u>Designation</u>
1.	Director-General	Committee Head
2.	Registrar	Member
3.	HOD (BBA)	Member
4.	HOD (B.Com)	Member
5.	HOD – PGDM(IB)	Member

Procedure in Redressal of Grievances

1. The aggrieved student or person seeking redressal of grievance may submit an application to the committee head.
2. On receipt of an application the committee head shall inform the Committee Chairman and shall immediately provide a copy to the Chairman for furnishing its reply within seven days.
3. The Committee Chairman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
4. An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
5. The Committee Chairman shall be guided by principles of natural justice whilst hearing the grievance.
6. The Committee Chairman shall ensure disposal of every application within one month of receipt for speedy redressal of grievance.
7. The Technical institution shall be expected to co-operate with the Committee Chairman in redress of grievances and failure to do so may be reported by the Committee Chairman to AICTE.
8. On the conclusion of proceedings, the Committee Chairman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
9. Every order under clause (8), under the signature of the Committee Chairman shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
10. The Technical institution shall comply with the order of the Committee Chairman.
11. Any order of the Committee Chairman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
12. A complaint shall be filed by the aggrieved student, his/her parent or with a special permission from the Committee Chairman, by any other person.
13. In case of any false/frivolous complaint, the Committee Chairman may order appropriate action against the complainant.
14. The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except.
 - a) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;
 - b) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.
15. The Institute shall provide detailed information regarding provisions of grievance redressal mechanism, Committee Chairman and the duties and rights of students in their prospectus prominently.

COMMITTEE FOR PREVENTION OF RAGGING

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India.

As per the UGC DRAFT REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following

"Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student."

The following acts will be regarded as acts of Ragging:

- a) Abetment to ragging;
- b) Criminal conspiracy to rag;
- c) Unlawful assembly and rioting while ragging;
- d) Public nuisance created during ragging;
- e) Violation of decency and morals through ragging;
- f) Injury to body, causing hurt or grievous hurt;
- g) Wrongful restraint;
- h) Wrongful confinement;
- i) Use of criminal force;
- j) Assault as well as sexual offences or unnatural offences;
- k) Extortion;
- l) Criminal trespass;
- m) Offences against property;
- n) Criminal intimidation;
- o) Attempts to commit any or all of the above mentioned offences against the victim(s);
- p) All other offences following from the definition of "Ragging"

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

Actions to be taken against students for indulging and abetting ragging in the Campus

The punishment to be meted out of the students found to indulge in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of ragging a First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- b. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 Semesters.
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Roles and Responsibilities of Anti-Ragging Committee

- I. The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.
- II. The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
- III. The committee will ensure the following at the time of Orientation Programme of the New Batch:
- IV. The Instructions and Guidelines Manual of Prevention and Prohibition of Ragging in the Campus is issued to all the students. The Manual comprises of the following.

- a. Anti Ragging Monitoring Mechanism in the Campus
- b. Detail of Anti Ragging Committee
- c. Detail of anti Ragging Squad
- d. Detail of Anti Ragging Mentoring Cell
- e. The information on the acts of Ragging
- f. Action against the students to be taken for indulging and abetting Ragging.

The Composition of Anti-Ragging Committee

1. Director
2. Representative of Police
3. Representative of Civil Administration
4. Representative from Media
5. Representative from NGO
6. Faculty
7. HODs
8. Administration
9. Parent Representative
10. Student Representatives

Roles and Responsibilities of Anti Ragging Squad

- I. The member of the squad shall remain alert, mobile and active at all times in the campus.
- II. The squad is required to make surprise raids in the Cafeteria, the area near Generator, back side of the Cafeteria and other places vulnerable to incidents and having the potential for ragging. The visit report is required to be submitted to the Anti Ragging Committee.
- III. The squad is to conduct an on-the-spot enquiry into any incidents of ragging referred to it by
 - The Head of the Institute
 - Any Faculty Member
 - Any Staff Member
 - Any Student
 - Any Parent or Guardian
 - Any Employee of the service provider
 - Any other person

The report is required to be submitted to the Anti-Ragging Committee

- IV. On the spot enquiry should be conducted by observing a fair and transparent procedure and the principles of natural justice.
- V. The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.
- VI. The members are required to take preventive Anti-Ragging measures.

Roles and Responsibilities of Senior Student Mentors

- I. To ensure that the Anti-Ragging notices are always displayed on the notice boards of the respective floors, in the library, in the Computer labs, and at gates of the Campus. The notices should be visible.
- II. To ensure that any incidence of ragging of the junior students by senior students is immediately reported to the Anti-Ragging squad without delay.
- III. To forward all the suggestion received by anti-ragging squad for taking preventive action with this regard.
- IV. To hold fortnightly meetings with the mentors and suggest measures to be adopted to ensure no ragging takes place in the campus.

Roles and Responsibilities of Mentoring Cell

Each student mentor from the senior batch will be taking care of 6 junior students under his/her supervision assigned by the Institute. The role and responsibilities of the mentors will be as follows.

- I. To ensure that the Anti-Ragging notices are always displayed on the notice boards of their respective classes.
- II. Any incidence of ragging of the junior students by senior students should be immediately brought into the notice of Head Mentor and Anti Ragging squad.
- III. To conduct meetings with the junior students of their respective batches and seek valuable suggestions for anti ragging activities.
- IV. To motivate the juniors that they should not have any fear of ragging in their mind as no senior can force them to do the activities/ act, for which they are not comfortable to act upon.

The Composition of Anti-Ragging Squad

- 1. Director
- 2. Joint Registrar
- 3. HODs
- 4. Faculty Member
- 5. Manager Admin.
- 6. Library Head

Date

The Chairman

Sub: Joining Report for the post of _____

Dear Sir,

With reference to the letter of appointment dated _____ issued to me from your office for the post of _____. I hereby join my duties today _____ before noon.

