



INFORMATION BOOKLET FOR NEW FACULTY

2024-25

Jagannath International Management School

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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 Institute, Jagannath Institute was set up in 2008 in Jaipur, Rajasthan. A second private state University has been established 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.

Our Campus across India



**JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL,
MOR, Pocket 105, Kalkaji, New Delhi**



**JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL,
OCF, Pocket-9, Sector-B, Vasant Kunj, New Delhi**



**JAGAN INSTITUTE OF MANAGEMENT STUDIES,
3, Institutional Area, Sector-5, Rohini, New Delhi**



**JIMS ENGINEERING MANAGEMENT TECHNICAL
CAMPUS Knowledge Park-III, Greater Noida, U.P.**



**JAGANNATH GUPTA INSTITUTE OF ENGG. & TECHNOLOGY,
Plot No. IP2 & 3, Base-IV, Sitapura, Indl. Area, Jaipur (Raj)**



JAGAN INSTITUTE OF MANAGEMENT STUDIES, Jaipur.



**JAGANNATH UNIVERSITY, Village Rampura, Tehsil
Chalsu, Jaipur (Rajasthan)**



**JAGANNATH UNIVERSITY, NCR - State Highway-22,
Bahadurgarh - Jhajjar Road, (Haryana)**



**Jagannath Institute of Management Sciences, VK-II,
Plot No. 3, Phase-II, Inst. Area, Vasant Kunj, New Delhi-110070**

Campus Facilities

Modern Infrastructure

The institute is equipped with 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.

Superior Intellectual Capital

Our faculty comprises of eminent academicians from reputed colleges such as SRCC, FMS, IIFT, MDI and leading corporate houses of India as Price Water House Coopers, RICOH, Microsoft, ICICI and AXIS Bank to name a few etc. as well as business leaders and entrepreneurs who bring a wealth of knowledge and practical skills to the class room which enriches the learning experience.

International focus

In today's inter-connected and multifaceted world, we provide an essential understanding of important strategic issues and challenges facing international business leaders. The collaboration with many world-class universities enhances global exposure for our mentees. Our Exclusive Tie-up with Harvard Business School Online, USA for the course on 'Data Driven Decision Making for Real Business Problems' has helped to enrich analytical skills of our students and alumni.

Industry-Institute Interface

Effective Management requires wisdom based on contextual analysis and insights rather than intelligence alone. At JIMS, our focus is on application of concepts of decision making rather than mere conceptual understanding. To accomplish the objective, the Institute has strong relationship with the corporate world.

Our Vision

To be a Premier Business School, nurturing leaders and creating social impact through excellence in education, training and research.

Our Mission

1. **Ethics, Integrity and Social Responsibility:** "To cultivate principled leaders grounded in ethics, integrity, and social responsibility, committed to making a positive impact on businesses, communities, and society at large."
2. **Innovation, Technology and Business Acumen for Global Markets:** "To empower future leaders with cutting-edge innovation and technological expertise, combined with strategic business acumen, to excel in global markets and drive transformative change in the world of business."
3. **Entrepreneurship:** "To foster an entrepreneurial mindset that encourages creativity, resilience, and transformative ideas, in creating value in dynamic business landscapes."

Overview of JIMS

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Jagannath International Management School, Kalkaji has been honored with the following coveted ranking/awards during the period 2024-25.

- 1. 10th Rank in Times of India Survey 2024 under category top 70 BBA Institute in country, 6 rank in top BBA private institutions, 5th rank under category top regional ranking North Zone.**
- 2. 27th Rank by Outlook Survey 2024 under top 130 BBA Institutes in country.**
- 3. 25th Rank in BBA & 69th Rank in B.Com under Overall Rank in country by India today.**
- 4. Graded A+ by State Fee Regulatory Committee and A by Joint Assessment committee**
- 5. Awarded 'A' Grade by the Joint Assessment Committee in 2024**
- 6. Awarded over 91% marks by the University Academic Audit in Year 2024**

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.

About Institute

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

Both the four 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 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 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 you 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 (2024-25)

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.



