



Jagannath International Management School

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

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

JIMS BYLAWS

2025-26



JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL

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1. THE SOCIETY

JIMS Kalkaji, New Delhi and many of its sister institutions of higher learning have been established by the Jagan Nath Gupta Memorial Educational Society, a registered non-profit organization. In pursuance of its belief that standard of living can be improved through Quality Education, the society has been imparting high quality professional education for the past 19 years in NCR-Delhi and Jaipur. It has already set up a good number of quality educational Institutes and is making efforts to establish itself across the country.

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

The society has performed a stellar role in spreading education in science and management in India by establishing a number of campuses in Delhi and Jaipur. The students after completing their courses successfully take up the role of entrepreneurs or join industry and business as professionals. They are readily accepted by both the public and private sector in India and abroad.

The society has set up high quality educational institutions as given below:



Jagannath Institute of Management Sciences
JIMS Vasant Kunj-II, Plot no- 3, Institutional
Area, Phase -II, Vasant Kunj, New Delhi-
110070



Jagannath International Management School
OCF, Pocket-9, Sector-B, Vasant Kunj, New
Delhi



Jagannath International
Management School
MOR, Pocket 105, Kalkaji,
New Delhi



JIMS Engineering Management Technical
Campus
Knowledge Park-III, Greater Noida, U.P.



Jagannath Gupta Institute of Engg. &
Technology
Plot No. IP 2 & 3, Phase-IV, Sitapura Indl. Area,
Jaipur (Rajasthan)



Jagannath University
Bahadur Garh (Haryana)



Jagannath University
Village Rampura, Tehsil Chakshu, Jaipur
(Rajasthan)



Delhi Institute of Higher Education
Plot No. 20 C, Techzone - IV, Noida
Extension (U.P.)



Jagan Institute of Management Studies
3, Institutional Area, Sector-5, Rohini, New
Delhi

2. VISION, MISSION AND CORE VALUES

Vision and Mission statements

Jagannath International Management School, Kalkaji, New Delhi was set up in 1997. It functions as a part of the JIMS group of institutes which function under the aegis of the Jagannath Gupta Memorial Educational Society. The Society which runs 08 institutes in the states of Delhi, UP and Rajasthan also operates two private state Universities in Rajasthan and Haryana.

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

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

Vision

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

Mission

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.".

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."

Entrepreneurship: "To foster an entrepreneurial mindset that encourages creativity, resilience, and transformative ideas, in creating value in dynamic business landscapes."

Core Values

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

3. OBJECTIVES OF THE BYLAWS

These Bylaws have been prepared with the following aims and objectives:

- To provide a comprehensive view of the organization with regard to its structure, facilities, programmes, publications, pedagogy and people.
- To acquaint the officers / Authorities of the Institute, faculty and staff members with their duties and responsibilities the various rules / guidelines governing examination, leave, office schedule, general conduct and discipline etc. and the various academic programmes, along with the academic calendar.

The Institute presently conducts Post-graduate Diploma in Management and the Post graduate Diploma in International Business programmes which are both two year, fulltime and are approved by All India Council for Technical Education, Ministry of HRD. The programmes are designed to achieve the following objectives.

- a) To equip students with necessary conceptual, human and technical skills for managerial decision making and their implementation.
- b) To develop entrepreneurial capabilities in students and groom them as effective leaders and change agents.
- c) To nurture in students the capabilities for setting standards of excellence in their managerial work and personal ethics.
- d) To provide a suitable platform wherein, the students learn and perform simultaneously.
- e) To develop insight into multifunctional linkages in order to facilitate solving complex problems.
- f) To aid present managers with requisite tools for building the strength of competitiveness.

4. DEFINITIONS

1. The "Society" means the Jagan Nath Gupta Memorial Education Society, having Registration No. S16165, dated 4.11.1985, registered under the Societies Registration Act, 1860 (Act No. 21 of 1860);
2. Jagannath Group of Institutions includes all educational and other institutes promoted by Jagannath Gupta Memorial Educational Society.
3. "Institute" means Jagannath International Management School, New Delhi;
4. Jagannath International Management School, "JIMS, Kalkaji" is an institution promoted by this Society.
5. "Employee" means a person appointed by the Institute to work in the Institute and includes teachers, officers and other employees of the Institute;
6. "Fee" means collection made by the Institute from the students by whatever name it may be called, which is not refundable;
7. "Higher Education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
8. "NAAC" means the National Assessment and Accreditation Council, Bangalore, an autonomous institution of the UGC;
9. "Regulating Body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as Affiliating body and includes the Society;
10. "Student Of The Institute" means a person enrolled in the Institute for taking a course of study for a diploma instituted by the Institute;
11. "UGC" means the University Grants Commission, established under section 4 of the University Grants Commission Act, 1956 (Central Act No. 3 of 1956); and
12. "Governing Body" means the principal executive body of the institute.
13. "Board of Studies and Research (BOS)" means the principal academic body of the Institute.
14. "DIRECTOR" means the Head of the Institution; and includes when there is no Director, the person for the time being duly appointed to act as Director and in the absence of the Director or the acting Director, a Deputy Director/ Dean duly appointed as such;
15. "DEAN" means the academic head of the branch/ school/ faculty. For example: Dean Management faculty, IT faculty.
16. "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the Institute;

5. ABOUT THE INSTITUTE



Jagannath International Management School was set up in 1997 under the aegis of the Jagannath Gupta Memorial Educational Society.

As an Institute of excellence in the fields of management and information technology, JIMS has always strived to rework the curriculum in consonance with the changing needs of the corporate world. Regular interaction with leaders in business and academics has helped the Institute in achieving the goal of moving ahead of time.

Powers and functions of the Institute:

The Institute shall have the following powers and functions, namely:-

- (a) To provide for instruction in the management disciplines and to make provisions for research and for the advancement and dissemination of knowledge;
- (b) To grant, subject to such conditions as the institute may determine, diplomas on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas for good and sufficient cause;
- (c) To institute professorships, associate professorships, assistant professorships and other teaching or academic posts required by the institute and to make appointment thereto;
- (d) To create administrative, ministerial and other posts and to make appointments thereto;
- (e) To appoint persons working in any other institute or organization having specific knowledge permanently or for a specified period;
- (f) To co-operate, collaborate or associate with any other university or authority or institution in such manner and for such purpose as the Institute may determine
- (g) To institute and award scholarships, medals and prizes
- (h) To make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the institute may deem necessary
- (i) To determine standards for admission into the institute, which may include examination, evaluation or any other method of testing
- (j) To demand and receive payment of fees and other charges
- (k) To make special arrangements in respect of women students as the institute may consider desirable
- (l) To regulate and enforce discipline among the employees and students of the institute and take such disciplinary measures in this regard as may be deemed necessary by the institute
- (m) To make arrangements for promoting the health and general welfare of the employees of the institute
- (n) To receive donations and acquire, hold, manage and dispose of any movable or immovable property
- (o) To borrow money with the approval of the society for the purposes of the institute
- (p) To mortgage or hypothecate the property of the institute with the approval of the society
- (q) To ensure that the standard of academic distinctions are not lower than those laid down by UGC and other similar bodies established by or under any law for the time being in force for the regulation of education
- (r) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the institute.

6. THE GOVERNING BODY

The Governing Body shall be the executive body of the Institute, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Affiliating body norms. The Governing Body shall have at least eleven members including the Chairman and the Member- Secretary. The Society shall nominate six members including the Chairman and the Member- Secretary and the remaining five members shall be nominated as indicated below:

- Chairman to be nominated by Society
- Director of the Institute – Member-Secretary
- Two to five members to be nominated by the Society.
- Nominee from the department
- An Industrialist/ technologist/ educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- Nominee of the Affiliating Body/ University/ State Board of Technical Education.
- Nominee of the State Government – Director of Technical Education (ex-officio).
- An Industrialist/ technologist/ educationist from the Region nominated by the State Government.
- Two faculty members to be nominated from amongst the regular staff one at the level of Professor and one at the level of Assistant Professor.
- The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall, however, not exceed 21.
- Given below is the constitution of the governing body

Chairperson Mr. Anil K. Agarwal President, Cosmos Group Former President, ASSOCHAM	Vice-Chairperson Dr. Devi Singh Former Director IIM Lucknow	Chairperson Dr. Amit Gupta Chairman, JIMS
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Members		
Dr. Aquil Busrai CEO, Aquil Busrai Consulting Former Director (HR) IBM & Shell	Mr. Rajesh Agarwal Co-founder & Director Micromax Informatics Ltd	Prof. D. K. Banwet Former Vice-Chancellor University of Engg. and Mgmt., Kolkata
Mr. Vijay Rai Chief Growth Officer- Asia Pacific & Executive Board Member Day One Tech	Dr. Simrit Kaur Principal, SRCC Delhi University	Dr. Lalit B. Singhal Former Development Commissioner SEZs, Govt. of India.
Mr. Deepak Maheshwari CEO, PAFI & Co-Founder, NIXI	Dr. R.K. Mittal Vice-Chancellor Ch. Bansilal University, Bhiwani	Dr. Ramesh Behl Director IMI, Bhubaneswar
Mr. Aloke Bhattacharji Founder Member The Continuum	Dr. Sanjay Sehgal Dean, Department of Financial Studies (South Campus) University of Delhi	Dr. Poonam Verma Principal, SSCBS University of Delhi
Mr. Anupam Datta Head (International Business) VE Commercial Vehicles	Mr. Subhash Bhaskar Senior Associate Legal Consultant	Dr. S.P.Sharma Chief Economist/DSG PHD Chamber of Commerce and Industry
Dr. Dinesh Tyagi CEO CSC E Gov Services Limited	Dr. Satish Seth Advisor to Chairman and Fmr. Director-General Jagannath International Management School	Dr. Anuj Verma Director Jagannath International Management School
Dr. Sanjeela Mathur Associate Professor Jagannath International Management School	Dr. Prashant Kumar Head Department of Management & Commerce Jagannath International Management School	Ms. Nitika Anand National Lead Corporate Alliance Team Aon Solutions
Mr. Rajat Burman Vice President-Business Development, Next Gen. Invent Corp.		

7. POWERS AND FUNCTIONS OF VARIOUS AUTHORITIES AND BODIES

- Meetings of the Governing Body:**

The Governing Body shall meet at least twice a year.

There should not ordinarily be a gap of more than six months between two meetings of the Governing Body.

The Governing Body:

- a. The Governing Body shall be the principal executive body of the Institute. All the movable and immovable property of the Institute shall vest in the Governing Body. It shall have the following powers, namely: -
- b. To provide general superintendence and directions and to control the functioning of the Institute by using all such powers as are provided by the Bylaws or the Regulations or rules made there under.
- c. To review the decisions of other authorities of the Institute in case they are not in conformity with the provisions of the Bylaws or the Regulations or rules made there under.
- d. To approve the budget and annual report of the Institute;
- e. To lay down the policies to be followed by the Institute;
- f. To ensure utilization of funds as per budget.
- g. To consider the progress report of the institution.
- h. To confirm the appointments and resignations of all staff members.
- i. To fix the admission criteria and fee to be charged from the students.
- j. To suggest ways and means of improve the functioning of the institute.
- k. Such other powers as may be prescribed by the governance.

Powers of Chairman-

- a. The Chairman shall, by virtue of his office, be the head of the Institute.
- b. The Chairman shall preside over all policy meetings concerning the long term strategic growth and development of the institute. In the absence of the Chairman at any particular meeting, the Director shall preside over the meeting.
- c. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Director of the Institute, take such action subject to these “Rules” as he thinks necessary and report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

Role of Director-

The Director shall be responsible for the organization of teaching and co-curricular activities of the Institute.

The Director will decide the policies regarding Examination (Institute) and admission to the Institute after consultation with the Director

The Director shall convene meetings of the faculty, as and when required, in consultation with the HODs and shall preside over the same. He shall formulate the policies and development programmes of the faculty and present the same to the appropriate authorities for their consideration.

The Board of Studies and Research (BOSR):

The Board of Studies and Research shall be the academic body of the Institute and shall, subject to the provisions of the Bylaws, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the Institute, and shall exercise such other, powers and perform such other duties as may be conferred or imposed upon it by the Bylaws. It shall have the right to advise the Governing Body on all academic matters. The constitution of the Board of Studies and Research and the term of office of its members, other than ex-officio, members, shall be prescribed by the Bylaws.

The Board of Studies and Research shall consist of the Director and such other members as may be prescribed by the Bylaws.

The Director shall be the member secretary of the Board of Studies.

The Board of Studies shall be the principal academic body of the Institute and shall, subject to the provisions of the Bylaws made there under, co-ordinate and exercise general supervision over the academic policies of the Institute having following structure-

Chairperson University Professors
Industry Representatives Faculty Members

The quorum for meetings of the BOSR shall be such as may be prescribed by the Bylaws.

