

STUDENT MANUAL



Jagannath Memorial Education Society

Jagannath Gupta Memorial Educational Society, a registered non-profit organization, was established in 1997. The JIMS Group of higher educational institutions has come a long way. In pursuance of its belief that standard of living can be improved through Quality Education, the society has been imparting high quality professional education for the past 19 years in Delhi-NCR and Jaipur. It has already set up a good number of quality educational Institutes and is making efforts to establish itself across the country.

Jagannath International Management School



JIMS Kalkaji is a premier institution imparting best in class education in Delhi. The institute is known to have a pool of professionally qualified, skilled academicians and industry experts to meet the growing needs of trade and the industry. As an Institute of excellence in the fields of business management, JIMS has always strived to rework the curriculum in consonance with the changing needs of the corporate world. Regular interaction with leaders in business and academics has helped the institute in achieving the goal of moving ahead of time. The standards it has set for the quality of its courses and programs and the delivery system adopted, have enabled the institute to attract students from across the country.

Our cultural statement is clearly expressed in our core values. These defining values express the way our employees and students conduct themselves at all times. These values are now drawing our operations including admission, hiring and alumni relations. All our above processes are free of bias with regard to gender, language, region, religion etc.



Jagamath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



Our Vision

We visualize JIMS as an institute of higher academic learning known for its total commitment to excellence in management and professional education, research and consultancy with a holistic concern for quality of life, environment, society & ethics.

Our Mission

To serve society and improve the quality of life by imparting high quality education in management and professional courses, providing training and development services, fostering research, giving consultancy services to industry and disseminating information through publication of books, journals and magazines.

Core Values

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

The undergraduate programs of the institute are affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi. The institute is approved under section 2(f) of UGC Act 1956. It has been categorized under A+ Category by the State Fee Regulatory Committee and by the Joint Assessment Team of the Government of NCT of Delhi and Gobind Singh Indraprastha University. Our excellence lies in the superior attributes like accreditation by National Board of Accreditation (NBA) and National Assessment and Accreditation Council (NAAC). The institute follows quality standards as per the international quality certification ISO 9001:2015.

The institute features amongst the top 15 Business Schools across the country and holds 7th rank among the business schools of North India by Global Human Resource Development Centre (GHRDC) for the year 2021. It has been ranked among the top 25 Business schools across India by Outlook ICARE and India Today for the year 2021

Chairman's Message



The Institute was founded in 1997 with a clear vision that in the foreseeable future it would evolve into a world-class business school recognized for its commitment to high-powered quality education and research. We are committed to developing outstanding professionals and entrepreneurs who exemplify humanistic values and are socially responsible. We strive to create and disseminate practitioner-oriented knowledge that will uplift the society

The current global economic slowdown is driving India to rethink strategies, reassess agendas and revisit several of the long-standing rules of the game. Leadership is being stretched for direction and results; management is being tested for fortitude and having a balanced head-on-shoulders approach to keep the momentum going. As the business world gets more complex, B-School recruits will need to be equipped with new skills-sets, innovative ideas and a heightened mental toughness to sail through the current corporate turbulence.

In order to keep pace with the velocity of change and thrive in an uncertain environment our management school has already shifted gears to a mode of mastering change. It has launched several strategic initiatives, both at the macro and micro levels, to ensure that student's overall development is in tune with the present demands and expectations of industry.

Our strategic focus in future will address areas of curriculum design, mentoring, live projects, advanced statistical software training, international summer internships, soft skills development, stress management and Emotional Intelligence learning.

These initiatives will focus on developing student competencies in dealing with global complexity, emerging technologies and dynamics of socio-cultural diversities. I am confident that our "high value adding" initiatives will help create tomorrow's skilled leaders as value is all about upskilling individuals and contributing to business results.

**Dr. Amit Gupta
(Chairman)**

Director's Message



Dear Students,

Welcome to JIMS for a unique and exciting period of learning! JIMS Delhi is recognized nationally for its innovative and holistic approaches to higher education in the 21st Century. The mission of JIMS, Management College in Delhi is to prepare students to become critical thinkers, effective communicators and responsible global leaders by providing an academically- challenging, Values-based Curriculum. At JIMS we strive for excellence in pedagogy through innovative and collaborative teaching-learning practices. These pedagogies comprise a blend of lectures, case study, projects, and simulations apart from workshops, seminars and conference.