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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 2.00pm to 2.30pm.
 - Faculty Members will work for six days in a week. However, two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.
 - Director/HODs will be required to work on two full and one half Saturday.
 - Off days will be decided by the Director as per academic load.
1. Understanding the importance of work-life balance, we are introducing a fifteen (15) minute window. You are required to complete your designated work hours. For ex. if you reach at 9:05 AM then you shall be leaving at

5:05/6:05 PM. Two late reporting's in the morning in a month are allowed up to 30 minutes. Reporting for work after 30 minutes of the scheduled 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 two days.

2. For every 3 late comings half day leave will be adjusted.

Example: Half Day Leave/Half Day salary will be adjusted for 3rd late coming. One-day leave/One-day salary will be adjusted for 4-5th late coming. 1.5 days leave /1.5 days' salary will be adjusted for 6-7th late coming.

3. Faculty Members are allowed two Saturday weekly off in a month. If a Saturday is a notified holiday, the same will be counted for weekly off day for a month. However, if there are five Saturday in a month, three Saturday will be working days.
4. Staff members will have one and a half alternate Saturdays as off days in a month. These Saturdays will be pre-defined by the Director of respective campus. If a Saturday is a notified holiday, the same will be counted for half day weekly off day for a month. However, if there are five Saturday in a month, three & a half Saturday will be working days.
5. Director/HODs are allowed one and half Saturday off in a month. If a Saturday is a notified holiday, the same will be counted for half day weekly

off day for a month. However, if there are five Saturday in a month, three & a half Saturday will be working days.

6. The employees are allowed one hour early going in a month. For every extra early going half day leave will be adjusted.
7. The faculty & staff members can avail 12 casual leaves in an academic year (August 1 to July 31). Casual leave is to be availed only after obtaining prior approval. One Casual leave is credited to an employee's account every month from 1 August to 31 May every year. If Casual leave is not availed in a particular month, then it will be carried forward next month. If an employee takes casual leave beyond the number of days credited to his/her leave account, it will be treated as leave without pay (LWP). Casual will not be allowed to apply after 6:00 pm, it will be treated as unapproved leave. If an employee takes continuous casual leave for 7 days or more, then Sundays or holidays between the periods of leave will be counted as leave. Prefixing and suffixing of holiday/Sundays can be made along with the leave period.
8. The faculty & staff members can avail 6 medical (unapproved) leaves in an academic year (August 1 to July 31). Half day medical leave is credited to an employee's account every month from 1 August to 31 July every year. If medical leave is not availed in a particular month then it will be carry forward next month. If an employee takes medical leave beyond the number of days credited to his/her leave account, it will be treated as leave without

pay (LWP). In addition, a limit of 6 medical (unapproved) leave exceeds in a year in such cases, for every extra medical leave one summer leave will be deducted. If an employee takes continuous medical (unapproved) leave, then Sundays or holidays between the periods of medical (unapproved) leave will be treated as medical (unapproved) leave.

Faculties will be able to carry forward only the medical leave balance of unused leaves in accordance with the revised policy and will be cashable to the extent of basic salary at the time of leaving the institute.

9. The faculty & staff are also granted 15 days Summer Leave i.e. between 15th May and 15th July. The summer leave will preferably not be split into parts; it should be taken in one go. Leave plan will be drawn for faculty & staff based on the employee's plan, requirements of Institute and approval of Management.
10. All leave applications should be entered in ERP/software and must be forwarded by the respective Head's and approved by the Director
11. 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.

12. If a working day is declared as a compulsory working day, any leave taken on such a day will be treated as unapproved leave besides attracting a penalty of deduction of 1 day's summer leave.
13. Half day leave: The faculty members are allowed half day leave with 4 hours of working and Directors/HODs & staff members are allowed half day working with 4 ½ hours of working.
14. Academic leave up to 06 days may be granted to faculty for attending/presenting papers in Seminar/Conferences and also for Ph.D. related work i.e. course work exams / viva. Three academic leave will only be allowed in a semester and it can be carried forward to next semester.
15. All OD / University work leave / Academic leave applications should be entered in ERP / software and must be approved by the competent authority in advance. All supporting documents regarding University Work / Academic Leave must reach Accounts department latest by 30th of the same month in which leave was taken. Non-submission will result in deduction of salary.

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. The same will be evaluated by the management including the Chairman and the Director.