Duties and responsibilities of the Board of Studies and Research

- I.** To make arrangements for the instruction and examination of persons not being members of the institute as may be necessary;
- II.** To promote research within the Institute and to require, from time to time, report on such research;
- III.** To consider proposals submitted by the Faculties;
- IV.** To appoint Committee for admissions to the Institute;
- V.** To fix, subject to any conditions accepted by the Society, the time, mode and conditions of competition for Fellowships, Scholarships and other prizes and to award the same;
- VI.** To make recommendations to the Institute in regard to the appointment of Examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- VII.** To approve the results of the various Institute examinations, or to appoint Committees or officers to do so, and to make recommendations regarding the conferment or grant of - honors diplomas, licenses, titles and marks of honor
- VIII.** To award Stipends, Scholarships, Medals and Prizes and to make other awards in accordance with the Bylaws and such other conditions as may be attached to the awards. The list of examinations of other Universities/Boards, etc. recognized for purposes of admission to a course of study in this Institute, is given in the Regulations part of the Institute's brochure.
- IX.** To publish lists of prescribed or recommended text-books, and to publish syllabi of the prescribed courses of study;
- X.** To perform, in relation to academic matters, all such duties and to do all such acts as. May be necessary for the proper carrying out of the provisions of the Bylaws.

Internal Quality Assurance Cell (IQAC)

The institute has established an Internal Quality Assurance Cell (IQAC). Since quality enhancement is a continuous process, the IQAC will become a part of the institute's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions.

The details and responsibilities of the IQAC are as below:

- Development of quality benchmarks/parameters for various academic activities.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related process.
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes.
- Development and maintenance of institute's database for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institute
- Preparation of the Annual Quality Assurance Report (AQAR)

The IQAC comprise of –

1. Director
2. IQAC Coordinator
3. Head of Department
4. A senior University Professor
5. Industry representative
6. Rep. Local Society
7. Faculty Members
8. Alumni
9. Student Representatives

✓ The IQAC coordinator shall be the Member Secretary of IQAC

1. Selection Committee

The Selection Committee for appointment of the faculty Members shall consist of the Chairman, the Director and the persons as specified.

1. The Chairman, or in his absence, the Director, if any, shall preside at the meetings of a Selection Committee.
2. The meetings of a Selection Committee shall be convened by the Chairman, or in his absence, by the Director, if any. The meetings shall be fixed at a time convenient to the nominee of the Governing Body and other persons nominated by the Board of Studies and Research
3. The quorum for a meeting of the Selection Committee shall not be complete unless, in addition to the Chairman, in a case where the persons nominated by the Board of Studies and Research/ Governing Body on the Selection Committee is four, at least three of them and where such number is three, at least two of them are present in the meeting. If the quorum is not complete, the meeting shall be adjourned.
4. The Selection Committee shall consider and submit to the Governing Body recommendations as to the appointment referred to it. If the Governing Body is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chairman for final orders.

2. Other Committees: -

1. Academic Development Committee: - The Composition of the Committee:

a. Director	b. HOD
c. Faculty members	d. Student CRs

The Roles and Responsibilities of the Committee:

- I. Curriculum Updation
- II. Updating Academics Calendar for all courses
- III. Conduct of Examination
- IV. Finalization of Time Table
- V. Introduction of new value added courses (MOOC etc)
- VI. Introduction of new pedagogy
- VII. Modernization of Computer Labs and Library

- VIII. Conduct of internal audit of ISO 9001:2015
- IX. Preparation of all exam related activities like Identification of paper setters, typing & photocopying of question papers, seating plan, Invigilation Roster etc.
- X. Interaction with Affiliating body, University, external agencies & other institutions
- XI. Any other issue aimed at enhancing quality of education.

2. 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 trimesters.
- (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 ridders.

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. Dean/HOD
7. Faculty
8. Parent Representative
9. 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 actionwith 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. Dean/HOD
3. Faculty Member
4. Representative from Civil Administration
5. Representative from Police Administration
6. Representative from local media
7. Representative from Non-Government organization.

3. Committee for Prevention of Sexual Harassment/Internal Complaint Committee

“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 thereto

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 behavior 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.

- i) The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

- ii) The Complaint Committee shall after examination of the complaint submit its recommendations to the Director of the institute recommending the penalty to be imposed.
- iii) 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
- iv) 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. Dean/HOD
3. Faculty Member
4. Representative from NGO
5. Representative from SHO, Delhi Police

4. 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 Affiliating body, 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 university 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.	HOD	Member
3.	Medical Practitioner	Member
4.	Faculty representative	Member
5.	Student Counselor	Member
6.	Psychologist	Member
7.	Student Representative	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 authorized 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 Affiliating body.
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 Affiliating body 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.

5. Library Committee

The Composition of the Committee:

1. 3 Faculty members – Professor, Associate Professor, Asst. Professor
2. Head Librarian

The Roles and Responsibilities of the Committee:

- I. Books purchases
- II. Finalization of prescribed books / reference books
- III. Procedure for staff / students for issuing of books
- IV. Duration for the books to be issued each time
- V. Recommend purchase/ Exchange of Journals.
- VI. Library timings
- VII. Identification and Liaison with Book-sellers / Publishers
- VIII. List of new books / areas to be prepared and put up for approval
- IX. Budget allocation / approval from management
- X. Rules for Non-compliance of Library rules
- XI. Suggestions for imparting Library Functioning
- XII. Compilation and circulation of the following reference materials
 - a. Brand equity (from ET)
 - b. Industry specific newspaper cuttings
 - c. Cutting on contemporary issues
 - d. Specific series started by any newspaper
 - e. Course Manuals
 - f. Previous Year Question Papers
 - g. List of articles downloaded

- h. Online Journals
- i. Floppy/ CD data bank: Downloaded from the internet

Canteen Committee

The Composition of the Committee:

- 1. 2 Faculty Members
- 2. HR & Admin.
- 3. One Class Representative of each programme

The Roles and Responsibilities of the Committee:

- Looking after the cleanliness and hygienic conditions of the canteen.
- Deciding on the menu and Rate of the items.
- Supervising the service provided by the canteen staff.
- Supervising the quality of the items supplied and services rendered in time.

Examination Committee

The Composition of the Committee: 1. Controller of Examination 2. Dean Management 3. Joint Registrar 4. HOD

The Roles and Responsibilities of the Committee: It shall deal with the finalization of date sheet, moderation of question papers and answer sheets, unfair means and all such matters related to mid-term and annual exam.

Students Welfare Committee **The Composition of the Committee:**

- 2 Faculty Members
- 4 Students Representatives

The Roles and Responsibilities of the Committee:

Identification of Student representative

- Collection of data from different departments including Merit positions and extracurricular achievements of students.
- Budget allocation
- Collection of articles from students and faculty

Alumni Committee

The Composition of the Committee:

Director

2 Faculty Members

4 Students Representatives

The Roles and Responsibilities of the Committee:

Interaction with Alumni (Meeting with Director/Chairman, Meeting with faculty, JIMS students visit) through Bi-annual/quarterly meetings.

- Maintaining the updated data bank of alumni
- Placement cell to interact with alumni
- Alumni events - organising an Annual Event (preferably in December)
- Finalizing the list of Alumni to be invited as guest faculty to share their experiences.

Sports Committee

The Composition of the Committee:

1 Faculty Member

2 Students Representatives

The Roles and Responsibilities of the Committee:

- Identification of Sports / Games (Indoor / Outdoor)
- Faculty for organizing different tournaments
- Venue booking- Stadium, Indoor / outdoor
- Approval / utilization of funds
- Guidelines for the games
- Co-ordination of the event
- No. of sports in each semester (Intra-college & Inter-Campus)
- Student Representatives
- Selection of teams, which can participate in Institute tournaments

Committee for Extra-Curricular Activities:

The Composition of the Committee:

4 Faculty Members

8 Students Representatives

The Roles and Responsibilities of the Committee:

- Identification of extra –curricular activities
- Preparation and conduct of weekly quiz (Management & IT)
- Organising Intra College competitions
- Organising Inter Campus activities like: Presentation & Project competition.
- Organising annual cultural Festival: ZEST & DANDIYA NITE
- Organising Inter College Cultural Festivals: KSHITIJ, PRISM, CYNET, POP STAR NITE
- Motivate students for raising sponsorships and promoting brand building publicity of Institute“s activities
- Identification of Venue and other details
- Co-ordination of the events.
- Responsibility chart of the concerned activity
- Drawing up and finalizing Number of events to be conducted in each Semester
- Selecting Student Representatives
- Designing the material for extra-curricular activities
- Monitoring the proper management of extra-curricular activities
- Selection of students, who can participate in the events organized by other Institutions.

Disciplinary Committee

The Composition of the Committee:

Director

4 Faculty Members

2 Students Representatives

Disciplinary Committee is constituted for the purpose of ensuring disciplined behaviour amongst students and maintains record of any disciplinary actions taken thereof for future reference.

The Roles and Responsibilities of the Committee:

- Finalizing Students representation from each class
- Periodic meeting with class – representatives and Chairman
- Areas Identified for enforcing discipline:
- Ragging
- Canteen discipline
- Class – Room discipline
- Passage / stair –case discipline

- Preventive actions
- Corrective actions
- Interaction with Parents

Placement Committee

The Composition of the Committee:

Director

Manager Corporate Relations

2 Executive from Placement Department 6 Students Representatives

The Roles and Responsibilities of the Committee:

- Providing summer/ final placements to students of every batch.
- Helping students in designing their curriculum vitae (CV's).
- Building up of data base CV's of students so that they can be sent to the organizations as and when required.
- Identification of student representatives from each class and having weekly meetings with them regularly.
- Giving them a feedback on their performance in interviews/ summer training.
- Help students to improve their performance on the basis of the feedback given.
- Organise one guest lecture per month for each class.
- Organise one Industrial visit per trimester for each batch.
- Identification of Industry mentors for PG Students.

Admissions Committee

Jt. Registrar/HOD Faculty Members Counsellors

The Role and Responsibilities of the Committee

To ensure that admissions process is conducted in a fair and transparent manner To maintain high quality of student intake.

To visit reputed colleges and make presentations to aspirants

IT Website and System Administration Committee: The Composition of the Committee:

The Head of the IT

2 IT Faculty Members 3 Lab Assistants

The Roles and Responsibilities of the Committee:

- Monitoring the functioning of computer labs and reporting problems, if any.
- Maintenance of Feedback Register and ensure that necessary action has been taken on the suggestions.
- To ensure appropriate Infrastructure required
- To monitor and update the institute's website.

Research & Publications Committee

HOD

Faculty Members

2 Student Members

The Roles and Responsibilities of the Committee

- Encourage faculty members to write papers
- Ensure research meets high quality standards
- Encourage faculty to engage in research with industry output.

Delegation of Financial Authority

Objective

The purpose of this guideline is to ensure financial responsibility and accountability for expenditures made on behalf of Jagannath International Management School (JIMS), New Delhi

The delegation of authority for approval of financial expenditures is limited to Approving Officials. Approving Officials are defined as management level staff comprising, Director, Joint Registrar and Manager (Administration), Manager Finance. Exceptions may be granted with written approval by the Chairman, JIMS

Applicability

The approval of expenditures governed by these guidelines includes:

- Purchase of general building equipment, tools and materials.
- Purchase of equipment, tools and materials for facilities (Labs, Canteen, Library)
- Maintenance and repair of building structure, equipment, machinery and fittings
- Travel expenses of Faculty and Staff on official duty (Local and Outstation)
- Training and Development expenses of faculty (FDPs, Workshops etc.)
- Expenditures relating to Seminars, Conferences, Workshops, Guest Lectures etc.

- a) Professional Services of Experts
- b) Hospitality
- c) Administrative
- d) Hospitality expenses in connection with visit of International faculty

Financial Limit

Approving Officials will approve transactions upto Rs. One Lakh per week.

Approving Financial Expenditures

Approving Officials will approve final transactions based on document review.

Approving officials may not approve transactions that involve reimbursements for themselves such transactions are to be approved at Director /Chairman's level.

Effective Date

01 July 2016

8. REGULATIONS RELATING TO STUDENT CONDUCT AND DISCIPLINE

1. Code of Conduct

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

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

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

Detailed guidelines on Code of Conduct for faculty and students are given separately under section 20.

2. Disciplinary Actions and Related Matter

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

a) Indiscipline

The Faculty shall have the power to take appropriate action against a student who misbehaves in his/her class.

The Dean has the power to reprimand, impose fine or take any other suitable measure against a student who violates either the Code of Conduct or rules and regulations of the institute.

Violation of the Code of Conduct by an individual or by a group of students can be referred to the „Discipline Committee“ of the Institute.

Constitution of Discipline Committee shall be as under:

Director	Chairman
Dean/HOD	Member
Registrar	Member
Two Faculty members nominated by Director	Member

b) Unfair Means

The faculty invigilating shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Director along with all the supporting evidences.

All such cases shall be looked by a Standing Unfair Means Committee:

Director	Chairman
Dean/HOD	Member
Controller of Examination	Member
Two Faculties members nominated by Director	Member

A student, teacher or other functionary of the Institutes can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Director may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman for its final decision. The above rules are also to be read in conjunction with para 11.11 (a) of the regulations relating to conduct and evaluation of examinations.

3. 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.

- 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.

9. DUTIES AND RESPONSIBILITIES OF OFFICERS, FACULTY AND STAFF OF THE INSTITUTE

1. Duties and Responsibilities of Director
2. Duties and Responsibilities of Dean
3. Duties and Responsibilities of Registrar
4. Duties and Responsibilities of Controller of Examinations
5. Duties and Responsibilities of Faculty Members
6. Duties and Responsibilities of Academic Co-ordinator (Exam Cell)
7. Duties and Responsibilities of Academic Co-ordinator
8. Duties and Responsibilities of Accountant
9. Duties and Responsibilities of Librarian

(Head of department , Class coordinator, Manager Admin)

1. Duties and Responsibilities of Director

- Responsible for overall efficient and effective functioning of all aspects of academics and academic and general administration.
- All matters related to academics including implementation of curriculum, conduct of examinations, interacting with visiting faculty etc.
- Taking care of placement activities of the institution and over viewing the placement coordinator's work.
- Conducting Training programmes for corporate executives and undertaking consultancy projects.
- To ensure that all systems and procedures as laid down are followed by faculty, staff and students.
- Analysis and action on feed back report and ensure that periodic reports as laid down are initiated by all subordinates as per periodicity.
- All academic administrative matters including attendance, discipline etc.
- Ensuring that all faculty members are working to their maximum potential.
- Regular Interface with Alumni.
- Motivating, advising and monitoring the counselors during the admission process.