JIMS Institute provides a truly high tech learning environment with smart classrooms, automated Library and modern computer labs. The opportunities for the development of MBA students are immense as apart from professional excellence, we focus on honing their overall personality through soft skills training.

Once again best wishes to all of you for a rich, happy and eventful two years of learning at JIMS!

Dr. Anuj Verma
Director



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Academic Development

Jagannath International Management School Kalkaji offers two undergraduate programs BBA and B. Com (H) affiliated to Guru Gobind Singh Indraprastha University. Each of these programs run in two shifts with an intake of 60 students in each.

Bachelors in Business Administration (BBA)

The BBA Program offered by JIMS aims at stimulating the student's intellectual ability and inculcates entrepreneurship and management skills through an appropriate blending of business and management education. The course is intended to provide a strong foundation to students in all the major streams of management with the knowledge and competence in the field of business and management to pursue a professional career. The BBA course is a three-year degree program divided into six semesters. The program is career oriented in its design, course and structure. The institute has roped in the latest technology to facilitate the teaching-learning process. The emphasis is more on imparting practical experience along with theoretical pedagogy ensured through regular practical assignments, live projects, personality development sessions, corporate internships, guest lectures, industrial visits, workshops and seminars.

It provides an opportunity to the students to explore the real corporate world by facilitating their placements after successful completion of the BBA course. There are 140 credits dispersed along the six semesters of the 3-year long BBA program. Students are required to earn a minimum of 132 credits to be eligible for the degree.

Bachelors of Commerce (B.Com(H))

The B. Com (Hons.) program offered by JIMS is a specialized program designed with a distinct focus on specialization in the field of commerce. This program aims at instilling conceptual knowledge on accounting, finance, trade, e-commerce and International Business and practical understanding to equip students to manage businesses and organizations in this dynamic business environment. This program prepares students to drive and face the challenges of tomorrow. This program helps in shaping the understanding of the students on the changing nature of the economy, policy frameworks and strategies needed to be administered in an organization's globally oriented environment. The objective of the course is to equip the students with domain knowledge of commerce and accounting principles applied to contemporary business practices through financial planning, decision-making and control in organizations. It provides an opportunity to the students to explore the real corporate world by facilitating their placements after successful completion of the B. Com (H) course. There are 148 credits dispersed along the six semesters of the 3-year long B. Com (H) degree program. Students are required to earn a minimum of 140 credits to be eligible for the degree.

Examination

The students are required to maintain minimum 75% attendance, failing which the Institute has the right to detain him/her from the university exams.

The midterm test is conducted as per the academic calendar provided by GGSIPU. Examination and evaluation documents like date sheet, attendance sheet, award list, seating plan are directly generated from the ERP system of the Institute. The marks are allotted and displayed on ERP. A scheme of makeup exams is also planned and conducted for students who have missed Midterm examination due to medical emergencies.

In case of queries regarding internal examination or internal evaluation, the student may approach the course faculty for the solutions. Further, the course faculty can connect with the class coordinator and the exam department to provide timely assistance to the student's grievances.

The queries related to end term examinations, results, corrections in mark sheets, and other certificates issued by university are handled at GGSIPU results/examination department after forwarding such queries through the college examination department. In case of grievance, students are allowed to apply for revaluation and recounting by paying necessary processing fees to the University as per the GGSIPU examination policy.

The faculty invigilating shall have the power to detain a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Discipline committee along with all the supporting evidence. The decision of the committee shall be considered final and binding.

Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the Institute.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.



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Ragging in any form is strictly prohibited and considered a serious offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or diploma, cancellation of registration and even expulsion from the Institute.

Student Development

“Passion is energy, feel the power that comes from focusing on what excites you.”

- Oprah Winfrey

We believe that every passion and interest is worth exploring. The student clubs and societies have been formed to provide opportunities to students, to explore their passion and learn as part of a community that is bound together by shared interests. JIMS Kalkaji offers diversified range of extracurricular activities, meeting a variety of student interest

Student Council

JIMS Kalkaji has an active student council which gives a platform to the students to showcase their leadership and team building skills. Student council act as an umbrella body for all the clubs and committees on campus. The Council will assist all clubs and committees on campus with their functioning and conducting of various other activities.

Student Clubs/Societies

Finance Club - FINATIX:

The Finance club is a career focused club formed with an objective to provide a platform for practical understanding of financial knowledge through simulation of real-world scenarios. The club activities are carried out to sharpen the financial skills of the students to make them corporate ready.