Thanking you,

Yours sincerely

()

Name _____

Address _____

Contact No. _____

Email Id _____

MEDICAL CERTIFICATE OF FITNESS FOR APPOINTMENT IN JIMS

I, Dr. _____ hereby certify that I have examined
Shri./Smt./Kum. _____
_____ a candidate for employment in the Jagannath International Management School,
_____ and cannot discover that
Shri./Smt./Kum. _____ has any disease (communicable or
otherwise), constitutional weakness or bodily infirmity except
_____.

I do not consider this a disqualification for employment in the Jagannath

International Management School. _____ His / Her age according to his /
her own statement is _____ years and by appearance _____ years.

His / Her signature / Thumb impression are / is given below.

Dated the _____

Name and designation of the Doctor.

Bio-Data Form at the Time of Joining (Faculty / Staff)

Application for the post of _____

Name _____

Father/Husband's Name _____

Present Address _____

Permanent Address _____

Telephone Number if any _____

Date of Birth _____

How long you have been the resident of Delhi _____

Family Particular

Name	Relation	Profession

Name of the Company	Service Period from_____ to_____	Reason of Leaving

Please furnish the details of two person those who are known to you who can vouch you but the persons should not be related to you

Name & Address	Profession	No. of years known to you

Place:

Signature of the Applicant

Date :

Name of the Applicant (in Block Letters)

LIBRARY CARD FORM

(For Faculty / Staff)

(Please fill this form in CAPITAL letters)

(Please submit one passport size photograph)

**Affix Recent passport
size photograph here**

1. Name of the Member : _____
2. Address : _____

3. Contact Number : _____
4. Department : _____
5. Designation : _____

Signature of the Member
(With Date)

(FOR LIBRARY USE ONLY)

Library Membership Card Number : _____

Librarian's Signature with Issuing Date : _____

FACULTY IDENTITY CARD DETAILS

01. NAME

02. DESIGNATION

03. BLOOD GROUP

04. ADDRESS

PIN CODE _____

05. CONTECT NO.

Attached Colour
Photographs

(Signature)

REPORTING SYSTEM

The faculty and staff members are required to forward their daily / weekly / monthly reports to the Chairman/Director through the concerned officer to whom they are accountable. The various reports have to be submitted by the employees on the specific days as mentioned below:

a) Monthly Report – Latest by 4th working day of each month.

b) Weekly Report - Every Friday by 5:00 p.m.

c) Daily Report – Each day by 5.30 p.m.

S.N	Designation	Submitted to	Daily	Weekly	Monthly
1	Faculty	Respective Programme Coordinator / HOD		✓	✓
2	PRO	Chairman /Director		✓	
3	Data Entry Operator cum Administration Assistant	Receptionist / Admin Officer	✓		
4	Librarian	Library Committee / Director		✓	Fortnightly
5	Lab Assistant	System Administrator		✓	
6	System Administrator	Prog. Coordinator (IT) / Director		✓	
7	Accountant	Chairman / Director	✓	✓	✓
9	Receptionist	Chairman /Director	✓		
10	Programme Coordinator	HOD/Director			✓
11	Executive Secretary	Chairman		✓	✓
12	Administration Officer	HOD/ Director	✓	✓	

MONTHLY FACULTY ASSESSMENT REPORT

_____ (2022)

Faculty Name : Designation:.....

Specialisation: Responsibility:.....
(HOD/Prog./Class Coordinator)

1. Subject taught :
2. Percentage of Syllabus covered :
3. No. of classes scheduled:
4. No. of classes actually taken:
5. No. of substitute classes taken :
6. Any creative initiative for improving the quality of teaching/learning process:
7. Any initiative in terms of research paper/article, paper presentation, attending seminar, conference etc. for self development.
8. Initiatives for Institute Development:
 - a) Organizing faculty development programme
 - b) Arrangement of guest lecture
 - c) Industrial visits
 - d) Collaborations
 - e) Seminar
 - f) National & International conferences
 - g) Any Other

9.

S. No.	Special Responsibilities Assigned	Performed	Not Performed
1.			
2.			
3.			

10. Any other contribution.

Faculty

(Name & Signature)

(Date)

Director

(Name & Signature)

(Date)

TEACHER ASSESSMENT OF SUBJECT COVERAGE

Course : Semester : Year :

Subject :

Date	Topic Discussed / Assignment	Remarks

MONTHLY DEPARTMENT REPORT**FORMAT FOR MONTHLY QUALITY ASSURANCE REPORT (MQAR)**

Department:

Period:

1. Status of Scheduled/Actual Classes

Class	Subjects	Group	Name of Faculty	Scheduled Classes	Classes Engaged	Course Coverage
-------	----------	-------	-----------------	-------------------	-----------------	-----------------

2. Department Attendance Slabs

Class/Slabs	More than 75%	60%-75%	50%-60%	Less 50%
-------------	---------------	---------	---------	----------

3. QUIZ

Class	Quiz Info
-------	-----------

4. Class Presentation

Class	Presentation Info
-------	-------------------

5. Industry Visits

Sl. No	Date	Person Name/Designation	Company	Address	Contact	Email	Coordinator	Class (Present)

CRITERIA 2: TEACHING, LEARNING AND EVALUATION**6. Student centric methods, such as experiential learning, participative learning and problem solving methodologies used for enhancing learning experiences**

S. No.	Name of the Method opted	Period (From – To)	Number of students benefitted	Feedback

7. Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

S. No.	Name of the Teacher	LMS, e-Resources and ICT technique used	Objective	Class

8. Mentoring Sessions held: Ratio of mentor to students for academic and stress related issues

S. No.	Class	No. of Mentoring Sessions	No. of Students benefitted

9. Innovation and Creativity in teaching- learning

S. No.	Class	Name of the Methodology Used	Period (From – To)	Number of students benefitted	Feedback

10. Awards/recognition/fellowships at State, National, & International level from Government/recognized bodies

S. No.	Year of award	Name of full time teachers receiving awards from state level, national level, international level	PAN	Designation	Name of the award, fellowship, received from Government or recognized bodies