Faculty Resignation Policy

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

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.

Efforts are to be made to explore ways of retaining the employee.

In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in by the Dean / Director stating the date of relieving. The date of relieving is also to be communicated to HOD / course coordinator and accounts department.

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.

The Institute reserves the right to terminate a faculty member's appointment by providing one (1) month's written notice or one (1) month's salary in lieu thereof.

Faculty members in undergraduate programs wishing to resign can do so between the first (1st) and thirtieth (30th) days of June with one (1) month's notice or salary in lieu.

Faculty members in postgraduate programs wishing to resign can do so between the fifteenth (15th) day of May and the fifteenth (15th) day of June with one (1) month's notice or salary in lieu.

Resignation outside of these specified above requires a three (3) month notice period or three (3) months' salary in lieu.

It is expected that the faculty members should not disturb the academic delivery during the academic year. Keeping in mind the academic commitment.



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“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.

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

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

Directors’ Leave

Director 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 along with prefixing and suffixing Saturday & Sunday will be treated as Seven (7) days leave, irrespective of Saturdays’ being a holiday/weekly off.
2. 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 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:-

S.No	Member	Designation
1.	DIRECTOR	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 raggars.

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 _____

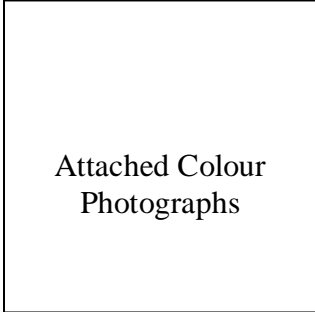
02. DESIGNATION _____

03. BLOOD GROUP _____

04. ADDRESS _____

PIN CODE _____

05. CONTECT NO. _____



(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

Director

(Name & Signature)

(Name & Signature)

(Date)

(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 benefited	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

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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

--

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/ Rotract 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/ Rotract 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/ Rotract 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. No	Parameters	Points	ASSESSMENT			
			SELF ASSESSMENT	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	Miscellaneous*	20				
	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 of publishing

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)

--

21. Development programme for support staff (SD)

--

CRITERIA 7: INSTITUTIONAL VALUES AND BEST PRACTICES

(SF-NSS and Rotaract)

22. Gender equity promotion programs organized

S. No.	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)

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

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)

||

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.

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:

ACTIVITY
CALENDER -JAN
2025-APRIL 2025

Main Activities Calendar (Jan 2025- July 2025)

S. No.	Date	Academic	Cultural	MDP/Seminar
January 2025				
	Thu 2-29 Jan 2025	ET Exams for all UG Courses-VK2		
	4th January 2025 Saturday			Annual Faculty & Staff Picnic (tentative) (KJ)
	Mon 06-01-2025	Classes commenced (BBA- GN), Class commencement (II,IV,VI Sem) (B.Com - GN)		
	Wed 08-01-2025	Commencement of Classes as per IP Calendar (All IP Campuses) Classes commenced (Law- GN)		BOSR Meeting (PG-KJ)
	Friday 10 th January 2025			IQAC Meeting (PG-KJ)
	9 Thu -11Sat, Jan 2025		Old Clothes Donation Drive (Rotaract Club- VK 1)	
	13th January 2025 Monday	End term Exams 13 th January 2024 (PG-KJ)		
	Tue 14-01-2025	Role Play(CSE-GN), Intra Mediation Competition (Law-GN)		
	Wed 15-01-2025	Club+Quiz+Competition (Hashtag-Code trek) (CSE-GN), Intra Mediation Competition (Law-GN)		