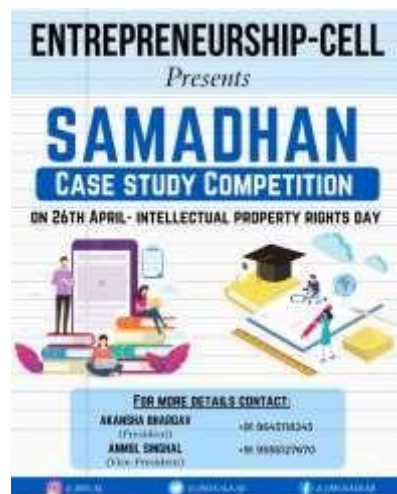
Rotaract-NSS Club - PRAYAAS:

The NSS/Rotaract club of JIMS Kalkaji was formed with a motto of 'NOT ME BUT YOU'. This expresses the essence of democratic living and upholds the need to appreciate the other person's point of view first and to show consideration for fellow human beings. The club sensitizes students toward various pressing issues of the society and offers a platform to contribute towards the society. It inculcates the students with human values and makes them a socially responsible citizen of the country. Numerous activities are carried out through this club in the form of Nukkad Nataks, donation drives, skits, education drives, rallies, awareness campaigns and more.



Entrepreneurship/CII Club - PRAYOGSHALA:

The entrepreneurship club functions with an aim to induce and enhance the entrepreneurial abilities among students. It gives an opportunity to students to use their creativity and innovative abilities and generate out of the box ideas in accordance with the changing business environment. It gives a platform to students to build an ability to identify opportunities that can be exploited and prepare for the upcoming threats.



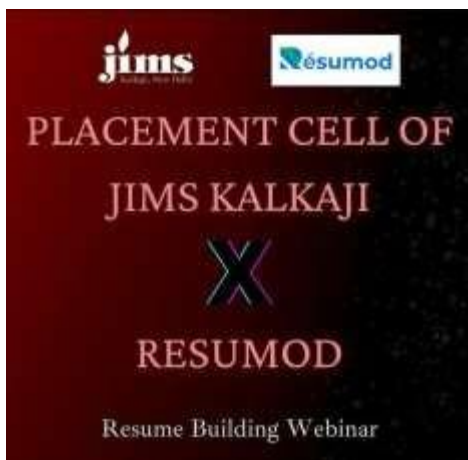
Photography Club- PIXELLENCE:

The photography club, aims to create a pool of photography enthusiasts and enhance their photography skills by acquainting them with the basic knowledge of photography techniques. Club Activities like photography competitions, photo walks, webinars involve a combination of indoor and outdoor opportunities for hands-on experience. Students are encouraged to explore this exciting side of the visual arts.



Placement Club - ACE

The placement club, functions towards developing students for corporate jobs. This club aims to establish strong and sustained corporate relations. This club plays a crucial role in locating job opportunities for students passing out from the college by keeping in touch with reputed firms and industrial establishments. It provides opportunities to enhance the interpersonal and communication skills of the students. The clubs make its efforts in conducting activities to build the necessary skills amongst students from the first year itself.



Marketing Club:

The Marketing club was initiated with a prime focus on building and enhancing marketing skills among the students. The club organizes activities which provide an opportunity to the students to understand and apply the important marketing concepts like marketing plans, segmenting, targeting, promotion. These activities aim to offer the budding marketers of the institute with all-round development opportunities.

Cultural Club – KAAFILA – ZAAHIR - AWAAZ:

The inculcation of moral and aesthetic values with the amalgamation of talent and indigenous culture are a huge challenge for any community. The cultural Club of JIMS Kalkaji believes in the preservation of this immaculate heritage. It aims to encourage students' interest, participation and responsibility by providing social, cultural and recreational activities for the college community. Keeping this in mind the College has different groups which give students an opportunity to demonstrate and develop their talent in the fields of music, dance, and other fields of culture, giving a boost to their physical and mental health.





Co-Curricular Club- COMMINICON:

COMMUNICON, the co-curricular club of JIMS Kalkaji, functions to bring together students from diverse opinions to express their views, thoughts and perspectives on specific issues through debates, Quiz, Presentations, competitions and more. The club aims to develop the interpersonal skills and awareness of students on vivid aspects of the society, economy, world and more.