2. Duties And Responsibilities Of Dean/HOD

- Coordinate various academic and administrative activities of the Department and also with other departments of the Institute.
- Ensure that recruitment of faculty is done as per the UGC/ Affiliating body norms
- Recommending books for library as and when required
- Supervising as well as helping in organizing Seminars /Workshops/MDPs / Industrial Visits etc.
- Analyzing the monthly reports and submitting a report to the Chairman/Director with

suggestions for improvement

- Inviting regular faculty feedback
- Conducting weekly faculty meetings
- Suggestions for improvement of respective Programme to be given to the Chairman/Director
- Helping in placement through individual contact
- Monitoring of work assigned to concerned faculties for compliance of deadlines.
- Ensuring preparations of question papers and evaluation of answer sheets on time from internal and external faculty members.
- Attending meetings of Universities.

3. Duties And Responsibilities Of Registrar

- Overseeing admission /registration formalities and process.
- Approving leave of all employees.
- Processing of salary.
- Approving all payments including petty cash payments.
- Liasioning with the Affiliating body.
- Monitoring the process of issuing of identity cards.
- Approving the DTC passes for the students.
- Collection and compilation of periodical reports.
- Overseeing the infrastructure and facilities management.
- Monitoring the canteen facilities.
- Coordinating the arrangement for various cultural, sports, fresher's, farewell events & seminars / Workshops.
- Conducting recruitment interviews for various positions in the Institute.
- Conducting Governing Body/Academic Board Meetings.
- Member of discipline/Administration/Sexual harassment/Alumni, committees.
- Overseeing Reception Desk, Accounts Section, Housekeeping, stock verification, Stationery purchase, etc.

4. Duties and Responsibilities of Controller of Examinations

- Documentation of guidelines for conduct and assessment of the examinations.
- Circulation / Preparation of examination documents i.e. date sheets, seating plan, duty chart, Remuneration bill, Attendance sheet, Examination Paper for the Internal and External

Examinations (if applicable).

- Preparation of Debarred List (if applicable) of students who are not allowed to appear in the examination.
- Coordination for Examination paper preparation by the subject faculty.
- Moderation and printing of sufficient copies of the Examination paper.
- Conducting Regular / Re appear/ Improvement /Supplementary Examination.
- Maintaining interface with all the faculty members and the students for examination related norms and issues.
- Coordination with the head of the departments for Compilation of result and analysis.
- Liaison with the external bodies i.e. Affiliating body/ U.G.C for Examination and results related issues.
- Preparation / Circulation of Mark lists and degrees.
- Maintaining secrecy in all Examination related activities

5. Duties and responsibilities of faculty members

The following academic responsibilities will be performed by the faculty:

- Class coordinator ship for a batch of 60 students
- Monthly report to be prepared concerning various issues of the batch which is to be discussed in a monthly meeting with Director.
- Monitoring attendance/Discipline of students, Preparation/collection of assignment.
- Preparation/updating of course manuals
- Organizing parent - teacher meeting
- Contributing articles in refereed journals and /or publishing books or chapters in books by reputed publishing houses.
- Assisting in the holding of MDPs, seminars, conference and workshops
- Preparing study manuals for various subjects“
- Regularly organizing quizzes, surprise tests and presentations for students
- Results to be prepared by academic assistants to be monitored by the faculty.
- Original documents to be collected at the time of admission by the faculty and the same to be kept in custody by the Academic Coordinators.
- Preparation of subject files to be done by Class Coordinators.
- Results of the batch to be cross verified by the faculty.

6. Duties and responsibilities of academic coordinator (exam cell)

- Be aware of all policy formulations of Affiliating body pertaining to academic calendar, admissions, Exams, re-exams, results and their analysis.
- Draw yearly exam calendar
- Filling of all forms as required by Affiliating body and ensure submission on time.
- Issue notice regarding last date for payment of fees in consultation with the director.
- Analyse that result of all our students have been declared. Bring out problem cases of non declaration of results. Follow up all the problem cases.
- Receipt and record all mark-sheets and degree certificates.
- Distribution and issue of all student documents to students and keep record.
- Making of all mark-sheets and diploma and cross check its accuracy.
- Record of all project reports, viva-voce and practical examination.
- Collecting re-appear forms of the students.
- Publish date sheets, other notifications of the conduct of Examination.
- Periodic effective follow up of all pending cases with Affiliating body till final resolution.
- Effective follow up of cases of JIMS alumni.
- Maintenance of all files with proper indexing.
- Safe custody of all documents.
- Systematic Storing of all pending documents of students for easy retrieval and issue.

Internal Exams

- Collection of answer sheets after each internal exam and issuing to concerned faculty
- Ensure early checking of answer sheets of our internal exams and pursuing vigorously with defaulting faculty.
- Compilation of our internal Mid Term & End Term Exams.
- Getting checked from programme coordinators all results before putting up for approval to the director.
- Declaration of Results
- Analysis of results
- Safe custody of exam results for future reference.
- Taking approval of director for disposal of old answer sheets at the end of each semester.
- Performing any other duties as assigned by the Director
- Periodic visit to all related websites.

7. Duties and responsibilities of academic co-ordinator

- Cross check whether the assignments and notes are being distributed properly in all the semesters/trimesters or not.
- Interaction with all the faculty members including visiting faculty from time to time for course coverage.
- To visit all the classes to discuss class problems and to communicate the same to the management.
- Daily Implementation of Time Table
- To coordinate with all core and visiting faculty members
- Faculty Feedback
- Conduct meetings at regular interval with all Programme Heads
- Take appropriate action in consultation with the Director in case of shortage of attendance
- Ensure proper recording of results and maintaining of files of different batches
- Collection and disbursement of honorarium of guest speakers and external examiners
- Calling up of parents for shortage of attendance and intimation of results
- Distribution of admit cards, degrees and marks sheets
- Collection of certificates after the commencement of the new semester.
- Ensure Updating of Student Database
- Distribution of bags
- Coordinate daily functioning of Academic Assistant.
- Maintain custody of students' documents (Original school marks sheets etc.)
- Supervision of subject files and attendance files at the beginning of the semester.
- Ensure data on cumulative attendance and uploading on sites.
- To arrange guest lectures and industry visits
- To arrange Summer Internships and Final Placements
- Counseling for autonomous programmes and record keeping
- Ensure hospitality befitting the image of the institute be extended to visiting guest faculty etc. on each occasion

8. Duties and responsibilities of an accountant

- Should maintain salary of staff (after going through the attendance and leave details)
- Maintain record of all bills / bare transactions / leave records
- Maintain petty cash for day-to-day transactions
- Arranging payment of various bills according to the due date
- Maintain Tax details.
- Maintain fee records / receipts of students
- Prepare monthly / weekly details of all transactions and submit it to the Chairman for review.
- Sit with the auditor for clarification of account details, if required
- Liaise with Banks
- Preparation of fee defaulters list and forward the same to respective programme coordinators for further action.

9. Duties and responsibilities of librarian

- To provide guidance to readers in locating and using the documents of their interest.
- To promote the use of library by publishing the library services.
- Referral of documents
- Reservation of documents & Leading service
- Maintenance of vertical files containing pamphlets, prospectus, reports etc.
- To send paper cutting of important news from economic newspaper to the Director/Chairman in a folder every week
- Readers advisory service
- Operating the inter – library loan facility .
- To guide the development of the book collection and periodical collection of the library and to be responsible for all the collections
- Keep Prospectus and placement brochure of various institutes
- Keep contact with the book distributor and work out various incentive schemes

- Look after the cleanliness of the library
- Sending reminder to faculty of books that are kept beyond the stipulated time and bring to the notice of the Chairman
- Receive the requisition of the books by the faculty members
- Ordering the books to the suppliers
- Accessioning the books in the accession register and keeping the bills in to the library records
- Technical processing of the books (cataloguing, classification and computer data feeding)
- Journal processing
- Collecting the different articles from different newspapers and magazines
- Drafting the library rules
- Conduct the annual stock taking
- Library administration
- Getting the membership of different library members
- Maintaining the discipline in the library
- Obtaining & maintaining previous year question papers.

10. RECRUITMENT, SELECTION AND PROMOTION POLICY

Introduction

Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in JIMS with the view to satisfying human resources needs. The search may be internal like References and external like Newspaper Advertisement. Any position within JIMS that becomes vacant will be filled, as per the employment procedure. Restructured on newly created positions will only be activated upon approval from the Management. The success of an Institute depends upon the recruitment of employees who are flexible, adaptable and committed to the success of the Organization.

Objectives

This section aims to promote and maintain high standards of professional recruitment practice. It depends on the requirement of the Department.

Its purposes are to:

- Ensure that recruitment is considered an essential part of the human resource;
- Ensure and explain best practice for all types of recruitment;
- Maintain professional standards whether recruits are easy to find or not ;
- Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure.

□ Recruitment Authorization Procedure Authorization

All authorization procedure detailed below must be completed prior to the commencement on any recruitment procedure.

- Prior to the employment of any employee the concerned HOD must make a formal request.
- Employment of Personnel to the position of Head of Departments will require the authorization of the Management.

Procedure

- a) The Head of Department will complete the Employment Authorization form.
- b) The Head of Department is responsible to ensure correct authorization procedures have been complied with.
- c) The Head of Department will provide the Human Resources Officer with a fully authorized Employment Authority Form and instruct commencement of Recruitment.
- d) Adherence to the Statutory requirements (like UGC/ Affiliating body /Govt.) wherever applicable.

Newly Created / Restructured Positions

Authority shall be vested in the Management to consider request for the activation of a newly created or restructured position.

- Activation of a position shall be allowed by the submission of a formal request by the Head of Department to the Human Resources Officer.
- Once the need to fill a vacancy has been identified, the Head of Department will submit a recommendation to the Management for the activation of the position.
- Internal References shall be sent via e-mail or other means to all employees by the Human Resources Officer, while external advertisements shall be placed in specified local newspapers.
- Wherever applicable, the interview panel shall be in conformity with statutory requirements.

Employment Procedure

- The Human Resources Officer shall receive all applications for employment and shall acknowledge receipt thereof in writing. All applicants for employment shall be addressed to the Human Resources Officer.
- The Human Resources Officer shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Head of Department concerned, together with a full list of all applications received.
- The Head of Department, in consultation with the Human Resources Officer, shall draw up the shortlist of candidates for interviewing.
- The Human Resources Officer shall invite the short listed candidates for interviews, and will ultimately make a recommendation to the Management for appointment.
- A summary of the interviews shall be prepared by the Human Resources Officer and kept for record purposes.
- The Human Resources Officer shall ensure that Reference Check on shortlist candidates is done, and then the employment offer in consultation with the relevant Head of Department to the selected candidate which upon acceptance shall be followed by an appointment letter signed by the Management or his/her delegate.

**The Selection Committee:**

A. The Selection Committee for appointment to the posts specified below shall consist of the Chairman, the Director and the persons as specified against each.

Professor	i) Chairman ii) Director iii) One Professor of the Department to be nominated by the Director iv) Three persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Professor will be concerned.
Associate Professor/ Assistant Professor	i) Chairman ii) Director iii) One Professor of the Department or if there is no Professor, a Associate Professor of the Department to be nominated by the Director. iv) Two persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Associate Professor/Assistant Professor will be concerned.
Director / Dean	Three persons not in the service of the Institute of whom two shall be nominated by the Governing Body and one by the Board of Studies and Research for their special knowledge of or interest in a subject in which the institution is being provided.

B. The Panel for non-teaching members shall consist of the following persons:

- a. The Head of Department
- b. The experienced person of the same subject
- c. For Management Positions selected Board Members shall attend

Note:

- i. Wherever applicable, the Interview Panel shall be in conformity with statutory requirements of Affiliating body /UGC.
- ii. The employee will be given salary in accordance with Affiliating body /UGC norms.
- iii. The salary will be revised annually in accordance with the Institute's policy
- iv. In addition to the annual compensation, employee shall be eligible for a target based performance incentive the details of which are specified in Institute's HR Policy.

The Incentive Scheme is subject to revisions at the discretion of the Institute's management.

Probation

Employee shall be on probation for an initial period of six (6) months from the date of commencement of duties, the period of which may be further extended at the discretion of the Management. After the completion of the probationary period, the appointment will be confirmed in writing, subject to satisfactory performance.

Age

Applicants who have age of Eighteen (18) to sixty five (65) years can only be appointed **for Non-Teaching Staff** and applicants who have age up to Sixty five (65) **for Teaching Staff** on approval by the Management. The retirement age of the teaching staff shall also be subject to the provisions in this respect by statutory bodies viz Affiliating body /UGC etc.

Appointment

All staff members will be appointed by the Management of JIMS or Board of Trustees

Letters of Appointment:

The formal letter of appointment will bear the signature of the Authorized person. The letter shall require the signature of the appointee before the appointment is considered effective.

Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Every member of staff is expected to devote his/her time and attention to work and not engage in activities that may conflict with JIMS interests or negatively affect their performance. Job Descriptions shall be reviewed yearly.

Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period and availability of funds.

Personal Data

On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form. New employees must also furnish JIMS with a declaration of family details, PAN no. , contact details with address and Permanent address and provide photocopies of certificates and other testimonials.

Any changes in personal status shall be reported promptly to the Human Resources Officer by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.

Induction

All new staff shall undergo induction training to assist them in the process of becoming integrated to the institution within the shortest time possible. The respective immediate senior in collaboration with the HR Officer shall conduct induction training.

Prescribed Qualification and Experience

There are three categories of faculty in the Institute i.e. Assistant Professor, Associate Professor and Professor. Unless and otherwise specifically provided elsewhere, normally regular appointments as faculty will be by direct selection and by inviting applications through public advertisement. Procedure of Appointment of Faculty is mentioned hereunder. The qualifications for faculties shall be as prescribed by the Affiliating body as the case may be, from time to time.

The post of faculties to be filled in the qualifications required will be as under in accordance with Affiliating body.

a) **Assistant Professor** (Rs. 15600-39100+AGP of Rs. 6000) Minimum Qualification:

First class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

Desirable:

Two years relevant Experience

b) **Associate Professor** (Rs. 37400-67000+AGP of Rs. 9000) Minimum Qualification:

i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

ii) PhD or equivalent in appropriate discipline.

(Equivalence for PhD is based on publication of five International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization).

iii) Minimum of five years experience in teaching /research/ industry as an assistant professor or equivalent position in regular scale.

Desirable:

Post PhD publications and guiding PhD student is highly desirable.

c) **Professor** (Rs. 37400-67000+AGP of Rs. 10000) Minimum Qualification:

i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

ii) PhD in appropriate discipline.

iii) Minimum of ten years teaching/research/industrial experience of which at least five years should be at the level of Associate Professor.

or

Minimum of thirteen years experience in teaching and/or Research and/or Industry.

iv) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.

Desirable:

Post PhD publications and guiding PhD students is highly desirable. d) **Director** (Rs. 37400-67000+AGP of Rs. 12000)

- i) Minimum of ten years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of thirteen years experience in teaching and/ or Research and/or Industry.
- ii) In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.
- iii) Flair for Management and Leadership is essential. Desirable:

Post PhD publications and guiding PhD students is highly desirable.

The Above qualifications and the remuneration is subject to change as per Affiliating body /UGC Guidelines

Transferability

Employee shall ordinarily be required to work at local office of the Institute, but is liable to be transferred to any other unit of the Institute, as required by the exigencies of the business at the discretion of the Institute.

Notice Period; Termination

- i) During the period of probation as prescribed in Clause (b) above, the services of the employee are subject to termination at any time. After confirmation, the institute has the right to terminate this contract by giving a notice of one month or by paying an amount equal to one month salary, in lieu of the notice period. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, employee will be required to give one-month notice or salary in lieu before leaving the service.
- v) The Institute may terminate / suspend employee's services at its discretion at any time immediately upon written notice if an act of moral turpitude or financial irregularity is established against him/her.

Code of Conduct and Policies

- i) The employee shall at all times carry out such duties and responsibilities as may be assigned by the Institute and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of his/her ability to protect and promote the interests of the Institute.
- ii) During his/her employment, the employee shall devote the whole of his/her time and attention to the business of the Institute as directed by the Management, and shall not be interested in or employed at any time (either directly or indirectly) in any other business/undertaking what so ever so long as he/she is in our employment.
- iii) If at any time employee is involved in any legal/administrative/quasi-judicial proceeding(s) he/she shall immediately inform the Institute the details thereof.
- iv) Employee shall not at any time use his/her association with the Institute to gain unfair advantage for personal purposes.

Confidentiality

- i) **Use of Institute's name:** Employee shall use the Institute name, logos, trademarks or other identifiers strictly in the manner permitted by the Institute's policies, or for the purposes of provision of Services delegated to him/her to the extent required. Upon termination of his/her employment with the Institute, he/she shall not use the Institute's name, logo, trademark or other identifier for his/her personal or professional benefit.
- ii) **Information:** Employee shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Institute which may be known to him/her or confided in by the Institute its representatives, authorised personnel's, vendors, sub contractors, clients etc and by any means and he/she will use such records, documents and information only in a duly authorised manner in the interest of the Institute.

Non Compete

Employee represents and warrants to the Institute that he/she is under no contractual, fiduciary, professional or other obligation or commitment that prevents him/her from entering into this contract, or is otherwise inconsistent with his/her obligations under this contract. If he/she were previously employed with another organisation, he/she represents and warrant to us that he/she has returned all property and confidential information belonging to any prior employer and does not have any outstanding issues/ unfulfilled employment obligation pending with his/her previous employee having legal ramifications / consequences for us.

Other T&C

Hours of work, Leave rules, incentives, rewards etc. are as specified in Institute's HR Policy.

General Parameters:

1. All staff members shall be appointed as per the eligibility rules and procedure laid down by the relevant regulatory authorities and statutory bodies.
2. In addition the Institute can frame its own set of criteria for recruitment as per the local/ institute level requirement.
3. The staff salaries and other benefits shall be in conformity with the rules laid down by statutory authorities.
4. The principle of equal pay for equal-work shall be adopted in all cases. In case an anomaly arises, the employee(s) with lower pay shall be upgraded to bring them at par.
5. Pay revision and promotion shall normally be done at the beginning of the academic session (July -June) and shall be applicable w.e.f July.

Promotion Policy

The promotion of faculty to higher cadre/grade pay and post is not only on the basis of qualifications and number of years served but also on the basis of his/her contribution in teaching, research and extension/institutional development. A teacher aspiring for promotion in any academic year should provide relevant information through or along with the Appraisal Form. All promotions will be made by the Institute's Promotion Committee in accordance with University/ Affiliating body regulations.

The promotion of non-teaching staff shall be made on the basis of seniority-cum- fitness, quality of annual performance appraisal for preceding three years. The benchmark for all promotion will be consistently "Good" grade and that the employee should not have had any adverse entry or been awarded penalty on disciplinary grounds for the past five years. All promotions will be made by the Institute's Promotion Committee.

The Promotion committee will comprise of following members:

- Director
- Head of Department

- Subject Expert

11. PERFORMANCE MANAGEMENT POLICY

Introduction

Decisions concerning career development, promotion, succession planning and compensation depend on information provided through effective performance management. Employees in JIMS must understand the requirements of their jobs as well as the expected results. The actual assessment of how well they have done will be undertaken at the end of each year through a comprehensive appraisal of their performance in relation to these expectations.

Objectives

Staff appraisal is often viewed as a punitive measure where most juniors regard it as an exercise when their seniors would get even with them for whatever reason. JIMS therefore seeks first to promote a healthy understanding of this process in terms of being an avenue to promote dialogue between staff and management as well as a system through which specific needs of staff are identified and brought into the limelight. Specifically, the appraisal process at JIMS is undertaken to:

- Review performance of the staff against assigned tasks and responsibility
- Identify the areas of weaknesses and provide positive feedback to the staff on their individual and team performance;
- Identify the areas of strength in each staff
- Identify staff who can be developed to take up increased responsibilities
- Identify the staff training needs
- Plan for the following year
- Feedback Analysis

Responsibilities of Dean/HODs

Dean/HODs are responsible for conducting substantive discussions and taking conclusive performance-related actions. These actions include selecting or developing performance plans, communicating outcomes and expectations to employees, establishing employees' development plans, providing performance-related feedback to employees at prescribed intervals, preparing end- of-cycle summaries, and discussing the summaries with employees.

The Performance Management Process:

a) Performance planning:

A Performance Plan is a written document between an employee (and team) and his or her senior. The performance plan describes what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured. This part of the plan is based primarily on the goals of JIMS and the employee's job description.

b) Monitoring

Monitoring is the process of making accurate and objective performance observations based on the outcomes and expectations contained in an employee's performance plan. In addition, the Director/Dean/HOD will provide timely feedback throughout the performance cycle to encourage employees to maximize their performance. Performance observations will be provided from multiple sources.

Employee's role: Provide self-evaluation twice per performance cycle, and provide upward feedback once during the performance cycle. If applicable, provide performance input as a peer, customer, or key members of cross functional teams/interface groups.

Dean/HOD's role: Collect data, provide feedback, make performance observations, document results, and manage overall process.

Application to teams: When using this process in a team setting, the following need to be considered:

- A) Team has a strong peer input feedback mechanism in place.
- B) Each team member must be willing to supply self-evaluation of the team's performance.

Managing unacceptable performance: If at any time during the performance cycle the employee is not performing to the level agreed upon in the performance plan, the employee is placed into an opportunity to demonstrate performance, or any other applicable performance improving tool in an attempt to bring the employee's performance up to an acceptable level.

c) Performance summary

The performance summary is a consolidation, discussion, and acknowledgement of employee accomplishments and effectiveness throughout the performance cycle.

- Provides an assessment of actual achievements based on the outcomes and expectations contained in the performance plan.
- Includes a synopsis of formal feedback received during the performance cycle.
- Contains highlights of developmental activities undertaken during the period.

The performance summary represents the review of record for the performance cycle.

Purpose:

Performance summaries may be used for:

1. Identifying developmental needs.
2. Determining compliance with the agreed upon performance plan.
3. Analyzing individual [or team] performance.
4. Basis for individual recognition.
5. Basis for team acknowledgement/recognition.
6. A point of consolidation of feedback from the performance cycle.

Frequency: Typically the performance summary is an annual process of documentation and discussion between a Head of Department and an employee. This discussion shall occur within 30 days from the end of the performance cycle.

There are several conditions under which a performance summary may occur more frequently.

They include instances where

1. The performance plan represents a cycle shorter than a year.
2. The performance plan changes significantly during the year.
3. An employee transfers to another job, department, section, team, division, etc.

Time under performance plan: An employee must be in his or her current performance plan for 90 days to receive a performance summary. This 90-day requirement also applies to details. If a performance cycle includes a detail of 90 days or greater, the performance summary for the performance cycle may include the performance summary for the detail period.

Documentation: A narrative discussion of the individual performance compared to the outcome(s)/expectations(s) as spelled out in the performance plan. The summary is a narrative describing employee accomplishments of the agreed upon outcomes/expectations in the performance plan. The relationship of the narrative and the plan represents the employees' annual performance review.

Record keeping requirements: The performance summary of record shall be maintained in the Personnel File. The sample performance appraisal form is attached as an annexure-1

Relationship to performance based pay systems: The performance summary may be used as a factor in determining eligibility for a pay increase in a performance based pay system.

Application to Teams: Teams can receive performance summaries; however, the accomplishments of a team cannot be a primary or secondary outcome of an individual's performance plan. Additionally, a team performance summary does not eliminate the requirement for an individual performance summary.

Requirements for departing/transferring Dean/HODs: A departing/transferring Dean/HOD should provide a performance summary for each of his or her employees before leaving. In a situation where a Dean/HOD leaves his or her position within the last 90 days of a performance cycle, the departing/transferring Dean/HOD should close out the current performance cycle by completing and providing a performance summary for each of his or her employees. As a result, the new performance cycle may cover up to 15 months.

d) Recognition

A means of acknowledging employees for sustained outstanding performance/service and providing incentives to continue provide outstanding performance/service. Recognition should be linked to performance outcomes. For example, employees should be recognized/rewarded for being results- oriented and customer-focused. Other contributing factors could be increased morale, contribution to team cohesiveness, contribution to the success of the performance management process.

e) Pay Revision and Promotion: Teaching Staff:

- i. All promotions from lecturer (re-designated as Asst. Professor) to Assistant Professor (re-designated as Asso. Professor) to Professor to Dean etc. shall be in conformity with the procedure and qualifications laid down by the statutory bodies.
- ii. Pay revision shall be done as per University/ Affiliating body regulations.

For non-teaching staff:

The performance appraisal of non-teaching staff shall be done on the basis of the inputs/ confidential report of their immediate superior; self-assessment report and the report of the Head of the Institution.

Pay revision shall be done as per the than prevailing scales of pay.

f) Annual Confidential Reports

- i. Annual Confidential Report (ACRs) of employees of the school shall be rendered and maintained once a year. However for faculty reports will be rendered twice a year.
- ii. The aim of the Annual Confidential Reports (ACRs) is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed ONLY during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.
- iii. It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication-of the efforts made by him by way of guidance/admonition to reform the employee.
- iv. For exceptional good performance the management may reward the employee in any manner they deem fit.

12. TRAINING AND DEVELOPMENT POLICY

Introduction

JIMS strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. As such, JIMS will always strive to attract and retain employees of the highest caliber.

To achieve this, JIMS will recruit all levels of staff strictly on merit. After their engagement, the trust will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

Objectives

The objectives of the Training and Development Policy are:

- providing teachers with training opportunities to achieve maximum effectiveness;
- ensuring that they develop their skills and capabilities to be able to work efficiently and respond rapidly to changes within the organisations;
- improving performance of their present duties;
- ensuring that the best use is made of their natural abilities and individual skills for the benefit of the organisation and their career.

In fulfilling above objectives care is to be taken to:

- a) Ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels, with particular emphasis on the lower ranks;
- b) Equal opportunity is provided in training and development within all Department.
- c) An environment that is conducive to self-development and career advancement of faculty members is created.