	15-17 Jan 2025		Soft Skill Workshop CII Yi YUVA- VK1	
	Thu 16-01-2025	Mentor mentee session (Law-GN)		
	Fri 17-01-2024	Mock + GD + VAC (CSE-GN), Photowalk (BAJMC -GN)		
	Sat 18, Jan 2025			IQAC Meeting Vasant Kunj GBM Meeting (PG-KJ)
	Mon 20 to Fri 24- 01-2025		Winter Cloth Donations (GN)	
	Mon 20 to Fri 31 -01-2025		Preparation of Anugoonj 2025 (GN)	
	Tue 21, Jan 2025	Commencement of classes (IIIInd and VIth) Trimester24-26 and 23- 25 batch (PG-KJ)		
	Wed 22-01-2025	External Mentoring Session (BCA-GN), Plea Bargainig on BNSS-2(Law-GN)		Seminar on bridging the gap from campus to corporate (UG-KJ)
	Wed 22 nd –Thu 23 rd January 2025	XXth International Conference 2025 on “Promoting Inclusive Growth: Addressing Socio- economic Disparities on the Journey to a Sustainable Economy.” (PG-KJ)		
	Fri 24-01-2025	Awareness Camp (Law of Crimes- II) (Law-GN)	Poster making on Republic Day (AIML/AIDS – GN)	
	Sat 25-01-2025		Flag Hoisting on Republic Day Celebration + Sensitization of students and employees to the constitutional awareness & obligations: values, rights, duties and responsibilities of citizens All Campuses National Voters Day (UG-KJ)	

	Sun 26 Jan 25	REPUBLIC DAY		
	Mon 27 to Fri 31-01-2025	Mock Interview (BCA-GN), workshop on writing Application before CCI, SEBI, TRAI for filing cases -PSDA Administrative law (Law-GN)		MDP on MS office (CSE-GN)
	Tue 28-01-2025	NSS Activity (BBA-GN) Alumni Connect Lecture (UG-KJ)		FIEO Seminar (PG-KJ)
	Wed 29-01-2025	Drafting of one document about Indemnity/Guarantee/ Agency (Law-GN) Fund Raising Jam Session (UG-KJ)		
	Thu 30-01-2025	IIC Activity (BCA-GN), Moot Court Workshop and Mock Moot Court (Law-GN)	Spardha (UG-KJ)	
	Fri 31-01-2025	Club Activity (AIML/AIDS-GN), Marketing Club Activity (BBA-GN)	Basant Panchmi Celebration(BCA-GN)	
	Fri, 31 st Jan 2025	First Draft of Captsone Submission (PGDM and PGDM-IB) Final Year (PG-KJ)	CII - Sports Day CII (UG-KJ)	
	30 Jan 2025		National Cleanliness Day (Cleanliness Drive) Rotaract Club VK1	
February 2025				
	BEGINING OF FEBRUARY		Anugoonj Practice (UG-KJ)	
	Feb 01, Sat 2025			Finance Seminar/Finance Club Activity (PG-KJ)

	Mon, 3 rd Feb 2025	Commencement of Classes for All Courses – JIMS VK-2		
	Tue, 4 th Feb 2025	World Cancer Day (UG-KJ)	Vasant Panchami Celebration (AIML/AIDS-GN)	
	Tue, 4 th to 14 th Feb 2025	Payment of Fess JIMS VK2		
	5 th Feb to 24 th Feb 2025		Business Plan (UG-KJ)	
	Thu 06-02-2025	Mentor mentee session (Law-GN)	Cityscape Auction (UG-KJ)	
	Thu 06 –Sat 8 Feb 25		Anugoonj 2025 (IP Campuses) Anugoonj 2025 – IP Event	
	Sat 8 th Feb 2025			HR Club Activity (PG-KJ)
	Mon 10-02- 2025	Court visit/Forensic Lab visit-PSDA Law of Evidence(Law-GN) Global Immersion Program for PGDM IB 2024-2026 Batch (PG-KJ)		
	Tue 11 Feb 25	Budget Conclave(B.Com-GN)	Inter-Campus Debate Competition (VK II Campus) Markraze - Speaker Session (UG-KJ) Budget Session (BBA, VK)	
	Wed, 12 th Feb 2025	Expert Lecture(AIML/AIDA-GN), IIC Activity(BCA-GN) Faculty Feedback Trimester IIIrd and Trimester VIth mid review) (PG-KJ)	Expressions Club Programme (VK-II) Episode 11: Sewaj Neesim Foundation (UG-KJ)	
	Thu, 13 Feb 2025	Court Visit PSDA BNSS-2 (Law-GN), Moot Court(Law-GN)		Aakriti Club Event BA(JMC) VK
	Fri, 14 th February & 15 February		Annual Inter Campus Sports Day VK II	