11. Adherence to the academic calendar for the conduct of CIE

Month	S. No.	Activities Academic	Periodicity	Scheduled Date	Actually Held on	Date of submission of report

CRITERIA 3: RESEARCH, INNOVATION AND PEDAGOGY

12. Research Grant

S. No.	Investigator	Name of Project	Sponsoring Organization	Amount of Grant	Start Date	Duration	Expected Date of Completion

13. Research projects funded by government and non-government agencies

S. No.	Name of Principal Investigator	Duration of project	Name of the research project	Amount / Fund received	Name of funding agency	Year of sanction	Department of recipient

14. Creation of an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

(i) Incubation centre created

S. No.	Incubation Centre	Name	Sponsored by

(ii) Start-ups incubated on campus

S. No.	Name of the Start-up	Nature of Start-up	Date of commencement

(iii) Activities Organized

S. No.	Name of the Activity	Date of Activity	No. of Students Participated	Department

15. Awards for Innovation won by Institution/Teachers/Research scholars/Students (Reason: This will ensure timely updating of information or else it may forgotten by the end of the semester)

S. No.	Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

16. Workshops/seminar conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices (Innovation Eco-System)

S. No.	Year	Name of the workshop/ seminar	Date From – To	Link to the Activity report on the MHRD and/or Institute website

17. Research Paper published

S. No.	Title of paper	Name of the author/s	Department	Name of journal	Volume and Number	Year of publication	ISBN/ISSN

18. (a) Research Paper in Conference Proceedings:

Sl. No.	Name of the teacher	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / international	Year of publication	ISBN	Name of the publisher

(b) Chapter in a book

S. No.	Name of the Teacher	Title of the chapters	Title of the book	Year of publication	ISBN	Name of the publisher	Name of the Editor(s)

(c) Books:

S. No.	Name of the Teacher	Title of the book	Year of publication	ISBN	Name of the publisher	Authored/ Edited

CRITERIA 4: INFRASTRUCTURE AND LEARNING RESOURCES

19. E-content developed by teachers on various platforms such as e-PG-Pathshala, CEC, Swayam, NPTEL, MOOCS, any other government initiatives or institutional LMS platform

S. No.	Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
1.				

20. Details of Certificate/MOOC Courses done by Faculty:

S. No.	Name of the Faculty	Detail of Certificate/MOOC Course					
		Name of the organization where registered	Name of the course	Duration of the course	Date of commencement of the course	Date of completion of the course	Progress report of course

CRITERIA 5: STUDENT SUPPORT AND PROGRESSION

21. Guest Lectures (Competitive Examination Guidance/Career Counselling/Human Values/Soft skill/Yoga and meditation/Personal Counselling)

S. No.	Date	Person Name	Designation	Company/ Organization	Mobile	Email	Topics	Category of Guest Lecture	Class

22. Scholarship

S. No.	Year	Name of the Scheme	Name of the Authority providing the Scheme	Start Date	Last Date	Action Taken	No. of Applications Received	Remarks

23. Project Reports

24. Live Projects

25. Summer Training/Placement

S. No.	Name of Company Approached	Salary Package Offered (CTC)	Designation	No. of CVs sent	Interview held	Selections

26. Other Achievements

CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

27. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies

(i)

S. No.	Name of teacher	PAN	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

(ii) Details of Faculty Membership of Professional Bodies

S. No.	Staff	Organization	Membership	Registration Number	Validity Period

28. Average Number of professional development / administrative training programs organized by the Institution for teaching and non-teaching staff

S. No.	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	Dates (from-to)	No of participants (Teaching staff)	No of participants (Non-teaching staff)

29. Participation of Faculty in Seminars/Conferences/Workshops/Orientation Programmes/Refresher Course/FDP/Short-term Course

S. No.	Name of Faculty/Staff	Event Name	Event From	Event To

30. Organization of national festivals and birth / death anniversaries of the great Indian personalities

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants

31. Activities Organized as per Activities Calendar

Month	Sl. No.	Activities Academic	Periodicity	Date of submission of report

32. Action on Governing Body MOM

S. No.	Suggestions	POA	ATR

33. Action on IQAC/ ISO MOM

--

34. Information for inclusion in JIMS News

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35. Updating of Student Database

--

36. Updating of Alumni Database

S. No	Enrollment No	Name of Candidate	Course	Company name	Designation	Batch

37. Next Month Targets/ Plans

Month	Activity Name

38. REPORT OF STATUTORY COMMITTEES**1. Average percentage of students benefited by scholarships and freeships provided under the Government Schemes**

S. No.	Name of the scheme	Number of students benefited by government scheme

2. Average percentage of students benefited by scholarships and freeships provided by the institution besides Government Schemes

S. No.	Name of the scheme	Number of students benefited by government scheme

3. Availability of transparent mechanism for timely redress of student grievances including sexual harassment and ragging cases

S. No.	No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of days

4. Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution

S. No.	Activities Organized	Conducted by	Name of Student Coordinator

5. Percentage per day usage of library by teachers and students

S. No.	Method of Computing per day usage of library	Number of users using library through e-access per day	No of teachers accessing library per day	No. of students accessing library per day

6. Average Number of professional development / administrative training programs organized by the Institution for teaching and non-teaching staff

S. No.	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	Dates (from-to)	No of participants (Teaching staff)	No of participants (Non- teaching staff)

7. Quality initiatives by IQAC for promoting quality culture

--

8. Development programmes for support staff

--

9. Gender equity promotion programs organized

S. No.	Title of the program	Date and Duration (from-to)	Number of participants by Gender	
			Male	Female

10. Sports

- (a) Number of awards/medals for outstanding performance in sports activities at national/international level (award for a team event should be counted as one)