Focus Areas

Faculty development in general refers to those programs which focus on the individual member. The most common focus for programs of this type is the faculty member as a teacher. Faculty development specialists provide consultation on teaching, including class organization, evaluation

of students, in class presentation skills, questioning and all aspects of design and presentation. They also advise faculty on their aspects of teacher/student interaction, such as advising, tutoring, discipline policies and administration and give some instructions and information about Curriculum development.

A second frequent focus of such program is the faculty member as scholar and professional. These programs offer assistance in career planning, professional development in scholarly skills such as publishing, committee work, administrative work, supervisory skills, and wide range of other activities expected of faculty.

A third area on which faculty development programs focuses is the faculty member as person. This includes wellness management, interpersonal skills, and a host of other programs address the individual's well-being.¹

A fourth area is development of skills for successful research careers getting funded, conducting innovative research, getting published and giving scientific presentations.

Special area for improvement in teaching is development of interpersonal and communication skills.

Developing of Faculty Leadership Skills is also an important criterion and different programmes are to be organized for leadership, management skills and business of management.

Knowledge and Skills Development

At JIMS Faculty development has three aspects or characteristics: enhancing knowledge, developing skills, and improving understanding.

Each of these characteristics requires a different approach to faculty development activities. Activities focusing on enhancing knowledge are those that help the teacher to increase his/her understanding and knowledge in his field of interest. As regards improving of skills (delivery methods), activities are to be performed in order to improve teacher's proficiency or ability to implement or apply what he or she learned. It is also important to work on improving of interpersonal skills and communication abilities in which a teacher observes another teacher. All three aspects are to be combined together.

Quality faculty development has the power to increase teacher" knowledge and skills, while changing what educators believe about student learning and how they interact with students.

For effective faculty development following are necessary:

- Teachers realize that continual learning is essential to student success
- Creation of faculty development plans, based upon student learning data
- Creation of individual faculty development plans
- Regular evaluation of faculty development program to ensure experiences are high quality,
- learning is research based and should meet plan goals.

Process and Criteria

JIMS will as much as is possible handle staff training as an integral part of its institutional development. It will endeavor to train its staff continuously and impart them with new skills, through some of the following ways:

1. JIMS shall from time to time identify training courses, seek funding, and identify staff to attend such courses.
2. JIMS regularly organizes FDPs for faculties and MDPs for the management and the staff.
3. JIMS will also encourage staff to pursue further training on their own, which it could also support whenever there are funds available;
4. Professional staff such as certified accountants, economists, bankers, etc, shall be encouraged to attend functions organized by the institute.
5. Training or Development Programme shall only be offered as per feedback of MDP (Management Development Program) for teaching as well as non-teaching staff, it depends on person to person in different conditions.
6. JIMS shall encourage faculty to design and deliver MDP/Workshops programmes for corporates.
7. JIMS shall motivate faculty to write and publish quality research papers/present them at conferences suitable incentives to be provided to faculty in this regard.
8. Annual Research Paper Competition to be held and suitable cash prizes awarded to faculty for the Best Research paper and the Second Best Research published by them in reputed journals.

In the event where an employee cannot attend a particular Seminar/Presentation training for one or the other reason, such employee should inform the Human Resources Officer in writing at least three working days before the commencement of the course through his/her senior. Shorter notice through the same procedure shall only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.

The nature of faculty training and skills development could take the following forms:

- a) Development in Teaching Techniques
(Classroom Management, Curriculum Development, Learning Styles, On-Line Delivery etc.)
- b) Special Skills Development
(Computer Software Training, Diversity Awareness Training, Communication/Inter personal Skills Training etc.) FDPs, Refresher Courses Workshops etc to be conducted.
- c) Job Skills Development
(Learning New technology or methodology, Industry internship experience, Project Guidance/Mentoring etc.)
- d) Community/Civic Service
(Active Participation in Rotary, Lions etc., Leadership of College Committees, Working with student in Community Welfare projects, Bharat Swacch Programme etc.)
- e) Faculty members are also encouraged to pursue higher studies such as M.Phil/Ph.D programmes for which leave and incentives are provided as per the institute's HR Policy.

Non – Teaching Staff

Professional Development of staff is based on following principles:

- The institute is committed to supporting the development of its staff
- The staff are encouraged to improve their own and other people's performance
- The institute will strive to recognise the contribution made by all staff
- The institute is committed to ensuring equality of opportunity in the development of the staff
- HODs will work towards supporting the development of staff within their areas.

Professional Development :

- Will give equality of access to training for non-teaching staff.
- Is available for individual staff to plan their careers and to identify career opportunities
- Involve guidance and support before, during and after training as appropriate
- May include a variety of Strategies, including ,in-house training

Student Development

Balancing study work and the ongoing pressure of daily life all at once isn't easy. We equip students with targeted strategies and skills to help them better manage their studies and more effectively plan their careers.

Student Development in JIMS focuses on following aspects:

- Academic Development
- Industry Interaction
- Co-curricular Activities
- International Study Tours/Exchange Programmes
- Personality Development
- Consulting and Mentoring

Academic Development

Academic Development of student is ensured by providing a vibrant learning environment characterized by diversity and inclusiveness. The Curriculum is reviewed and enriched every six months by expert members of the Board of Studies and Research. The curriculum course structure is designed by drawing from curricula of top B-Schools in India and abroad. It offers flexibility of choice by offering five specializations from which two need to be opted for.

The curriculum is implemented by well qualified faculty with requisite industry experience. Teaching-learning effectiveness is ensured through application of innovative pedagogical techniques. Experts from Industry are also invited to conduct supplementary classes and Guest Lectures to provide a practical view of trends as obtaining in industry

Industry Interaction

Students are provided ample opportunities to engage with Industry managers and benefit from first hand perspectives and experiences shared by these managers.

- Summer Internship
- Live Mentoring Project
- Final Placements

Co-Curricular Activities

Students attend various events such as Conferences, Seminars, Workshops and Guest Lectures where they meet and interact with Industry managers at all levels. The workshops in particular offer a valuable experience as students are given assignments on topical issues to work on.

Personality Development

A special one year Personality Development programme has been designed which helps students to enhance their self-confidence by developing an array of personal, interpersonal and team Skills. They are taught key concepts such as Self-Awareness, Self-Esteem, Management of Time and Stress, Conflict Resolution Techniques etc. They also undergo regular drills in GDs and PIs which help them to prepare for the final placements with a good measure of confidence and optimism.

Career Development

The students receive continual consulting and Mentoring assistance by faculty, placement counselors and Industry mentors to help them decide on what job profile or industry sector they should opt for. The introduction of entrepreneurship specialization during which students get to execute two projects with start-ups has enthused many of them to consider starting their own ventures as an option to campus placement. The planned establishment of an incubator in the campus will act as further impetus to aspiring student entrepreneurs.

Counselling and Mentoring

Apart from Counselling and Mentoring assistance that is provided to students during SIP and final placement students also turn to their faculty coordinators to seek solace during times of work and examination stress. An external Counsellor is on call to assist students should any request be made for such service

International Study Tours/Exchange Programmes

Students are offered various opportunities to opt for study tours abroad or visit foreign universities on student exchange programmes. These programmes are organised in collaboration with our partners such as Cologne University, Germany, NNBS, Holland, Wesminster,UK, NTU, Singapore etc.

13. 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.

Staff:-

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will work on two full Saturdays and one half Saturday in a month. These Saturdays will be pre-defined by the Director of respective campus.

Common

- Effort should be to ensure that all faculty and staff members are present on the fourth / fifth weekly off day so that FDP or any other formal academic event may be organized.
- A grace of 5 minutes is allowed to all members from their reporting time.
- Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.
- In case an employee is late for the fourth time then one day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.
- In case any Month has five Saturdays than faculty and staff members will be required to work an additional full Saturday in that month

a. Tracking Attendance:

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

b. Leave Rules

- i. Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.
- ii. Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- iii. If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.
- iv. Faculty and staff may also avail 15 days leave during summer i.e between 15th May and 30th June. The summer leave will preferably not be split into parts, it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director.
- v. All leave applications should be routed through Director/HOD, who are controlling the daily implementation of time table, to the Director.
- vi. The Chairman will have the prerogative to cancel leave of any faculty and staff.
- vii. Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.

- viii. There is a Provision for carrying forward of balance medical leaves to the following years and, in case these are not utilized until retirement/resignation from service with a minimum duration of stay of 3 years, the leaves can be en-cash to the maximum of 30 medical leaves.
- ix. Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.
- x. 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.
- xi. Half Day Leave- The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

Public Holidays

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

Bi Annual Appraisal

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

Separation by Resignation

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

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.

“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.

14. RESEARCH POLICY

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 emphasis 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.

Research Policy Guidelines

- Each Faculty is expected to publish at least two research paper in an academic year.
- Faculty members can consult as well as co-author research papers with other Faculty from within or outside from other Universities/institute to improve collaboration and lend credibility to the research.
- If a research paper is published based on his/her work in hard copy or electronic form in a reputed/refereed international journal as recommended by the Research Committee of the Institute, the incentive will be paid to the faculty member.
- The policy encourages research but condemns unethical methods of publication such as plagiarism or publishing in predatory journals.

Reimbursement of registration fees for participation in Seminars/Conferences:

Refer para 20.12 of HR Policy

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.

3. 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 university/ affiliating body 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/-

Facilities and Expertise for Research Work

- Institute has a Membership of:
- The National Digital Library
- The American Library.
- Institute has a large number of International journals available in the library.
- Access to online databases and software's to facilitate research: e-Library, Del-net, J-Gate, Capital line Online Database is there for Faculties and students.
- Internet is freely available in the campus 24/7
- Interaction with experts from other universities and the corporate world

4. 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.

➤ Research Policy Incentives

(i) Research Activity and Workload

- Research activity is given high priority.
- The faculty members engaged in research projects can opt for one trimester of study and research and will not be given any teaching load in that trimester.
- A further extension is given based on the research committee's evaluation.
- An incentive of a 5% rise in the salary is given to those who complete their doctorate.
- Whilst considering Faculty Promotions significant weightage is given to their research performance

(ii) Publication of Research Paper:

- If a research paper is published in a reputed /refereed National or International journal as recommended by the Research Committee of the Institute, the incentive will be paid to the faculty member as indicated below:

ABDC Journals

• Category „A“ Journals	Rs.1,00,000
• Category „B“ Journals	Rs.25,000
• Category „C“ (Scopus/ WOS)	Rs.10,000
• The faculty have published a number of research papers and also made presentations at National/International conferences	
• The details are given in <u>Annexure No. 2.</u>	

(iii) Presenting Research Papers at National and International Conferences

- Reimbursement of registration fee for two national seminars/ conferences.
- If Paper is co-authored by two or more- only one will be granted Academic leave and reimbursement of the registration fee.
- Institute shall give preference to the first author.
- To participate in National Conferences (India)
- Institute will grant 50% of AC two-tier fares or full to and fro fare in case of travel by AC 3 tier.

(iv) Incentives on Publication of Books or monographs

- In the past 5 years numbers of Books, Book Chapters and Book reviews have been published by the faculty of the institute.
- Details can be seen in the Self-Assessment Report for SAQS Accreditation, Annexure No. 20.

(vi) Undertaking of Training, Management Development Program and Consultancy Projects

- In case of substantial contribution by the faculty member and the staff and no resources of the Institute are utilized:
- Members involved will take 60% of the total value of the consultancy amount and 40% will go to the Institute.
- If the resources of the Institute such as IT facilities, computing facilities, drafting and other facilities are utilized in the consultancy project.
- The share of the Institute will be 60% of the total value, and 40% will go to the Faculty members and other staff.
- Faculty member organizing trainings on key business fundamentals will be sharing 50% of the surplus generated over such activity.

(vii) Faculty/Staff Development Programme (FDP)

- Faculties can participate in Workshops/STP/FDP or Orientation programs decided by the Institute.
- FDP of more than five days should be planned in the semester break/summer vacation.
- Faculty pursuing PhD is also encouraged to attend summer training programs organized by prominent Institutions of the country.
- Programs sponsored by University/ Affiliating body (Host institute taking care of the training cost) Faculty will be granted official duty for that period.
- Faculty can attend outstation FDPs (3 weeks) officially.

15. 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	"Good"	"Very Good"	"Excellent"
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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.

MDP/Articles:

It is mandatory for each Professor and Associate Professor 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. 10/- per km. and Rs. 5/- 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.

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.

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:

a) GROUP INSURANCE

Institute has introduced Onsurity's comprehensive health benefits program. Onsurity is the trusted healthcare partner to over 1300+ companies including Forbes, Pantaloons, Mosaic Wellness, GoKwik, WhiteHat Jr, Jupiter Money, Park+, DealShare, and many more.

Onsurity's Healthcare Membership

- HealthCare Plan: Opal+

Wellness Membership:

- **Free doctor teleconsultations**
- Discounted online medicines and Health check-ups on Onsurity App
- Regular health & wellness webinars & offers

Comprehensive Insurance for members from the partner insurance companies:

- Group **Health insurance** and Covid-19 home healthcare cover
- Group Personal Accidental Insurance

Claims Concierge and Support:

- Complete assistance & support during hospitalization and claims reimbursement
- Raise claim's support request on the Onsurity app or write to gooddoctors@onsurity.com
- Constant communication with their insurance partner for quicker discharge approval or reimbursement claim settlement

Educational Trips to Foreign Universities:

Faculty members who complete 5 years 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

To provide a structured channel to address aspirations of the members of faculty if they wish to pursue higher studies. The faculty member may take a sabbatical primarily for the purpose of full-time higher studies related to his/her profession. The sabbatical leave may be for a period up to 1 year. 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. To be eligible for a sabbatical leave, the faculty member must complete at least 3 years of continuous service with JIMS.

a.