	2025			
	Sat, 15 th Feb 2025	Sports Club Activity(BBA-GN)	Boardroom Simulation CII Yi YUVA VK1	
	Mon 17-02-2025	Club+Quiz+Competition (Hashtag-Code trek) (CSE-GN), External Mentoring Session(BCA-GN), Court Visit -CPC-II (PSDA)(Law-GN)		Alumni Workshop (UG-KJ)
	Tue 18-02-2025	Full day seminar (CSE-GN), Mock Interview (BCA-GN), Workshop on Judgement Writing (PSDA)- English II(Law-GN) Capstone Project Final Submission PGDM & PGDM IB 2023-2025 Batch (PG-KJ)		Humane - AI Workshop (UG-KJ)
	Wed 19 Feb 25	Social audit of Reservation Policy in India (Law-GN)		Literary Club Event (VK 1) HOD BA(JMC)
	Thu 20-02-2025	External Mentoring Session 1 (AIML/AIDS-GN), Club Activity (BCA-GN), Role Play (BCA-GN), External Mentoring Session (BBA-GN)		Post Budget Panel Discussion –Industry Experts [KSF] (PG-KJ)
	Fri 21-02-2025	Mock trial- IPR (Law-GN), NSS Activity (BBA-GN) Finfest (UG-KJ)		
	Fri 21 - Sat 22 Feb 25		Design Santushti (VK-II Campus)	
	Mon 24-02-2025	Workshop + Value Added Course (BCA-GN)	Arm Wrestling (UG-KJ)	
	Mon 24 to Fri 28-	Educational Trip		

	02-2025	(BBA-GN)		
	Tue 25-02-2025	Mock + GD + VAC (CSE-GN), Club Activity (Quiz Competition) (AIML/AIDS-GN), Preparation of a Partnership Deed (Law-GN)		Committee Meetings – All Committee Incharge (Grievance, Anti Ragging and Internal Complaint Committee, Research) AR CR Meeting (PG-KJ) Seminar/Workshop on Job Profile (UG- KJ)
	Mon 24 th Feb 2025- Sat 1 st March 2025	Mid Term Exams PGDM & PGDM IB 2023-2025 Batch 2024-2026 Batch (PG-KJ)	Zest Practice (UG-KJ)	
	Wed 26, Feb 2025	MAHA SHIVARATRI		
	Thu, 27 Feb 2025		World NGO Day (UG-KJ)	
	Fri 28 Feb 2025		CII - Kaun Banega CEO (UG-KJ)	Zest & Dandiya – off Stage in KJ Campus (campus events) VK-2
	28 FEB-1ST March-2025 (Friday and Saturday)	JMNMCC, 2025 (Law-GN)		
March 2025				
	Sat, 1 st March 2025	Zest & Dandiya – on Stage (campus events) VK-2/KJ Zero Discrimination Day (UG-KJ)	Role Play (CSE-GN)	
	Mon 1-4 Mar 25	Faculty Feedback (All Campus – IP Courses)		
	Mon, 3-8 March 2025	MT-1 All Campuses (IP Univ Courses)		
	Wednesday 05			Pixelence Workshop (UG-KJ)

	Mar, 2025			
	Fri 07-03-2025		Holi Celebration (AIML/AIDS-GN)	THEATRE WORKSHOP (UG-KJ)
	Sat, 8 Mar 25	Convocation VK 2	Humane - Fun Friday (UG-KJ)	<i>International Women Day</i> Menstrual Hygiene workshop and pad donation drive Rotaract Club JIMS, VK1 & CII Yi YUVA VK 1 Women Empowerment Seminar - Industry Guest[KSF] (PG-KJ)
	Mon 10-03-2025	Mock Trial BNSS-2 PSDA (Law-GN)	Rang Barse-Holi Celebration (UG-KJ)	Viva Voce Capstone Project (PG-KJ)
	Tue 11-03-2025	Tag Team Debate (UG-KJ)		
	Wed 12-03-2025	Constitutional law Moot (Law-GN)		
	11- 17 March 2025		Blood Donation Camp Rotaract Club VK1	
	THU, 13 th March 2025	NSS Activity (BBA-GN)	HOLI celebration (VK, CSE-GN)	
	Fri 14 th Mar 25	HOLI		
	Mon 17-03-2025	Mock + GD + VAC(CSE- GN), Cultural Club Activity(BBA-GN), Business Carnival(B.Com- GN) Humane - Debate Treasure Hunt (UG-KJ)		
	Tue 18-03-2025	Club+Quiz+Competition (Hashtag-Treasure hunt) CSE-GN, Club Activity (Coding Practice)(AIML/AIDS- GN), Selected case studies form International Criminal Court-PSDA IHL(Law- GN)	Episode 12: Chaayos/ Whatsup Wellness (UG-KJ)	Aakriti Club Event BA(JMC) VK-1
	Wed 19-03-2025	Mock + GD, Consumer literary camp- Torts (Law- GN)		