S. No.	Name of the award/ medal	National/ International	AADHAR/ Student ID number	Name of the student

- (b) Number of sports activities / competitions organized at the institution level

S. No.	Name of the activity	No. of student participants

11. Cultural Activities

- (a) Number of awards/medals for outstanding performance in cultural activities at national/ international level (award for a team event should be counted as one)

S. No.	Name of the award/ medal	National/ International	AADHAR/ Student ID number	Name of the student

- (b) Number of cultural activities / competitions organized at the institution level

S. No.	Name of the activity	No. of student participants

12. Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development

** Supporting documents in NSS/ Roctract file (17a&b)*

S. No.	Name of the Extension Activity	Date of Activity	No. of Students Participated	Brief Summary of Extension Activity

13. Awards and recognition received for extension activities from Government /recognized bodies

S. No.	Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ recognized bodies	Year of award

14. Extension and outreach programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/Eco-Club/Rotary International etc.

** Supporting documents in NSS/ Roctract file (17a&b)*

Name of the activity	Organizing unit/ agency/ collaborating agency	Year of the activity	Number of teachers participated in such activities	Number of students participated

15. Students participating in extension activities with Government Organizations, Non-Government Organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc

** Supporting documents in NSS/ Roctract file (17a&b)*

Name of the	Organizing	Name of the	Year of the	Number of	Number of
-------------	------------	-------------	-------------	-----------	-----------

activity	unit/ agency/ collaborating agency	scheme	activity	teachers participated in such activities	students participated

16. Initiatives taken to engage with and contribute to local community (Not addressed elsewhere)

S. No.	Name of initiatives to address locational advantages & disadvantages	Name of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Issues addressed	Number of participating students & staff

17. Activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants

18. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants

CLASS – FEED BACK REPORT

Course : BBA/B.Com(H) Semester:.....

University: GGSIPU Month:

Programme Chairman : Prog. Coordinator:

Academic Coordinators : 1.

2.

S. No.	Name of the Paper	Name of Faculty	%age for the month		Short Fall (if any)		% age of the Total Syllabus covered
			Planned	Covered	For the month	Total (including earlier months)	
1							
2							
3							
4							
5							
6							
7							
8							

Topic to be repeated (if any) :

Requirement of extra classes :

(if any)

Suggestions / observations :

Signatures with Date : 1) Academic Coordinators (1) :.....

(Students Representatives)

(2) :.....

2) Programme Coordinator :

3) Programme Chairman :.....

Performance Appraisal

Name: _____

Period : Jan to Jun ☐

Designation: Prof. /Assoc. Prof./Asst. Prof.

Jul to Dec ☐

S. N o	Parameters	Points	ASSESSMENT			
			SELF ASSESS MENT	HOD	Director	Director General
1	<u>Teaching *</u> a) Feedback from students b) Quality of Assessment (IA/OMR Sheets/Evaluation) c) Innovative Teaching Techniques d) Course File Maintenance	<u>80</u> a) 40 b) 20 c) 10 d) 10				
2	<u>Research & Publication*</u> a) Paper Publication - ABDC-15 pts, Scopus/Emerald – 10pts, UGC Approved/International Journals – 5 pts. b) Chapter Publication – 2 pts, Paper Presentation – 2 pts., Book Review publication – 2 pts, Article- 2pts, Case Publication – 2 pts	<u>40</u> a) 30 b) 10				
3	<u>Class Coordination**</u> a) Class Discipline/ Attendance b) Class Presentation/Quiz c) Quality of Weekly/Monthly Reports/MQAR	<u>30</u> a) 05 b) 05 c) 20				
4	<u>Committee Work*</u> a) Committee Performance/Outcome b) Organising MDP/FDP/Seminar/Conferences/Guest Lecture/Industrial Visit	<u>20</u> a) 10 b) 10				

5	Summer Training/ Mentoring Projects	10				
6	<u>Miscellaneous*</u>	<u>20</u>				
	a) Labs Training (PG/Commerce/IT etc)	a) 5				
	b) CSR/Community Engagement	b) 5				
	c) JIMS Brand Ambassador	c) 5				
	d) Students Database including Alumni	d) 5				
	Total	200				

Note :

***Faculty to provide supporting evidence.**

****Faculty not assigned CC Duties may engage in Industry Tie-Up/Foreign University Collaboration/Online course**

Development etc.

Contd..2...

-2-

Feedback on Appraisal

Date_____

Signature:_____

Name: _____

SEMESTER QUALITY ASSURANCE REPORT (SQAR)

CRITERIA 1: CURRICULAR ASPECT

1. Integration of cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum (SD)

S. No.	Mode of Integration	Details	Number of student participants
1.			

2. Value added courses imparting transferable and life skills (SF)

S. No.	Name of the course	Course Code	Year of offering	No. of times offered during the same year	Year of discontinuation	Number of students enrolled in the year	Number of Students completing the course in the year
1.							

CRITERIA 2: TEACHING, LEARNING AND EVALUATION

3. Special Programmes for advanced learners and slow learners (SD)

S. No.	Name of the Programme	Period (From – To)	Number of students benefited

4. Awards/recognition/fellowships at State, National, & International level from Government/ recognized bodies

S. No.	Year of award	Name of full time teachers receiving awards from state level, national level, international level	PAN	Designation	Name of the award, fellowship, received from Government or recognized bodies

CRITERIA 3: RESEARCH, INNOVATION AND CREATIVITY

5. (a) Research Guides at PhD level:

S.No.	Name of the Teacher	Name of the approving University	No. of Ph.D. students registered currently	No. of Ph.D. students who have been awarded Ph.D. during month

(b) PhD/MTech/MPhil Thesis Examiner:

S. No.	Name of the Teacher	Name of the University	Level of Thesis evaluation(PhD/MTech/MPhil)	No. of thesis examined

6. Awards for Innovation won by Institution/Teachers/Research scholars/Students (SD)

S. No.	Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
1					

7. Incentives to teachers who receive state, national and international recognition/awards

S. No.	Name of the Awardees with contact details	Name of the Award	Name of the Awarding Agency	Date of Award	Incentive details

8. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index (SD)

S. No.	Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
1							

9. h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

S. No.	Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
1							

10. Awards and recognition received for extension activities from Government /recognized bodies (SF - Rotaract File)

S. No.	Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ recognized bodies	Year of award
1				

11. Number of Collaborative activities for research, faculty exchange, student exchange during the year (SD)

Nature of Activity	Participant	Source of financial support	Duration

CRITERIA 4: INFRASTRUCTURE AND LEARNING SYSTEMS

12. Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment (SD)

Name of the book/manuscript/knowledge resource	Name of the publisher	Name of the author	Number of copies	Year publishing of

13. Details of existing and newly added library holdings,*(SF – Library resources)*

	EXISTING		NEWLY ADDED		TOTAL	
	NO.	VALUE	NO.	VALUE	NO.	VALUE
Text Books						
Reference books						
E-books						
Journals						
E- Journals						
Digital database						
CD & Video						
Library Automation						
Weeding (Hard & Soft)						
Others (specify)						

CRITERIA 5: STUDENT SUPPORT AND PROGRESSION**14. Average percentage of students benefited by scholarships and freeships provided by the Government and by the institution besides government Schemes***(SD)*

S. No.	Name of the scheme	Number of students benefited by government scheme	Number of students benefited by non-government schemes
1.			

15. Students benefited by for competitive examinations and career counseling offered by the institution*(SD)*

S. No.	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
1					
2					

16. Students benefited by Vocational Education and Training (VET)

S. No.	Name of the VET Course	Number of students enrolled	Number of students completing the course

17. Average percentage of placement of outgoing students*(SF-Placement File)*

S. No.	Batch	Number of students placed	Name of the employer with contact details	Package received

18. Presence of an active Student council & representation of students on academic & administrative bodies/ committees of the Institution (SD)

S. No.	Activities Organized	Conducted by	Name of Student Coordinator

CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

19. Quality initiatives by IQAC for promoting quality culture (SD)

S. NO	Name of the quality initiative by IQAC	Date of conducting activity	Duration (From –to)	Number of participants

20. Activities and support from the Parent – Teacher Association (SF-PTM file)

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21. Development programme for support staff (SD)

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CRITERIA 7: INSTITUTIONAL VALUES AND BEST PRACTICES

(SF-NSS and Rotaract)

22. Gender equity promotion programs organized

S. N o.	Title of the program	Date and Duration (from-to)	Number of participants by Gender	
			Female	Male
1				
2				

23. Activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants
1			
2			

24. Offering of a course on Human Values and professional ethics

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants
1			
2			

25. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties (SF)

Sl. No.	Title of the program/Activity	Duration (from-to)	Number of participants
1			
2			

INDEX OF THE REPORT

CONVEYANCE REIMBURSEMENT FORM

Name of the Employee :
Designation :
Purpose of Visit :
Mode of Conveyance :

Details of Visit

S. NO.	Date	Station/Place	Particular	K.M.	Amount

Total

Rs.

(Amount in Words)

-----Signature of the
Claimant : Checked by : Accounts Deptt. :

Date :

Acquaintance Receive to : _____

Date :

Receiver Signature

Authorised Signatory

Requisition Slip for Taxi / Bouquet / Lunch

Date of Request : _____

Time of Request : _____

Name of Visitors : _____

Details of Visitor : _____

*Purpose of Visit : _____

*Place / Location of Visit : _____

*Reporting Time : _____

Delivery Date : _____

Delivery Time : _____

Name : _____

Signature : _____

Designation : _____

*1. This Information is required for Taxi Bookings.

2. This Slip should be deposited in Admin / Accounts Department before 2 Hours.

Faculty Leave Application Form

(To be filled in duplicate)

1. Name : _____

2. Designation : _____

3. Details of Leave Required:

a) No. of days required : _____

b) Reason for leave : _____

c) Type of leave : Casual / Sick / Earned
(Tick (✓) as appropriate)

d) With effect from : AM / PM _____ to PM _____
(Date) (Date)
With permission to
Prefix _____ & Suffix _____
(Date) (Date)
being Sunday / Holiday

e) Any duties assigned during the period of leave if yes, who will substitute for you.

Signature of substitute: _____

f) Any classes during the period if yes, who will substitute classes

Schedule class (Date & Time)				
Substitute name of faculty				
Signature of substitute				

Date:

(Signature of Applicant)

II

Approved by

Forwarded by HOD _____

(Director)

LIST OF COMMITTEE

1. Seminar, Conferences, MDPs, Workshops & FDP's
2. Extra/Co-Curricular Activities
3. Entrepreneurship Centre
4. Placement / Alumni
5. Social Media
6. Library
7. IT Website and System Administration
8. Sports
9. Research Committee
10. Publication, (8 M, JIMS News)
11. Academic Quality & Standards Committee (ISO) / IQAC minutes
12. Academic Administration
13. Mentoring / Counselling
14. Sexual Harassment Prevention, Complaints & Grievances Redressal Cell
15. Anti Ragging
16. CSR, Swachh Bharat & Rotoract
17. Admissions
18. Examination Committee
19. Administration
20. Canteen Committee

Faculty members to submit nominations to HOD's/HOD to become part of the committees as per area of their interest.