Additional Benefits

- i. The employees' wards are provided fee concession while studying in any JIMS Group of Colleges.
- ii. All the employees are given annual festival bonus.

16. PROCUREMENT POLICIES AND GUIDELINES

The following principles should be adhered to in the procurement of materials and services:

(a) Fair Competition

Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations.

(b) Conflict of Interest

Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization .

(c) Cost-effectiveness

Quotations should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.

(d) Transparency

To ensure transparency, BOQ/ Tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

Types of Procurement

2. The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

(a) Tendering/ **BOQ** (applicable to procurements of value exceeding Rs. One lakh)

Notice of tender invitations should given to Approved Suppliers.

(b) Restricted or Single Tendering (applicable to all types of procurement) This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written quotation. Sufficient justification should be made for prior approval by the authorized person before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the approving officer (please refer to Paragraph 16 below).

General Procurement (applicable to procurements of value below Rs. 50,000/-)

(i) Written Quotation

After obtaining approval of Chairman/Director (please refer to Paragraph 16 below), written quotations should be sought from suppliers, including the successful tenderer in the last procurement exercise (whose goods or services meeting the requirements). If a list of suppliers is used, quotations should be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.

(ii) Verbal Quotation:

To enhance administrative efficiency, verbal quotations from not less than two (2) suppliers or contractors may be used for procurement of miscellaneous item or service.

(iii) Exemption:

All procurements must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the Chairman/Director (please refer to Paragraph 16 below).

Tendering Procedures

3. The following summarizes the stringent tendering procedures to be followed :

Tender documents / quotations

4. Manager (Administration) should prepare the tender documents/ BOQ,/ Quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.
5. As far as possible, the Mgr (Admn.) responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise. Director is the approving offer in such case.

Of

Submission of Tenders / Quotations and Opening of Tenders

6. Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their quotation / tenders. Tenderers must submit their quotation tenders before the stipulated date and time specified in the tender documents/ BOQ.
7. Tenders/quotations should be deposited before the stipulated date. Director and Mgr (Admn.) shall open the tenders/quotations simultaneously and shall each initial beside the each quotation figures as confirmation.

Tender/ Quotation Evaluation

8. In general, tender / quotation evaluation should be carried out by an assessment panel consisting of at least two (2) members. Evaluation of quotations of small amounts may be carried out by one staff member.
9. A „two-envelope system“ should be used for procurement involving the technical aspects and service quality. Tenderers / Vendors should be required to submit price information and technical information in separate envelopes. Appropriate weights should also be given to the two areas. It is normal practice for the assessment panel firstly to evaluate and award an assessment score on technical aspects of the proposals before opening the price envelope to evaluate the price information.
10. The assessment panel should conduct a preliminary evaluation of the tenders / quotation based on the required information and documents stipulated in the tender documents. This will ascertain full compliance with the stipulated conditions and requirements.
11. The assessment panel should select the most competitive and cost-effective tender / quotation among the eligible tenders/ quotation by evaluation according to the pre-set assessment criteria. For contracts involving higher construction costs or requiring higher standards in technology and service areas, a scoring system should be adopted for giving scores in terms of tender price, tenderer's reputation, track records and management quality, as well as the professional and technical standard of staff for implementation of the project/service.
12. The assessment panel shall prepare a tender evaluation report/ supplier evaluation report to state clearly its recommendations and the justifications. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.

Acceptance of Tender

13. The assessment panel should submit the evaluation report to Chairman/Director for approval (Please refer to Paragraph 16 below) in accordance with the guideline. After endorsement and approval of the selection result, the successful tenderer should be officially notified by post and be invited to enter into a contract with the Organization. For protection of commercial secrets, it should be ensured that disclosure of the details shall not lead to revelation of any tender quotation information provided in confidence by other tenderers.

14. Should none of the tenders/ quotation received can fulfill the required specifications and conditions, the tendering / purchasing exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

Procedure of Handling Complaints

15. Organization should be committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly can lodge a complaint with the Chairman/Director.

Approval and Authorization

16. Approval or authorization should be sought from the Chairman/Director before inviting suppliers to submit quotations and/or selecting suppliers for seeking quotations.

17. CODE OF CONDUCT

(a) Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

Study at the Institute presents opportunities for interacting with other members of the Institute community. The Institute recognises and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- high standards of ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

(b) Ethics of the Education Profession in India.

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

(c) Principles of Professional Conduct for Senior Management

The Senior Management of the institute comprising Director, Dean and HODs are required to act in accordance with the highest standards of personal and professional integrity, honesty, ethical and legal conduct, when acting on behalf of the Institute“s or in connection with the Institute“s operations or at social events.

An honest conduct is considered as such when a conduct is free from fraud or deception. We consider ethical conduct to be conduct conforming to the accepted professional standards of conduct and include ethical handling of actual or apparent conflicts of interests between personal and professional relationships. The Senior Management shall

- Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, & courteous and respectful manner.
- Act in the best interests of the Institute and in a manner to enhance and maintain the reputation of the Institute and fulfil their fiduciary duties to the stakeholders of the Institute.
- Act in good faith, with responsibility, due care, competence, diligence and independence;
- Avoid any activity or association that creates or appears to create a conflict between the personal interests and the Institute“s business interests.
- Decline to work for or receive payments for services from any competitor, customer, distributor or supplier of the Institute without approval of the Chairman/Board.
- Avoid as a general rule conducting institute business with a relative or with an entity in which a relative is associated in any significant role. In case of conflicts, disclosure shall be made to the Chairman/Board
- Avoid accepting lavish gifts or gratuities or any offer, payment, promise to pay, or authorization to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise personal or professional integrity.

(d) Code of Conduct for Faculty Members

The following disciplinary rules shall constitute the Principles of Professional Conduct for the faculty members:

- a) Obligation to the student requires that the faculty:
 - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - Shall not unreasonably deny a student access to diverse points of view.

- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- b) Obligation to the public requires that the faculty:
 - Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - Shall not use institutional privileges for personal gain or advantage.
 - Shall accept no gratuity, gift, or favor that might influence professional judgment.
- c) Obligation to the profession of education requires that the faculty:
 - Shall not make malicious or intentionally false statements about a colleague.
 - Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - Shall not misrepresent one's own professional qualifications.
 - Shall not submit fraudulent information on any document in connection with professional activities.

(e) Code of Conduct for Students

a) Personal conduct

All students must:

- treat all faculty, staff, and members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with faculty, staff members of the public and other students;
- respect the privacy of other students;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

b) Academic Conduct

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the Affiliating body, UGC and Institute.
- read all official correspondence from the Institute, including email;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.

18. CORPORATE SOCIAL RESPONSIBILITY

(a) Purpose

Our Corporate Social Responsibility (CSR) policy refers to our responsibility towards society and environment. Our institute's existence is not unique. It is part of a bigger system of people, values, other organizations and nature. Our social responsibility has as its basis: "give back to the world just as it gives to us".

As a higher education institute we are distinctively situated to deal with the challenges of social responsibility by inquiring how society can sustain a quality way of life and provide the same to future generations. Given the importance of socially responsible behavior, it is critical that our students acquire knowledge of social responsibility concepts and skills to practice within their chosen profession. Today's students need to be prepared to meet both national and international demands pertaining to economic, social and environmental issues. In order to accomplish this we focus on key components such as the development of curriculum, pedagogy, delivery methods and best practices. The end result of this effort we expect would be students in good possession of a range of perspectives and competencies that increase their awareness of socially responsible business practices

(b) Scope

The policy applies to our institute and all its stakeholders and covers issues relating to Compliance, Fair Operating Practices, Human Rights, Environment and Community Extension.

(c) Approach

Our leadership in corporate responsibility and sustainable excellence is driven by a bold and influential approach that encompasses:

- Observe high ethical standards when conducting business,
- Act in an environmentally conscientious and responsible manner
- Respect the privacy and dignity of faculty, staff, students and other stakeholders
- Promote a work environment of equal opportunity and never engage in unlawful discrimination,
- Commit to employing a diverse workforce,
- Maintain a safe and healthy work environment,
- Invest time and resources to give back to the community and embrace philanthropy.

(d) CSR, Rotaract and NSS Committee

The Committee will implement all policy initiatives and will work under supervision of Director. It will comprise of two /three faculty members and students who will be co-opted as volunteers to join the clubs.

(e) Legal Compliance

Our Institute will:

- Respect the law
- Honor its internal policies
- Ensure that all operations are legitimate
- Keep every partnership and collaboration open and transparent

(f) Business ethics

We will always conduct our operations with integrity and respect human rights. We will promote:

- Safety and fair dealing
- Respect towards our stakeholders
- Anti-bribery and anti-corruption practices

(g) Protecting the environment

Our institute recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and using chemical substances. Stewardship will also play an important role.

(h) Protecting people

We will ensure that we:

- Do not risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

(i) Human rights

Our institute is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We will ensure that our activities do not directly or indirectly violate human rights in any manner.

(j) Scholarships, Donations and Aid

Our institute will allocate a budget to award scholarships and make donations in kind or money. These donations will aim to:

- Advance the arts, education and community events.
- Alleviate those in need.

(k) Preserving the environment

Apart from legal obligations, our institute will proactively protect the environment in following areas:

- Recycling
- Conserving energy
- Using environmentally-friendly technologies

(l) Supporting the community

Our institute will initiate and support community investment and educational programs. It will singly or in partnership with nonprofit organizations promote cultural and economic development of global and local communities.

Our institute is committed to the United Nations Global Compact. We will readily act to promote our identity as a socially aware and responsible organization.

19. EXTERNAL RELATIONS POLICY

With an ever increasing number of local, national and international stakeholders and partners, the institute desires to build and maintain effective external relationships to help meet its objectives, as set out in Mission and Vision.

The Institute considers it important to manage external relations in a coherent and collaborative manner in order to grasp opportunities that will contribute to the profile and reputation of the Institute.

This External Relations Policy looks to lay out principles and provide guidance to Faculty and staff in managing external relations with the wide range of its stakeholders. With the mapping of existing processes at the Institute, this policy provides a framework for a coordinated and strategic Institute-wide approach to managing external relationships.

SCOPE

This policy relates to engagement with all external stakeholders of the Institute including parents, alumni, industry managers, professional bodies international partners, local community etc. It does not relate to internal stakeholder engagement, i.e. with students and staff.

All faculty, staff and students, involved in managing external relationships for the Institute should comply with this policy.

GUIDING PRINCIPLES

The following principles underpin this policy:

1. A strategic approach to institution-level external relations to be implemented across the entire Institute and relationships with supporters and external partners to be appropriately managed for the long term.
2. External relations activities to be conducted in a highly ethical and collaborative spirit in line with the institute's values of integrity, ethics, transparency, accountability etc.
3. Institute's faculty and staff engaged in external relations activities to conduct themselves as ambassadors for the entire Institute and not to bring the Institute into disrepute.

4. Careful consideration to be given to the external sharing of information about the Institute to ensure that such information is appropriate, accurate and is not shared where it is commercially sensitive or in breach of data protection legislation.
5. Value addition – All external relations must seek to add value to the strategic direction of the alliance.
6. Risk benefit analysis – In situations where there are risks associated with a relationship with an external entity, the benefits of such a relationship must clearly outweigh the risks.

POLICY

In applying the Principles and Guidelines, the institution seeks to develop and maintain the greatest level of consistency in its external communications. To ensure continuing good relations with our external audiences and to promote a positive image among the communities served, the institute must ensure that appropriate messages are delivered to those external audiences.

Reference Guidelines

The institute's Faculty and staff, should be made aware of the following processes and procedures, and are to liaise with relevant authorities of the Institute when engaging in external relations activities:

External Relationship Management Processes

1. **Student Recruitment and Admissions:** The activities involved in selection, recruitment and admission of students are as follows:
 - All admissions are managed centrally through the Admission Dept. through a „robust, transparent and fair procedure
 - The Admissions team is responsible for the development and implementation of procedures which ensure that applicants are treated in a fair and transparent way. The effectiveness of the policy objectives is met by admitting the right quality of students in line with approved intake and with correct levels of cultural diversity.
 - The admission team is responsible for organising open days, working closely with departments on their recruitment strategy and marketing material. They lead on widening participation events, outreach programmes to schools and colleges and also dealing with scholarship administration.
 - They work with the Marketing team to develop bespoke marketing strategies to attract the best possible students to the institute.
 - They also develop market intelligence to closely monitor the recruitment market and inform the Institute's own strategy.

2. **Alumni** : The activities involved in developing, establishing and implementing the institution's relations with alumni of the institute are.
 - The Alumni Committee organises and provides support for organizing various alumni events such as Alumni Annual Meet, Alumni Sports Meet etc.
 - The Alumni Committee also regularly communicates with alumni to update their database.
3. **Funding / Statutory / Governing / Professional Bodies** : The activities involved in seeking grants / funds from various Government and Professional Bodies are:
 - Director/Director/concerned faculty are to be in regular contact with various Govt agencies. Any employees wishing to contact government officials directly on non- institute matters may do so; however, the use of official resources such as letterheads and e-mail addresses is prohibited for such communications. Individuals contacting government officials cannot represent themselves as speaking for the Institute or give the appearance of doing so.
 - From time to time may write letters of support or conduct personal visits to support certain initiatives under consideration.
 - The Director is the main contact in relation to funding.
 - The faculty of the Institute may be involved in establishing and maintaining membership of professional associations, learned bodies and other organizations, participating in the activities of these organisations; liaising and collaborating with other institutions on projects of mutual interest.