		Alumni Career Counseling Lecture (UG-KJ)		
	Thu 20-03-2025	External Mentoring Session 2 (AIML/AIDS-GN), Seminar Paper Presentation(Law-GN), Symposium on International Trade Law(Law-GN), Mock Press Conference(BAJMC)	Triferno (UG-KJ)	Inter-College Symposium & Poster making Competition on Sustainable Management (VK I Campus) Dr. Nidhi HOD BBA
	Fri 21-03-2025	E-Cell Activity (BBA-GN) Markraze - Event (Brand quiz) (UG-KJ)		
	Sat 22 March 2025		CYNET 2025 BCA, VK	MEDIA SEMINAR (JIMS VK 1 BAJMC) Marketing Seminar/Marketing Club Activity –(PG-KJ)
	Mon 24-03-2025		Spardha 24 (UG-KJ)	
	Tue 25-03-2025	Expert Lecture (AIML/AIDS-GN), Online Resources training Session (Manupatra/SCC etc.)(Law-GN), Preparation of Pleading for Negotiable Instruments (Law-GN)		
	Wed, 26 March 2025	CII - Tank Tales Chapter 4 (UG-KJ)		
	Thu 27-03-2025	External Mentoring Session (BBA-GN)		
	Fri 28-03-2025	Ad Campaign (BAJMC-GN)	E Cell Workshop (PG-KJ)	
	Mon – 31 Mar 25	ID–UL-FITR		
April 2025				
	Tue 01 Apr – Mon 7 Apr 2025	Mid Term Exams (Even Semesters) VK-II		
	Tue 01-04-2025	Corporate Presentation (BAJMC) Mock Interview 3.0		

		(UG-KJ)		
	2 nd April 2025 Wednesday	Faculty Feedback Trimester IIIrd and VIth End review (PG-KJ)	Review of Faculty and students' research Publications (PG-KJ)	
	Fri 04-04-2025	Internal Mentor mentee session(Law-GN)		Visit to Parliament/Museum(Law- GN)
	Sun 06 Apr 25	RAM NAVAMI		
	Tue 08-04-2025	Club Activity (Project Presentation) (AIML/AIDS-GN), Symposium on Sentencing BNSS-2 PSDA(Law-GN)		
	Thu 10 April 2025	Classes End Trimester III & VI 2023-2025 2024-2026 (PGDM KJ)		
	Thu 10 April 2025	MAHAVIR JAYANTI		
	Fri, 11 th April 2025			Farewell to final year Students PGDM & PGDM IB 2023-2025 batch (PG-KJ)
	Saturday 12 th April 2025	PRISM, BAJMC JIMS VK 1,)		Leadership Symposia (CYI –YUVA & Manag II ement Dept.)
	External- Tue 15/04/2025	Mentor mentee session(Law-GN)		
	Wed, 16 th Apr 2025	Mock + GD+Role Play + VAC (CSE-GN), Symposium on all Writs- PSDA Administrative Law(Law-GN), IIC Activity(B.Com-GN)	Brilhar'25 (UG-KJ)	Aakriti Club Event (VK 1) HOD BA(JMC)
	16th April 2025 to 28th April 2025 Wednesday - Monday	End term exams PGDM & PGDM IB 2023-2025 2024-2026 (PG-KJ)		
	Thu, 17 th April 2025	Road Safety Workshop – CII Yuva Event (VK IDEAUTSAV –Ideathon		Literary Club Event (VK 1) HOD BA(JMC)