Article Writing Competition
 Co-Curricular Society of Jims, Kalkaji - Communicon
 presents
INTER COLLEGE ARTICLE WRITING COMPETITION
 WORD LIMIT - 500-800 WORDS
 FREE REGISTRATION
 DATE OF THE EVENT :- 1st SEPTEMBER 2021
 For any queries contact -
 Saami Naseer - President - +91 78380 02307
 Kritika Maini - Vice President - +91 9818535321
 Faculty Coordinator-
 Dr. Niti Saxena
 Bhawna Thakran
 Email id - communicon00@gmail.com

BusiQuiz
 Co-Curricular Society of JIMS, Kalkaji- COMMUNICON
 Presents -
BUSINESS QUIZ
 Registration Fees- Rs 50
 Paytm- 7838002307 (Saami Naseer)
 Date- 12 June, 2021
 Participation certificate to all the participants.
 Cash prize for first position
 Faculty coordinator:
 Dr. NITI SAXENA
 Ms Bhawna Thakran
 Email Id- communicon00@gmail.com
 For Further Queries,
 Contact:
 Saami Naseer- 7838002307
 Harsh Sharma- 980017304
 Email Masroor- 990244104




ROCK & REEL'21
 REGISTRATION FEE - ₹20/-
 PAYMENT DETAILS-
 PAYTM - SAAMI NASEER - +91 78380 02307
 GOOGLE PAY - M.LIKHITA - +91 85273 94158
 ■ REGISTRATIONS TILL 9TH AUG
 ■ RESULT ON 11TH AUG
 Cash Prize for Winner!
 PARTICIPATION CERTIFICATE FOR ALL

Human Resource Club - HUMANTRACTION:

The Human Resource club was formed to bring together students who have interest in the field of Human Resource. The aim of the club is to inculcate and nurture the talent of students in a channelized direction towards development of the HR skills in them. The club intends to bridge the gap between student's theoretical knowledge and practical corporate life.

Sports and Yoga Club - JUNOON:

Sports have always been significant for balanced physical and mental growth. JUNOON, the sports club of JIMS Kalkaji, provides opportunities to students to develop important life skills like time management, stress management, team management, boosting self-confidence and empowerment.



Social Media Club – PRACHAAR:

PRACHAAR, the social media club of JIMS Kalkaji has been formed with a prime objective to provide opportunities to students to follow their passion in the field of designing, content writing, blog writing, creating posts and videos, articles and reels. The students are given the opportunity to gain hands-on experience by working on JIMS social media handles under the guidance of faculties.



Student Support

Mentoring

JIMS, Kalkaji has always believed that the student's interaction outside the classroom with corporates is essential for their overall development both personally and professionally. There is a big gap that exists between campus and corporate and this can only be filled with adequate industry exposure. This exposure has to be given formally to enlarge the scope and magnum of the students to reduce the gap. In our endeavours to nurture the brightest young minds, we believe mentorship plays a crucial role. The main idea behind the Mentorship program is to provide a platform to the students to interact with industry beyond the realms of academics. JIMS visualizes a mentor as a guide/facilitator in exposing the student to knowledge and experiential learning to help develop their cognitive structures. The unique two-tier structured Mentoring program, is built with the help of an Alumni (Buddy) mentor and a Faculty Mentor.

We visualize a mentor as fulfilling the various roles like exposing the student to ideas, knowledge, and skills in his/her area of interest; offering hands-on learning experiences to help develop the students' cognitive structures, including live project or trainings and



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providing guidance to the student as he/she selects and commits to a career path that matches his/her ability and interest.

Mentoring has significantly led to the improvement of students' mental well-being and also their enhanced Industry exposure through these informal meetings. Regular feedback from the mentors and also feedback from the students indicate a positive response. This is reflected in terms of their placement.

Internal Complaints Committee

At JIMS, the focus is on providing support in all respects to the students. An internal complaints platform is provided to students to raise their voice for any kind of complaints. The complaints are addressed by the committee and suitable action is taken. In congruence with the Internal Complaints committee the institute also has an active grievance redressal committee, sexual harassment committee and anti-ragging committee.

1. Grievance Redressal Committee - A grievance redressal committee is constituted to address the academic and non-academic issue of the students.
2. Sexual Harassment Committee - A sexual harassment committee is constituted to address the issue related to any kind of sexual harassment of the students.
3. Anti-Ragging Committee - Ragging is prohibited in the institute and strict disciplinary action is taken if any student indulges in an act of ragging. An anti-ragging committee is constituted to address ragging related issues.