Main Activities Calendar

(Jan 2022 - July 2022)

S. No.	Date	Academic	Cultural	MDP/Seminar
January 2022				
1.	Thu 6 th Jan 2022		Business Analytics Club Workshop on "Big Data Analytics Using Python" (KJ Campus)	
2.	Sat 08 Jan 22			Finance Seminar (KJ Campus)
3.	Mon 10th Jan to Sat 29 Jan 2022	End Term Exams of 3 rd Sem VK-2		
4.	Tue 11 Jan 2022	HR CLUB Activity (KJ Campus)	Expressions Club Program ((VK II Campus))	
5.	Thu 13 and Sat 15 Jan 22	PTM – PGDM and PGDM IB (KJ Campus)		
6.	Thu 13 Jan 22	Semester Commencement BBA/BCA/BMC (VK-II)		
7.	Fri 14 Jan 2022	Session on Achieving Problem-Solution Fit & Product-Market Fit-IIC Activity (KJ Campus)	Donation Drive (KJ Campus)	
8.	Sat 15 Jan 2022			Governing Body Meeting (KJ Campus)
9.	Mon 17 Jan 22	Semester Commencement BA(JMC) Sem-IV & VI		
10.	Mon – Sat (17 th Jan to 22 nd Jan 22)			MDP (KJ Campus)
11.	Tuesday, 18 January, 2022	Workshop on Design Thinking, Critical thinking and Innovation Design -E- Cell & IIC Activity (KJ Campus)	Overnight Picnic (VK1) (Tentative)	MDP (KJ Campus)
12.	Fri21-Sat 22 Jan 22	Faculty Feedback (1 st Year IP Courses		
13.	Sat 22 Jan 2022	SQAR Audit (KJ, GN Campus)		
14.	Mon 24Jan 22	Semester Commencement Sem-IV & VI (VK, GN & KJ Campus) All Semester except 1st Year		

		& BA(JMC) - Tentative)		
15.	Mon 24Jan – Sat 05 Feb 22	End Term Exam (KJ Campus)	Committee Meetings (Grievance, Anti Ragging and Sexual Harassment) (KJ Campus)	Two days FDP (KJ Campus)
16.	Tue 25 Jan 22	Payment of Fees by students	Flag Hoisting on Republic Day (KJ Campus)	
17.	Wed 26 Jan 22	REPUBLIC DAY		
18.	Sat 29 Jan 22	Faculty Feedback PGDM and PDM IB (KJ campus)		
19.	Mon 31 st Jan 22	Semester Commencement Sem-IV (all Courses) & Sem-VI (ID & HM) VK2		
20.	Mon 31 st Jan – 5 Feb 22	End Term Exam (KJ Campus) MT-1 (1 st year IP Courses)		
February 2022				
21.	Tue 1 Feb 22		Inter-Campus Debate Competition (VK II Campus)	
22.	4Feb Fri 22	Expert talk on "Process of Innovation Development & Technology Readiness Level (TRL)" & "Commercilation of Lab Technologies & Tech-Transfer" - IIC Activity (KJ Campus)		
23.	Mon 7 Feb 2022	New Trimester Commencement PGDM & PGDM IB, KJ		
24.	Tue 8 Feb 22		Union Budget Discussion (2022-23) (Department of Management Studies) (VK I Campus) HOD BBA	Symposium of International Law /International Trade Law BA LL.B/ BBA LL.B (GN Campus)
25.	Thu 10 Feb 22			Delhi Street Food Fest HM Dept VK-11
26.	Fri 11– Sat -12 Feb 2022			International Conference (KJ Campus)
27.	Sat 12 Feb 22		Budget Panel Discussion (KJ Campus)	National IT Seminar /HR Conclave VK-1 & II

28.	Thu 17 Feb –Sat 19 Feb 22	Faculty Feedback SEM VI BBA,BCA,BMC (VK-II Campus)	Anugoonj 2022 (University Dates Tentatively)	
29.	Sat 19 Feb 22		Design Santushti Event (VK-II Campus)	
30.	Sat 19 Feb 22		Blood Donation Camp (VK, VK-II) Tentative	
31.	Tue 22 Feb 22	FINANCE CLUB ACTIVITY (KJ Campus)	Blood Donation Camp (GN)Tentative	
32.	Thu 24 Feb 22	PGDM Aptitude Test (KJ Campus)		
33.	Fri 25 Feb 22	Faculty Feedback (IV and VI Sem) (KJ Campus)		JIMS-CBS National Debate Competition (KJ Campus)
34.	Fri 25 -26 Feb 2022	Faculty Feedback (All IP Courses All Campuses except 1 st Semester)	Intra-College Symposium & Poster making Competition (VK I Campus) Dr. Nidhi HOD BBA	
35.	Sat 26 Feb 22	Convocation PGDM and PGDM IB (KJ Campus)	Committee Meetings (Grievance, Anti Ragging and Sexual Harassment) (KJ Campus)	
36.	Mon 28 th Feb – Mon 14 March 2022	End Term Exam Sem – VK – II (All Courses)		
March 2022				
32	March 1	MAHA SHIVRATRI		
37.	Wed 2 March 2022	Faculty Feedback – 1 Sem –IV &VI ALL COURSES VK-II		
38.	3 rd Thu Mar 22		Inter-Campus Chess Competition (KJ Campus)	
39.	Fri 4 Mar 2022	Faculty Feedback (I Sem) (KJ Campus)		Consumer Literacy Camp BBALLLB (GN Campus Tentative)
40.	Mon 7 Mar 22 - Sat 12 Mar 21	Make up Exam (IP Courses 1 st year)		
41.	Tue 8 Mar 2022		Photography Club (KJ Campus) PHOTOGRAPHY	