4. International Collaboration

The institute may collaborate with foreign Universities/Institutions in following areas:

- Academic programmes including twinning programmes leading to award of Degree/Diploma of a foreign University.
- Exchange of faculty for purpose of teaching, research, participation in seminars, conferences, workshops, lectures
- Exchange of students for semester study, short term courses, internships and cultural study tours.
- In case of academic programmes the foreign university/institution should have accreditation of its parent country.

- All collaborative activities should result based on signing of bi-partite agreements/MOUs.
- For twinning programmes in excess of 15 months due approval of Affiliating body is to be obtained and all compliances with regard to academic curriculum, mode of delivery, pattern of examination etc ensured.

The activities involved in setting up and sustaining association with international bodies for education, research and other partnerships are:

- Once a potential external relationship has been identified, or once an external organisation/entity has approached the institute for a relationship or association in areas of academic, faculty or student exchange programmes a simple explanatory note is to be developed, which will contain an explanation and objectives for the relationship. The note will include, if necessary, the terms of reference for the relationship, together with information such as timeframes, risk analysis and whether there is need for a memorandum of understanding, or other administrative processes
- The explanatory note is to be presented to the Director for final approval, or for referral to Governing Body, if required.

5. **Business and Industry:** The activities involved in developing, building and sustaining collaboration with industry for various purposes such as Seminars, Workshops, Conferences, internships for students, faculty research and consultancy projects, placement opportunities etc are:

- Sharing our expertise is a priority. Being a research oriented institute, our academics undertake research across a broad range of disciplines generating new innovations relevant for companies in collaboration. They also design and undertake training and consultancy assignments.
- Partnering with a wide range of organisations to realise the impact of these innovations for society and the economy is core to our mission.
- All approvals in this regard are to be taken from the Director office

6. **Public Events Management-** The activities involved in organising public events and co-ordinating the institution's participation in events organised by others to enhance its public profile in local, national or international Community are:

- Any faculty/staff organising an event on campus should take prior permission from the Director regarding date, place and honorarium.
- Photography and filming of the event if permitted is to be uploaded on Social Media Site of the Institute such as You Tube, Facebook, Twitter etc.
- The activities involved in supporting and encouraging the use of social media tools to disseminate information that is accurate and consistently respectful to the mission and vision of the institute.
- The Institute's official social media sites are maintained by the institute's of Joint Registrar. These sites offer communication that comes directly from the faculty and staff and is aimed at mass distribution. Distribution channels may include YouTube, Facebook, Twitter,etc.
- The content planned for distribution should be reviewed by the Director for accuracy in information, consistency in title and description bars, as well as to maximize the opportunity to promote these videos by cross- posting to Facebook pages, and other social media.

20. PLACEMENT POLICY

(a) Introduction

Our institute's corporate relations/Placement office fully equipped to render all the necessary assistance to make your job search meaningful. By connecting to external organizations, the Placement Office endeavours to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. The following policy framework governs the student's involvement in the various aspects of the placementprocesses.

(b) Placement Rules & Regulations General Guidelines

- The Placement Committee of each School is responsible for operationalizing the Placement Process. At the commencement of each academic year, a Placement Committee headed by Manager, Corporate Relations, students and a faculty member are nominated Director to conduct the placement process.
- The Placement Committee facilitates the placement of all eligible students who are validly enrolled in the respective programmes.
- All students who are eligible and require placement assistance must fill a Placement registration form.
- Once registered, each student must participate in the placementactivities.
- Student wishing to opt out of the placement assistance can do so by signing a the declaration form.
- Campus placement involves interacting with external entities/people. It represents a significant opportunity for creating goodwill and esteem for the student and the Institute. The participating entities view the student as an ambassador of the Institute. Students are therefore cautioned to display civility and good professional conduct while interacting with the external entities. If any student is found to be in violation of professional code of conduct, he/she is liable to be debarred from placement assistance.
- All participating students are required to be present in the Institute on all days of placement-related activities in formal attire.
- It is the student's responsibility to follow all deadlines arising out of the placement processes. For this purpose, the student must regularly check the emails, messages,or notices from the online portal and comply with the actions as required within theindicated timelines. Non-adherence to the timelines may lead to denial of thesubsequent process outcomes such as interviews etc.

- Students are required to keep a track of the communications regarding the companies with Job opportunities. If a student eligible as per the Job Description chooses not to apply for **three (3)** consecutive eligible job postings, then it may imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance.
- For securing a job, a maximum of **five (5) attempts** of selection rounds will be allowed. If a student fails to obtain a confirmed job offer after appearing for selectioninterview of five (5) organizations, then he/she will automatically opt out of the placement assistance from the Institute.
- The Institute follows a one student, one job offer policy. So, it becomes mandatoryfor the student to accept the first job offer. Upon receiving the first job offer, the student will be automatically considered as placed, and removed from list of studentsawaiting job offers.
- Students are expected to behave professionally with all employees of the Institute Any misconduct, misbehaviour, non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement related assistance from the Institute.

Eligibility

The Institute would facilitate final placement of its students undergoing UG/PG Programme basis fulfilling the below mentioned criteria:

- Successfully completed the semester examinations/course with a CGPA equivalent to be decided or higher, and with no backlogs.
- Satisfactory conduct with no disciplinary action throughout the program.
- All the requisite fee has been paid to the Institute.
- Good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Industry Visits etc).
- 90% attendance in the proposed trainings conducted as part of the Personality development Programme of the Institute

Placement Process

The Institute will follow a rolling placement process starting September every year. The placement process will have the flexibility to accommodate the needs of the recruiting organizations. It will broadly comprise of the following steps:

- Recruiting companies will inform the Institute about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.

- These details will be shared with students through the Placement Committee. Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests.
- Resumes of interested and/or suitable students will be sent to the recruiting organization, based which the company will notify a shortlist of students.
- Shortlisted students will be informed about the selection process which may include one or more of the following: Personal or online Assessment, Telephonic interview, Case Discussion, Group Discussion, Multiple rounds of Interviews. These may be conducted in the Institute's campus or at other premises to be chosen by the company.
- Students may be required to go to the company's office or other pool campus locations for final placements as may be decided by the company.
- After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be allowed to withdraw. Any withdrawal will result in debarring the student from the placement assistance process.
- It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.
- In the event of students appearing for multiple recruiting companies' selection process for final placement, it would be mandatory for the student(s) to accept the first offer and join that company.
- If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed and will not eligible for further placement assistance from the Institute.

Early Joining

- Companies may indicate early joining in their offer letters. Such cases will be reported to the placement office, HOD and Director
- The Institute does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the Diploma. However, such early joining may be permitted depending on the merits of the case. In all circumstances the student would be allowed to join early only if recommended by Placement Officer and approved by the Director through Class Coordinator.
- If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree. The student must manage the leave of absence from the company, to write their final examinations and complete other academic requirements in time.

The Institute reserves the right to change/modify any or all of the above- mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.

21. JIMS INNOVATION STARTUP POLICY (ISP)

1. Introduction

India aspires to become a 5 trillion dollar economy by 2024. To reach the mark it needs to evolve systems and mechanism to convert the present demographic dividend into high quality technical human resource capable of doing cutting edge research and innovation and deep-tech entrepreneurship.

In India innovation is still not the epicenter of education. In order to achieve the cultural and attitudinal shift it is important that “innovation and startup culture becomes the primary fulcrum” of our higher education system. To this end HE institutions need to actively encourage and support their faculty and students in Innovation and Entrepreneurship (I&E) activities so that they consider startups and entrepreneurship as a career option.

2 Purpose

The purpose of JIMS Innovation and Startup Policy (JISP) is to create and foster an ecosystem which actively encourages creativity and provides a platform to bring innovative ideas to life. The policy provides a framework along with guidelines for the administration to nurture and develop an entrepreneurial culture in the institute and to support faculty and students to pursue Startup activities.

3 Objectives

- Develop and expand scope of operations of pre-incubation facility existing in the institute i.e; the Institute Innovation Cell (IIC).
- Develop and expand capacity of incubation facility existing in the Institute i.e; the JIMS ANDC Incubator.
- Provide mentoring and other relevant services through existing pre-incubation and incubation units to attract enhanced Start-up activity in the institute.
- Develop guidelines and incentives which serve as enablers and encourage faculty and students to pursue startup activities.

4. Innovation and Start-up Committee (ISC)

The following members will comprise the Innovation and Startup Committee (ISC). The ISC will draw suitable policy guidelines and will be responsible for implementing the objectives of the ISP

Name of the Member	Designation
Dr. Anuj Verma	Faculty President, NISP
Dr. Neelam Tandon	Faculty Research Advisor
Dr. Sanjeela Mathur	Faculty NISP Coordinator and Convener
Ms. Shilpi Yadav	Faculty IIC Coordinator
Mr. Ashwin Bhatia	External Member (Incubation and Pre-incubation Coordinator)
Mr. Shwarya Malhotra	External Member (Entrepreneur)
Mr. Aatif Jamal	External Member (Startup Founder, Foodelicious Pvt. Ltd)
Mr. Deepak Mehra	External Member (Industry Expert, Head T& D, Kenstar)

5. Policy guidelines

The following guidelines are issued to ensure robust implementation of Institute's Innovation and Startup Policy

Nurturing Innovation and Start-ups

Human Resources and Incentives

Creating Innovation Pipeline and Pathways For Entrepreneurs

Norms For faculty Startups

Pedagogy and Learning Interventions For Entrepreneurship Development

Collaboration, Co-creation, Business Relationships and Knowledge Exchange

Entrepreneurial Impact Assessment

5. 1 Nurturing Innovations and Start ups

- Provide access to pre-incubation & Incubation facility for start-ups to students and faculty for mutually acceptable time-frame.
- Allow setting up of a startup (including social startup) and working for the start- ups while studying/working.
- Students who are under incubation, but are pursuing some entrepreneurial ventures while studying should be allow with due permission from the institution.
- Students entrepreneurs may be allowed to sit for the examination, even if their attendance is less, with due permission from the institute.
- Allow students to work on their startups and re-join academics after a semester to complete the course. Student entrepreneurs may earn academic credits for their efforts while creating an enterprise. Institute should set up a Review Committee and based on the progress made it may consider giving students a semester break and appropriate credits for academics.
- Allow faculty to take off for a semester as sabbatical/unpaid leave for working on startups and comeback based on recommendations of the Review Committee.
- Facilitate the startup activities allowing students/ faculty/alumni to use institute infrastructure and facilities.
- Provide Mentorship support
- Institute may also link the startups to other seed-fund providers/angel funds/venture funds or itself and may set up a seed-fund once the incubation activities mature.
- In return of the services and facilities, institute may take appropriate equity/stake in the startup/company, based on brand used, faculty contribution, support provided and use of institute's IPR.

5.2 Human Resources and Incentives

Recruit staff that have a strong innovation and entrepreneurial/industrial experience,

behavior and attitude to enable fostering the I & E culture.

Faculty members with prior exposure and interest should be deputed for training to promote I & E.

Periodically engage experts such as guest lecturers/alumni to seek strategic advice and bringing in skills which are not available internally.

Encourage faculty to do courses on innovation entrepreneurship management and venture development.

To attract and retain right people, develop academic and non-academic incentives and reward mechanisms for all employees that actively contribute and support entrepreneurship agenda and activities.

Pipeline and Pathways for Entrepreneurs

To ensure exposure of maximum students to innovation and pre- incubation activities at their early stage and to support the pathway from ideation to innovation to market the following guidelines to be adhered to:

- i. Students and faculty to be made aware of the value of entrepreneurship and its role in career development or employability as a part of the institutional entrepreneurial agenda.
- ii. Students are to be taught that innovation (technology, process or innovation) is a mechanism to solve the problems of the society and consumers. Hence entrepreneurs should innovate with focus on the market niche.
- iii. Students are to be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. Design thinking, Critical thinking etc) by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, Hackthons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges awards and recognition should be routinely organized.
- iv. Prepare students for creating the start up through their education, integration of education activities with enterprise-related activities should be done.
- v. Support students who show potential, in pre-startup phase by connecting student entrepreneurs with real life entrepreneurs who will help them in understanding real challenges which may be faced by them while going through the innovation funnel. This will increase the probability of success.
- vi. IIC should actively guide students guide in conducting various activities related to innovation, startup and entrepreneurship development. It should identify, scout,

acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey.

In order to provide access to financing for potential entrepreneurs the following is to be ensured:

- i. Networking events must be organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.
- ii. In addition to business incubation facilities access to laboratories, research facilities, IT services, training, mentoring, etc. to be provided to the new startups.
- iii. Develop a ready reckoner of Innovation Tool Kit which must be kept on the homepage on institute's website to answer the doubts and queries of the innovators and enlisting the facilities available at the institute.