Scholarships/ Financial Assistance

Students belonging to low-income families find it difficult to pursue higher studies. However, with the changing time there are a number of agencies which provide financial assistance to students who are coming from diverse categories like minorities, defence, lower income strata etc. With the introduction of scholarship schemes and grants, pursuing higher education has become possible. Time and again these scholarship schemes are forwarded to students through mails, whatsapp groups and announcements in class. Students who are meeting the criteria may apply for the scholarship with the required documents. We at JIMS encourage students to take the benefit of financial assistance provided by different agencies. Here are the schemes that help students to chase their dreams:

1. National Scholarship Portal (Sponsored by Central Govt.)

(<https://scholarships.gov.in>)

- a) Post Matric Scholarships Scheme for Minorities.
- b) Merit Cum Means Scholarship for Professional and Technical Courses



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2. Financial Assistance to the Students under Economically Weaker Section (EWS) Scheme (Sponsored by GGS Indraprastha University, Delhi) (<http://164.100.158.135/ews/Login.aspx>)



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3. .E-District Delhi (Sponsored by Delhi Government)

(<https://edistrict.delhigovt.nic.in>)

- a) Merit-cum-Means Income Linked Financial Assistance Scheme of Delhi Higher Education Aid Trust.
- b) Post Matric Scholarship for OBC Students (PMS-OBC).
- c) Post matric Scholarship schemes for SC.
- d) Reimbursement of Tuition Fees for Students Belonging to SC/ST/OBC/Minority Category.

ALUMNI ENGAGEMENT

Strong Alumni base is one of the formidable strengths for any elite institute. JIMS has an active Alumni Association. To provide a platform for interaction between alumni, present students, faculty of the college and college administration. The institute has its own App to stay connected with the alumni community. All the passing out students are enrolled in the alumni community by registering on the app. The institute has always extended its support in providing different certification programs, access to library and other resources of the institute. The Institute conducts regular alumni webinars, guest lectures and alumni dinner and alumni sports. The students turn in large numbers to show their gratitude towards their Alma Mater.



General Rules for the Students:

1. 75% of attendance is mandatory in each subject, failing which the Institute has the right to detain him/her from the university exams.
2. Any student found guilty of being involved in any in-disciplinary activity will be penalized severely.
3. Playing with crackers and colors during festivals in and around the campus is strictly prohibited and anyone found guilty will be severely punished.
4. Class Representatives (CRs) are responsible for ensuring neat and clean class environment and class infrastructure in terms of chairs, tables, LCD, etc. All electrical appliances such as ACs, Fans, lights, computers, etc. should be switched off after the classes are over.
5. The students are advised to keep their mobile phones on off mode during the entire period of the class. Use of mobile phones inside the Classroom/Computer Lab/Library/Faculty Rooms, etc. is strictly prohibited. If any student is found using the cell phones in any such place in any manner, like watching time, SMS messaging, receiving/making calls, the cell phone will be confiscated for 15 days. If the cell phone is not surrendered, strict disciplinary action would be taken, including suspension order.
6. Students are not allowed to enter into the class rooms 5 minutes after their scheduled class timings.
7. No Student, Parent or Guardian would in any way defame or malign the Institute, any Institute's Faculty member or Staff member. Strict disciplinary action would be taken in case any such instance is brought to the notice of the Management.
8. Any misbehavior/misconduct in the campus or at the venues of functions organized by the Institute is not tolerated and appropriate punishment will be given including suspension/rustication.
9. Smoking, chewing of tobacco and intake of alcohol is strictly prohibited in and around the campus.
10. All students are hereby informed that entry to the Institute will be granted only on showing ID cards at the gate. The guards have been instructed for the same. Students without ID card shall not be permitted inside the campus.
11. Ragging in Educational Institutions is prohibited and is a criminal offence as per the directions of the Hon'ble Supreme Court. Any student involved in ragging would be dealt with as per the laid down UGC regulations.
12. Parking of personal vehicles of students, like two wheelers and cars is available around the campus. The parking is at the owner's risk. The students are advised to use public transport like DTC buses, Metro, Metro Feeder buses, Gramin Seva as far as possible.
13. No specific uniform is prescribed to be worn by the students in the Institute. However, in view of the professional standards of the Institute, students are strictly not allowed to wear shorts, Bermudas, long kurtas, slippers, etc. In case of such deviations from this dress code, the student will not be allowed to attend classes and shall be sent back home.