			COMPETITION ON THE THEME -:INTERNATIONAL WOMEN'S DAY	
42.	Thu10 –Fri 11 March 22	Faculty Feedback - 1 st year (VK, GN Campus, Tentative)		
43.	Sat 12 Mar 22		Alumni Sports Day KJ	Seminar On “Marketing” & Annual Cultural Festival “Markathon” (KJ Campus)
44.	Mon 14 Mar 22	Semester Commencement Sem – II (All Courses) VK-II	Inter Campus Summer Training Project Report Competition (KJ Campus)	
45.	Mon 14 Mar- Thu 24 Mar 2022	Mid Term Exam (PGDM KJ Campus)		
46.	Tue 15 Mar 22	NEN Practicum Activities (KJ Campus)		
47.	Wed 16 Mar 22			Webinar on Women Empowerment (VK, KJ Campus)
48.	Thu 17 March 22		Eco club Eco friendly holi celebrations (KJ Campus)	
49.	Fri 18 March 22	HOLI		
50.	Sat 19 Mar 22			Webinar on National Education Policy (VK, KJ Campus)
51.	Mon 21 Mar – Sat 26th Mar 2022		Committee Meetings (Grievance, Anti Ragging and Sexual Harassment) (KJ Campus)	
52.	Mon 21 March – Mon 28 th March 22	Mid Term Exam SEM IV &VI (All Courses) VK-II		
53.	Mon 21 March – Sat 9 TH April 22	End Term Exam 1 st year (IP Courses)		
54.	23 March 2022	End Term Feedback All Campuses (1st Year) Business Analytics Club "BEST OUT OF WASTE" Competition		

		(KJ Campus)		
55.	Fri 25, Mar 2022	PGDM Aptitude Test (KJ Campus)		
56.	Sat 26 Mar 21		E-Waste Awareness (KJ Campus)	National Conference (Department of Management Studies) (VK I Campus) Dr. Nidhi, HOD BBA
57.	28 th Mar – 2 nd April	MT-1 IP Courses except 1st Year		
April 2022				
58.				
59.	Mon 4 Apr 22	HR Club (KJ Campus)	Swachhta Abhiyan (KJ, VK I Campus)	
60.	Sat 9 th April 22	Convocation (GN Campus Tentative		
61.	Sun 10 Apr 22	RAM NAVAMI		
62.	Mon 11 April 22	Commencement of Sem II IP Course Classes		
63.	Tue 12 Apr 2022	Marketing Club (KJ Campus)		
64.	Thu 14 April 22	MAHAVIR JAYANTI		
65.	Fri 15 Apr 22	GOOD FRIDAY		
66.	Sat 16 Apr 22			Media Seminar (VK I&II) Dr. Johri, HOD BA(JMC) Ms Preeti Surya (HOD- BMC)
67.	Mon, 18 th April 2022	Faculty Feedback i/ii Sem – II & Sem VI All courses VK-II		
68.	Sat 23 April 22			National Moot Court Competition (GN Campus)
69.	Fri 22 April 22	PTM (Sem – VI (ALL Courses) VK-II		
70.	Sat 23 April 22	PTM (All Campuses Tentative)	Farewell Function UG Course (VK II Campus) Last working Day PGDM & PGDM(IB) (KJ Campus)	

			Farewell Function for Passing Out PGDM students (KJ Campus)	
71.	Mon 25 April – Fri 29 April			
72.	Mon 25 April 22	Practical Examination (VK II Campus)		
73.	Mon 25 April 22 – Tue 10 May 2022	End Term Examinations PGDM (KJ Campus)		
74.	Fri 29 April 22	Last working Day PGDM & PGDM(IB) (KJ Campus) Faculty Feedback – II Sem IV All Courses VK - II		Legal Awareness camp BBALLB/ BALLB (GN Campus)
75.	Sat 30 April 22		Farewell Function (GN Campus)	CYNET (VK I /VK-II Campus) Dr. Narula, HOD BCA, Dr. Arpana, HOD BCA-VK-II
May 2022				
76.	Mon 02 May - Sat 21 May 22	End Term Exams Sem- VI (VK II Campus)		
77.	Tue May 3, 22		ID-UL-FITR	
78.	Fri 6 May 22		Farewell Function (KJ-UG) BBA/B.Com(H)	
79.	Sat 7 May 22		Farewell Function (VK-1)	
80.	Sat 14 May 22		Farewell Function for Passing Out PGDM students (KJ Campus)	
81.	Mon 16 May 22	End Term Feedback except 1 st year (All Campuses -Tentative) All HODs Summer Training (PGDM & PGDM(IB) (KJ Campus)		
82.	Mon 16 May – Mon 23 May 22	Mid Term Exams Sem – II ALL Courses		FDP (KJ Campus)

		VK-II		
83.	Mon 16 May – 19 May 22	MAKE-UP Exam All Campuses (Except 1 st Year)		
84.	Mon 16 May – 21 Sat May 22			FDP, IT Department (VK I Campus) Dr. Narula, HOD BCA
85.	Fri 20 May 22			International Conference (to be organized by CSE- BCA) (GN Campus)
86.	Fri 20 - Sat 21 May 2022	Faculty Feedback Semester 2 (All Campuses)		
87.	Mon 23 May 22 – 2 nd June 22	Mid Term Exam Sem-II (VK-II)		
88.	Mon 23 May – Sat 28 May 22			FDP, BBA Department (VK I Campus) Dr. Nidhi, HOD BBA
89.	Thu 26 – Sat 28 May 22		ISO 9001:2015 Audit (KJ, VK1, GN Campus) Dr. H. Khan (Internal Audit)	
90.	Sat 28 May 22	PTM Sem –IV All Courses VK-II		
91.	Mon 30 May 22	Faculty Feedback – II SEM –II All courses VK-II	Hindi Patrakarita Diwas (VK I Campus) Dr. Johri, HOD BA(JMC)	
92.	Mon 30 - May - Sat 04 June 22			FDP, BA (JMC) Department (VK I Campus) HOD (BA(JMC))
June 2022				
93.	Mon 6 – Sat 11, June 2021	MT-1 Semester 2 (All Campuses of IP Course)		
94.	Mon 6 Jun to 21 Jun 22	End Term Exams Sem-IV (VK II Campus)		
95.	Mon 13 Jun –Wed 30 Jun 21	Foundation classes (PGDM 2020-22) (KJ Campus)		
96.	Sat 25 Jun 22	PTM Sem – II (All Courses) VK-II		
July 2022				
97.	Fri 01- Sat 2 Jul 22	PGDM Orientation 1 st Year (KJ Campus)		