		(CSE-GN), NSS Activity(BBA-GN)		
	Fri, 18 th April 25	Good Friday		
	Sat 19 th April 2025		Farewell Party (UG-KJ)	Mgmt.Seminar/Conference (BBA) VK-1
	Mon 21-04-2025	Club+Quiz+Competition (Hashtag-Treasure hunt) (CSE-GN), External Mentoring Session 3(AIML/AIDS-GN)		
	Wed, 23 rd April 2025		Star 3.0 Dance Competition (UG-KJ)	
	Sat 26, Apr 2025	Scavenger Hunt (UG-KJ)	Mock Press Competition CII Yi YUVA VK1	
	Monday 28 th April 2025	Donation Drive Under Rural Vertical (UG-KJ)		
	28-30 April 25	Faculty Feedback All campuses Discussions and debates on emerging topics such as Cyber war, refugees etc- PSDA IHL (Law-GN), External Mentoring Session(BBA-GN)		
May 2025				
	Thu 01-05-2025	Court visit (Law of Evidence)(Law-GN)		
	1 st May 2025-30 th June 2025 Thursday-Monday	Summer Training (PGDM & PGDM(IB) (PG-KJ)		
	Fri 02-05-2025	Club Activity (AIML/AIDS-GN) Tank Tales chapter 5 (UG-KJ)		
	Mon 05-05-2025	Mock + GD+Role Play (CSE-GN)		
	Mon 5- Sat 10 May 25	Make up exams ALL IP CAMPUSES		
	Tue 06-05-2025	Club+Quiz+Competition (Hashtag-Treasure hunt) (CSE-GN)		
	Wed 07-05-2025	VAC course (CSE-GN)		

	Sat 10-05-2025	Case Study -PSDA Law of Evidence (Law-GN)		
	Sat May 17, 2025	PTM (VK2) PTM (All IP Campuses)		
	Mon, 19 th May 2025			Apertura Club Event -BAJMC JIMS VK
	Wed 21 st May 2025			Orphanage Day VK
	Thu. 22 May- Wed 22 June 25	End Term Exam including Preparatory Leave IPU Campuses		
	Sat 24 th May 2025	Farewell Function UG Course (VK II Campus)		
	Mon 26 th May – 30 June 2025	ET Exams JIMS VK-2		
	June-July	Internship drive during Summer Vacation		
June 2025				
	Thu 05 Jun 2025		Environment Day World Environment Day VK, GN (NSS, KJ) Yoga Day Health care workshop (GN)	
	Sat 7 June 2025	ID-UL-Zuha		
	9-14 June 2025			FDP BA(JMC) VK-1
	Sat 14 Jun 2025			IQAC Meeting Vasant Kunj
	19 June 2025		International Yoga Day Health care workshop Rotaract Club VK 1	
	19-06-2025 (Thu) to 16-07- 2025(Wed)	Summer Vacation		

	21 June 2025 Saturday			International Yoga day (PG-KJ)
	Wed 25 th June 2025- Thu 3 rd July 2025	Commencement of Foundation course classes 2025-2027 Batch (PG- KJ)		
	26 th June 2025 Thursday			Committee Meetings – All Committee Incharge (Grievance, Anti Ragging and Internal Complaint Committee, Research) –(PG-KJ)
	Fri 27, June 2025	Muharram		
July 2025				
	Thu 1st July 2025 –Fri 4 th July 2025	Orientation (PGDM/PGDM-IB First Year) 2025-2027 Batch (PG-KJ)		
	Mon 7 th July 2025	Commencement of Classes (PGDM/PGDM- IB First Year) 2025-2027 Batch (PG-KJ)		
	Mon 07– Sat 12Jul 25	Employers’ Feedback (Campus) All HODs		
	15 th July 2025 Tuesday	Reorientation (PGDM/PGDM-IB) 2024-2026 Batch (PG-KJ)		
	16 th July 2025 Wednesday	Commencement of Classes (PGDM/PGDM-IB) 2024-2026 Batch(PG- KJ)		
	Sat 26 Jul 25	Gov. Body Meeting (VK I Campus) Director		