Norms for Faculty Startups

- a. For better coordination of the entrepreneurial activities, norms for faculty to do startups are listed below. Only those technologies should be taken for faculty startups which originate from within the same institute.
 - i. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.
 - ii. Regular duties of the faculty should not suffer owing to his/her involvement in the startup activities.
 - iii. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
- b. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup company.
- c. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/) of one semester, depending upon the decision of Review Committee, may be permitted to the faculty
- d. Faculty must not accept gifts from the startup.
- e. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
- f. Human subject related research in startup should get clearance from Ethics Committee of the institution.

Pedagogy and Learning Interventions for Entrepreneurship Development

- a. Include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.
- i. Student clubs to be created for organizing competitions, bootcamps, workshops, awards, etc.
- ii. Establish annual „INNOVATION & ENTREPRENEURSHIP AWARD“ to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprise ecosystem within the institute.
- iii. For creating awareness among the students, teaching methods are to include case studies on business failure and real – life experience reports by startups.
- iv. Tolerating and encouraging failures: Our systems are not designed for tolerating and encouraging failure. Failures need to be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. Very importantly, this should be a part of institute“s philosophy and culture. i
- v. Innovation champions should be nominated from within the students/ faculty/ staff for each department.
- vi. Entrepreneurship education should be imparted to students at curricular/ co- curricular/ extracurricular level.
 - i. In beginning of every academic session, conduct an induction program about the importance of I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the institute and available support systems.
 - ii. Industry linkages to be leveraged for conducting research and survey on trends in technology, research, innovation, and market intelligence.
 - iii. Customized teaching and training materials to be developed for startups.
 - c. Pedagogical changes to be done to ensure that maximum number of students“ projects and innovations are based around real life challenges. Learning interventions developed by the institute for inculcating entrepreneurial culture should be constantly reviewed and updated.

Collaboration, Co-creation, Business Relationships and Knowledge Exchange

- a. Stakeholder engagement should be given prime importance in the entrepreneurial agenda of the institute.
 - i. To encourage co-creation, bi-directional flow/ exchange of knowledge and people should be ensured with other incubators, science parks, etc.
 - ii. To organize networking events for better engagement of collaborators and to open up the opportunities for faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration, lectures, etc.
- b. The institute should develop policy and guidelines for forming and managing the relationships with external stakeholders including private industries.

c. Knowledge exchange through collaboration and partnership should be facilitated through following:

- i. Internships, teaching and research exchange programmes, clubs, social gatherings, etc.,
- ii. Connect of the institute with the external environment must be leveraged in form of absorbing information and experience from the external ecosystem into the institute's environment.
- iii. Single Point of Contact (SPOC) mechanism to be created in the institute for the students, faculty, collaborators, partners and other stakeholders to ensure access to information.
- iv. Mechanisms should be devised by the institution to ensure maximum exploitation of entrepreneurial opportunities with industrial and commercial collaborator
- v. Knowledge management to be done through development of innovation knowledge platform using in house Information & Communication Technology (ICT) capabilities.

Entrepreneurial Impact Assessment

- a. Impact assessment of institute's entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education should be performed regularly using well defined evaluation parameters.
 - i. Monitoring and evaluation of knowledge exchange initiatives, engagement of all departments and faculty in the entrepreneurial teaching and learning should be assessed.
 - ii. Number of start ups created, support system provided at the institutional level and satisfaction of participants and new business relationship created by the institutes should all be recorded and used for impact assessment.
 - iii. Impact should also be measured for the support system provided by the institute to the student entrepreneurs and faculty for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.

22. CONSULTANCY AND EXECUTIVE EDUCATION POLICY

1. Introduction:

The objective of Consultancy Policy is to promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations. Consultancy is well recognized as an effective way for academic institutions to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by faculty are consistent with the institution's strategic and operational objectives. This policy is intended to provide a clear framework for those engaged in, or who wish to engage in, consultancy through the Institution.

2. Definition of Consultancy:

Consultancy is work of a professional nature, undertaken by institute's Faculty in their field of expertise, for clients outside the institution, for which some financial return is provided. It is, unlike research, in that it does not have as its prime purpose the generation of new knowledge. Consultancy will produce some form of contracted output which may be owned by the client.

The Institute is committed to supporting faculty in external engagements that facilitate knowledge and expertise transfer contributing to economic and social impact.

3. Broad Guidelines :

- All Consultancy assignments will be undertaken in the name of the Institute. This will apply to those cases also where the client may approach the individual faculty directly.
- There should be demonstrable benefit to the Institution from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- The Institution encourages transfer of knowledge through consultancy within the terms of the Institution.
- This incorporates the duty owed to the Institution by each faculty member to act in its best interests and never to engage in activity which might bring the Institution into disrepute.
- The Consultancy must not be in conflict with institution's policies including those governing employment policies. The Institution expects all faculty members to comply with this policy and regards any breach as a serious matter which may result in disciplinary action being taken in accordance with the Institution policies and procedures.

4. Rules and Regulations:

Approval must be sought for all consultancy work, whether Institute's or Private, prior to carrying out the work whether during normal hours of work or not.

Faculty members are not permitted to take on work with or for any organisation without prior permission.

The decision process for whether an individual faculty member is permitted to undertake a piece of consultancy is to be taken at the institution level.

All consultancy proposals should be addressed to the Head of Consultancy. The proposal should include details of (i) the organization / individual seeking the consultancy service (ii) the nature of consultancy work (iii) the institutional resources that would be utilized / required for the consultancy service (iv) the quantum of work involved in man hours per week (v) Financial details. The Head of Consultancy will make the decision to accept or decline the proposal.

Consultancy work can bring financial benefits both to the institution and its employees.

A faculty member may be allowed to spend normally a maximum of one day per working week i.e., maximum of 52 days during the calendar year for consultancy. In special cases, Head of the Consultancy Committee's permission may be sought. The following activities are excluded from the above 52 days available towards consultation activities:

- a. Teaching
- b. Travel Time on consultancy work
- c. Board Memberships, Paper setting, Evaluation, Short Term assignments, attending Conferences etc.

In case of, where, the client organization approaches the Institute, the Head, Consultancy, in consultation with Committee members, will nominate a faculty member, or group of faculty members to interact with the client to dimension the problem.

Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and other related activities of the particular faculty member.

The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.

Travel out of the campus on account of consultancy activities provided it is within the consultancy budget should be undertaken with approval of the Committee Head, Consultancy Unit.

5. Budget / Financial Regulations:

5.1 The Amount charged should cover the following element of costs:

5.1 A. Professional Fee (Faculty time in number of days * by the rate to be charged per day)

5.1 B. Support Staff (Project Associate, Project Assistant, Filed Investigator, if engaged for the Project)

5.1 C. External Expert/ Advisor (if any)

5.1 D. Travel Expenses (Airfare/ TA/ DA/, Local Conveyance)

5.1 E. Data Collection (Survey design, Questionnaire Administering etc)

5.1 F. Communication, Consumables (Printing, Binding etc.)

The client would normally be required to pay 50 % of the total cost in advance, along with the Letter of Acceptance of the Terms and Conditions detailed in the consultancy proposal document. The sharing of Professional fee between the Faculty and the Institute will be in the (**Faculty: Institute = 50:50**)

Disbursement of Faculty share will be made on receipt of a formal report from the Project Head to the Head of Consultancy. The report should state that the consultancy work has been completed to the satisfaction of the client and all the money has been received from the client.

Annexure – 1**Performance Appraisal**

S.No.	Parameters	Points	Assessment		
			Self assessment	HOD	Director
1	Teaching	-			
	Feedback from the students 90% & Above - 25 80% - 89% - 20-24 70% - 79% - 15-19 Less than 70% - 0	25			
	Exam Results (Internal and external Combined) a) Percentage of students passed 100 % - 15 95% - 99% - 13 90% - 94% - 10 85% - 89% - 07 Less Than 85 % - 0	15			
	b) Average percentage of marks of students who passed in the subject 80% and above - 15 70% - 80% - 13 60% - 70% - 10 below 60 % - 0	15			
	No of classes not taken in Semester/Trimester All Scheduled Classes taken -10 points 1-5 Classes not taken - 8 pts 6-10 Classes not taken - 6 pts above 10 Classes not taken - 0 Pts	10			
	Innovative teaching Method used (Quizzes/Class activity/ Case study/Role Play/individual Presentation/ Group Discussion) No of Innovative methods used in class per semester	10			
	Extra study Material (Digitalized Notes, Video lectures, PPT, Illustrations or examples) Excellent-5 Good-4 Fair-3	5			
	Projects Reports supervised Excellent-5 Good-4 Fair-3	5			
	Course Manual Preparation Excellent-5 Good-4 Fair-3	5			
	Course Outcome Assessment Report	5			
	Remedial /Advanced classes No of classes as per schedule Study material to weak students	5			

	Total	100			
2	Research				
	Paper Publication ABDC (A & B) - 30 Scopus - 15 Web of Sc. -10	30			
	Books (Single Author/Editor) Single author - 15 2nd author -10 3rd author - 5	15			
	Articles/Chapters in Books/Radio Programme production/Corporate Film/Paper in Conf. Proceeding 1st Author -5 2nd & 3rd Author-02	5			
	Research Projects Ongoing/Completed Projects/Consultancy Single - 15 Member -10	15			
	Case Publication With Teaching Notes in the Case Centre/IVEY League/Emerald/ Sage/MOOC Produced	15			
	Resource person in FDP/MDP/ conference	5			
	Refresher/MOOCs/ seminar/ online certification courses/ workshop attended/Ph.D completed	5			
	Total	90			
	Contribution to Management of Institution	-			
3	Head of The Committee 20 points and Member 5 points				
	Coordinator Class/Coordinator International Relations/Accreditation Coordination/CSR Committee/ IIC/ARIIA Committee/Examination Committee/Academic Committee /Time Table /Digital Media Committee/Sports committee/Alumni committee	20			
	Various Clubs Coordinator/Editorial Committee 8M/Editorial Committee Institutional Publications/	10			
	Paid FDP for participants organising Coordinator (5 points per FDP)	10			
	Organising Seminar/Conference(International)	20			
	Organisation Seminar/Conference(National)	10			
	FDP session taken	5			
	Total	75			
	Corporate Interaction				
	Student Placed - Summer Internship (5 per student)	5			
4	Student Placed - Final Placement (10 points per student)	10			
	Corporate Guest invited for Seminar/Conference/Guest Lecture (5 points per guest GM/VP and above)	5			
	Corporate Training /MDP / Executive education (Paid Participant invited for MDP 2 pts per person)	20			
	Corporate Consultancy secured	20			
	Mentoring Session with Corporate in a semester/trimester All Scheduled Session taken -10 points 1-3 Session not taken -8 pts 3-5 Session not taken - 6 pts above 5 Session not taken - 0 Pts	10			

	Corporate MOU signed (per MoU 10 points)	10			
	Total	80			
5	Miscellaneous	-			
	Participation in State /Centre Bodies/Committees on Education, Research and National Development	5			
	Admission per student @ 5 points	5			
	Digital Branding activity including website updation/Event Promotion on Social Media	5			
	Total	15			
6	PEER Review*				
	Subject Knowledge and Development	5			
	Interpersonal relationship and initiatives	5			
	Total	10			
7	Behavioral Competency (To be filled by Reporting Officer)				
	Potential of faculty	10			
	a) Knowledge b) Development c) Oral and Written Communication (5 points for each)				
	Attitude a) Initiative b) Planning and organizing c) commitment and sense of responsibility (5 points for each)	10			
	Interpersonal Relationship a) Team Work b) Leadership c) Attitude towards Seniors d) relationship with students (5 points for each)	10			
	Total	30			
	Grand Total	400			

Note

- 1 The relevant evidences to be attached in support of the claim
- 2 This is the basis for Annual performance appraisal and the best faculty award for each year
- 3 The incentives would be given as per the notified policy

Overall Appraisal

Score	Grade	Meaning of Grade	
Above 90%	A+	Excellent	
80% to 89.9%	A	Very Good	
70% to 79.9%	B+	Good	
60% to 69.9%	B	Average	
Below 60%	C	Below Average	

* To be Supervised by the Director filled by Peer Group.

Annexure – 2

INCENTIVE POLICY FOR ENCOURAGEMENT OF RESEARCH & CONSULTANCY Effective from April 1, 2023



Jagannath International Management School

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



INCENTIVE POLICY FOR ENCOURAGEMENT OF RESEARCH & CONSULTANCY

Effective from 1st April 2023

A	B	C	D	E	F	G
Publication in a Scopus indexed journal with H-Index value as	Incentive amount (in INR)	Incentive amount for Research project grant**	Incentive amount for Patents Published or granted.	Incentive amount for consultants	Conference	Encouragement to Entrepreneurship initiatives by faculty
0 to 2	10000	An amount equal to fixed 10 % of the funding amount credited into the institute account. Subject to a minimum as per the following: ABDC - A- 1,00,000/- B-25,000/- C/(Scopus/WOS) -10,000/-	Rs 10000/-	An amount equivalent to 50% of the surplus generated for consultancy projects.	For FDP/seminar/conference full reimbursement of fee subject to maximum of Rs. 3,500/-. Full Reimbursement of Examination fee of Mooc course	An Incentive amount equivalent to 10 % of the fund generated for the start up owned by the faculty member/ student Full Book: Renowned International Publisher -Rs. 10,000/- Full Book: Renowned National Publisher -Rs. 5,000/-
2.1 to 20	25000					
21 to 40	30000					
41 to 60	35000					
61 to 80	40000					
81 to 100	50000					