98.	Fri 1st Jul - Thu 14 Jul 2022	Orientation/Foundation classes (PGDM 2020-22) (KJ Campus)		
99.	Mon 04– Wed 6 Jul 22	Employers' Feedback (VK I Campus) All HODs		
100.	Mon 04– Sat 16 Jul 22	End Term Exams (Sem-II) (VK2 Campus)		
101.	Sat 9 Jul 22	UG Graduation Ceremony (KJ Campus)		
102.	Sun Jul 10, 2022	ID –UL-ZUHA (Bakrid)		
103.	Sat 16 Jul 22	Gov. Body Meeting (KJ Campus)		
104.	Mon 18 July 22	PGDM Orientation 2nd Year (KJ Campus)		
105.	Mon 18 – 23 rd July 22	Makeup Exam Sem II IP Courses All Campuses		
106.	Wed 20 July, 2022	PGDM Orientation 2nd Year (KJ Campus)		
107.	Sat 23 Jul, 22	Gov. Body Meeting (VK I Campus) Director		
108.	Sat 30 Jul, 22	UG Graduation Ceremony (VK I Campus) Tentative		
109.	August 2022			
110.	1 st August 2022 – 31 st August	End Term Exam of Semester 2 IP courses		

*** Dates for IPU events are tentative**

COMMITMENT INSTRUMENT/ INDEMNITY BOND

_____ (Employee Name), aged about _____ years, s/o d/o w/o _____, r/o _____ and Permanent Address _____ (herein after referred as Employee).

Executed this indemnity in favor of Jagannath International Management School, having its registered office at _____ (herein after referred as Employer) on _____ day of _____ 2022.

WHEREAS the Employee has been working with Employer in the capacity of _____ wef _____ as per the appointment agreement signed on _____.

WHEREAS the Employer felt it necessary to enter into this agreement with effect from _____ with the Employee in view of the cost incurred by the Employer in respect of process of selection, training, induction, faculty development programmes, specialized in-house training etc.

AND WHEREAS the Employee has also expressly agreed to enter into this agreement to faithfully and continuously serve the Employer for a minimum period of the course/ training semester commencing from January to mid - May and/or August to November end of every calendar year.

WHEREAS irrespective of the knowledge, learning and past experience which the EMPLOYEE may possess, it is crucial in the business interests of the EMPLOYER and also to the educational/ career interest of employer's students to withstand competition of high order that the EMPLOYEE is given specialized in-house training to equip him/her in the requisite area and enhance his/her capabilities.

WHEREAS the EMPLOYEE is acquainted with fact that the EMPLOYER has not only invested enormous amounts in creating and establishing such an educational facility, but also incurs massive costs and invests considerable time and energy of various professionals in recruiting and providing training to its human resource to enhance his/her capabilities. The EMPLOYEE understands that such quantified costs have to be recovered by the EMPLOYER only by optimum utilization of the talents so developed, of the EMPLOYEE, over a minimum span of a course/ training semester.

WHEREAS the EMPLOYEE further understands and acknowledges that the human resource talent so acquired and trained should be available to the EMPLOYER and its students for continuous period of a semester, in order to maintain consistency and continuity in the process of building the service organization and delivering knowledge/training to the students and also to fulfill the commitment by the EMPLOYER to provide education services to its students in an uninterrupted manner.

AND WHEREAS the EMPLOYEE acknowledge that the nature of business of the EMPLOYER is such that it involve closely knit team work of the trained human resource where sudden and unwarranted dislocation

of even one member may totally upset the commitments made by the EMPLOYER and create disorder in the system.

Acknowledging the above facts, the condition of the indemnity herein executed is that the EMPLOYEE shall willfully and faithfully discharge his duties as _____ and serve the

EMPLOYER for a reasonable minimum period of one training/ course semester commencing from January to mid - May and August to mid - December of every calendar year. The employee hereby commits employer continuous availability of his/her professional services for the entire semester and shall not terminate his employment contract and vacate his/her position during/mid of the semester period i.e. between January to mid - May and August to mid - December of every calendar year. The employee shall at all times hereinafter keep indemnified the employer against all losses, damages and expenses which the EMPLOYER may suffer/sustain by reason of taking the said EMPLOYEE for employment or by reason of any act, unprofessional conduct, neglect or default of the employee or the employee leaving the employment before the minimum period of service undertaken to be served by the Employee.

The EMPLOYEE hereby agrees to voluntarily indemnify the EMPLOYER with a sum of Rs. 2,00,000 /- (Rupees Two lakhs only) or three months salary, whichever is lower, which is agreed to be a genuine and reasonable estimate of the damages arriving out of such breach, to be payable to the EMPLOYEE in case of breach of this commitment instrument/agreement.

THE ABOVE-WRITTEN BOND is conditioned to be annulled in case the Employee or his/her personal representatives or any person acting for and on behalf of the Employee, shall, within two days of leaving the employment in the mid of the running education semester pay to the Employer the sum of Rs. 2,00,000/- (Rupees Two lakhs only) or three months salary, whichever is lower. Interest for the same at the rate of 18 per cent per annum will be applicable thereafter, till the actual payment of the agreed principal/indemnified amount.

Appropriate civil and/or criminal action shall be taken by the Employer, in case of breach/non-fulfillment of this commitment instrument. Courts situated in New Delhi alone will have exclusive jurisdiction over any matter pertaining to this instrument.

The EMPLOYEE has thoroughly read, understood and signed this instrument with his/her free will and without any undue pressure/ coercion.

Signed and delivered by the employee to the employer.

Signature

(Employee Name)

Date:

Place: