



# **INFORMATION BOOKLET FOR NEW FACULTY (2025)**

## **Jagannath International Management School**

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## Overview of JIMS

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

## Our Campus across India



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



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



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



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



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



**JAGAN INSTITUTE OF MANAGEMENT STUDIES, Jaipur.**



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



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



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

## **Campus Facilities**

### **Modern Infrastructure**

The institute is equipped with spacious air-conditioned classrooms, '*State of the art*' computer labs with rich, well-equipped library, conference room and auditorium with modern audio-visual equipment, Wi-Fi enabled Campus.

### **Superior Intellectual Capital**

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

### **International focus**

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

### **Industry-Institute Interface**

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

The Governing Body, Board of studies and Research have members from reputed Industries. A full-fledged department headed by the Corporate Relationship Manager works to place the students. The Institute conducts several workshops for the industry managers in association with PHDCCI. In addition, they have tie ups with the following industry based national organizations:

- Federation of Indian Export Organization (FIEO)
- PHD Chamber of Commerce and Industry (PHDCCI)
- National Stock Exchange (NSE)
- Credence
- Ananda Dairy Pvt. Ltd.
- UAS International Group of Companies

Students are kept up-to-date with the best techniques and innovative practices being followed by top managers in reputed companies through guest lectures, seminars, conferences, workshops and industrial visits. Industry managers also act as mentors for our students by grooming them to face the future challenges which they are likely to meet in their jobs.

### ***Glorious 25 Years: Key Milestones***

- Industry Integrated PGDM with GT Bharat
- MOU with SRCC
- Awarded 'All Over India 14th Rank' and 'All Over Delhi 6th Rank' by the prestigious Chronicle 12th All India B-School Survey 2022.
- Ranked 10th Top B-School in North India and 19th Best B-School in India by Times of India B School Survey 2022
- SAQS Quality Accreditation
- Ranked as Top 8th Private School in Delhi-NCR and Top 10th Private B School in North Zone by Outlook ICARE - India's Best B-School Survey, 2022.
- JIMS, Kalkaji has been ranked amongst Top 100 institutions in India by National Institutional Ranking Framework (NIRF) – 2021 Ranking
- Awarded for excellence in Industry-Academia Interface, by ASSOCHAM during their 14th National Education Summit 2021
- Ranked A+++ by Business India



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- Ranked 39th Best B-School in India by National HRD Network (NHRDN Survey) (most prominent network of HR professionals of India)
- NBA Accredited by All India Council for Technical Education (only top 100 institutions achieve this accreditation)
- Ranked 9th Top Private B School in North Zone by The Week

Continuous Quality Improvement in imparting education and recognition of achievements/innovations implemented. JIMS has strategic partnerships with industry and prominent national organizations such as KPMG, NHRD National Network and National Entrepreneurship Network for training and placement of our students which is prospering till date. JIMS has won these honors by dint of its persistent efforts to uphold benchmarks of academic quality in the teaching learning process as much as in the efficiency of its academic support systems.

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## 1. FACULTY JOB DESCRIPTION

### **A. Position Summary**

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

### **B. Organizational Reporting**

The faculty is directly responsible to the Dean or Director/Chairman in case of delegation.

### **C. Key Responsibility Areas (KRAs)**

- To Suggest innovative teaching and learning practices in management education.
- To coordinate, plan, organize, and instruct courses in the day, evening, or on weekends on any JIMS campus as assigned;
- To keep active at a high level of expertise in the subjects taught and stimulate enthusiasm for those subjects;
- To ensure that each program/class contains essential curricular components, has appropriate content and pedagogy, as per current practices;
- To teach all classes according to an approved course syllabus;
- To keep students informed and updated concerning course content, requirements, evaluation procedures and attendance requirements;

- To keep students informed about their progress through the prompt evaluation of papers and other work;
- To maintain accurate and complete scholastic records, including attendance records;
- To conduct class evaluations in accordance with Institute policy;
- To ensure that assigned classes are held as scheduled;
- To make suggestions to the Dean Academics concerning the improvement of the curriculum in keeping with the objectives of the Institute;
- To participate in program and curriculum review, development and student learning outcomes initiatives;
- To make use of available Institute online resources.
- To plan each unit or lesson, both as to content and method, to make each class meaningful;
- To organize each course taught into an effective instrument of learning;
- To study and utilize students' learning styles in each class in order to facilitate the best teaching and learning situations;
- To incorporate instructional technologies in instructional delivery;
- To maximize the learning opportunities for each student;
- To keep themselves informed of current trends and new approaches to instruction via professional development activities;
- To demonstrate a genuine concern for each student through personal mentoring.
- To assist in recruitment and retention of students;
- To serve as an academic advisor to assigned students;
- To strive for the qualities delineated in the criteria for faculty evaluation used by the Institute;
- To refer students to counselors as needed;
- To submit required reports to the appropriate Institute personnel;
- To attend all faculty meetings, professional development and orientation activities, and other meetings as called by the Chairman, Director, Dean Academics or Departmental Heads.
- To become thoroughly familiar with all Institute policies and procedures and comply with all Institute policies and procedures;
- To serve on and provide information to Institute committees as needed;
- To be actively involved in the co-curricular activities of the Institute; and

- To convey Institute-related information to students in a timely manner as requested by Institute officials.
- To ensure proper conduct and decorum in the classes and other activities.
- Coordinate various academic and administration activities of the Department and also with other departments of the Institute
- To help in organization of various activities /events of the Institutes (Marketing, Finance, HR seminars and International Conferences, Cultural events- Zest, Dandiya Night, Popstar Night, Blood Donation camp, Orientation Day, Fresher Party, Farewell function, Annual Sports Day and other Intra Campus and Inter-Colleges events/ activities).
- To recommend textbooks and other instructional material including classroom and lab equipment to Dean/Director;
- To assist in the Institute's library collection development by selecting, evaluating, and weeding library resources in each appropriate discipline;
- Organize and monitor value added courses Like Prowess/ Microsoft Advanced Excel/Advanced SPSS or any other useful software for improving technical skills of students.
- Provide guidance to student in their Mentoring Project Reports, Summer Training Projects and Dissertation Project Reports.
- Follow up with External guides of the students from Industry to monitor progress for Mentoring and Summer Training Program.
- Meet the external guide personally to get feedback of the student under their supervision during Summer Training.
- Suggest updates for Website Improvement.
- Write minimum 2 Research Articles during a year to be published in a national or international journal of repute.
- Participate in Workshops, Conferences and Seminars.
- To design Aptitude Test.
- To make Weekly Quiz
- To update Course Manual
- To update Course material for Foundation classes.
- To maintain and update files as per ISO AICTE, NBA, NAAC or other regulatory authority requirements.

- Any other assignment as per requirement of the Institute and instructions of the Director/Dean.

#### **D. Other Responsibilities**

Assume other work-related responsibilities as assigned by the Dean, the Dean of Instruction, or the President or his/her designee.

#### **E. Performance Evaluation**

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

#### **F. Essential Characteristics**

- Good communication skills.
- Good writing skills
- Exhibit emotional control and stability
- Stress management and coping ability
- Mastery of appropriate computer operation skills

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

#### **First year Class Coordinator**

##### **Administration**

- Handle Welfare, Ragging, Grievances and discipline related matter of the students of the classes under their supervision with respect to Library, Computer labs, CMC, administration, accounts and reporting to Dean.
- To monitor the attendance of students and take necessary corrective action with approval of the Dean, identify students having attendance below 70% and advise them to be more regular and meet/call their parents or send short attendance letters to parents.
- On Orientation Day collect Anti Ragging forms, I-card Forms, documents as per deficiency list, explain the rule and regulations for reporting on time for

classes, rule examination, library, lab, Anti Ragging, Grievance redressal, sexual harassment, Professional Counseling to students.

- Updating student Data base: Analyze the data of parents, prepare demographic Profile of the students with educational background.
- End Trimester results to be sent to the students & parents through email.
- Prepare and submit monthly report and Trimester quality Report on Time.
- Prepare debarred List of students at the end of every Trimester following minimum attendance criteria of the Examination Policy.

### **Ensuring Academic Quality**

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

### **Student Development**

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

### **Other Activities**

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

### **II<sup>nd</sup> year Class Coordinator**

#### **Placement Activities**

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

### **Administration**

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

### **Ensuring Academic Quality**

- Provide support in academic scheduling maintain interface with all the faculty, Interact with all the students.

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

#### **Student Development**

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

#### **Other Activities**

- Follow up for pending fee.
- Organize parent- Teacher meeting analysis the feedback forms and submit report with suggestion to the Dean/Director



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## **2. DUTIES AND RESPONSIBILITIES OF FACULTY IN SUMMER ACTIVITIES**

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



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## **3. GUIDELINES FOR PROPER CONDUCT OF CLASSES**

1. Faculty is required to maintain discipline in the class.
2. Faculty to be present in the class on time as per the scheduled time Table.
3. No student to be allowed in the class after 5 minutes from the commencement of the class.
4. Attendance for the class must be taken within 10 minutes from the commencement of the class.
5. Faculty is required to conduct the classes in an interactive manner and the participation of all the students should be ensured.
6. First ten minutes of every class is to be kept for revision of the previous class lessons.
7. Faculty is expected not to carry any text book/ reference books in the class. For reference they can have their class note/ power point presentations/ transparencies. To give practical exposure to the students, there should be more emphasis on Case Studies, Role Plays etc.
8. Usage of mobile phones either by faculty or any student under any circumstances is not allowed. In case any student is found using mobile during the class; mobile is to be confiscated by the respective faculty member and handed over to Dean for further action.
9. Faculty having the last class to ensure that all lights, fans, Ac's, LCD & CPU are off before leaving the class.
10. Following the online mode of lectures faculty needs to ensure that –
  - a) They have mailed the PPT and study material in advance
  - b) They have their videos recorded and mailed to students in advance
  - c) The faculties need to ensure that relevant case study is discussed with students.
  - d) The course material is uploaded in drive for easy access of students.



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## **4. GUIDELINES FOR ASSIGNMENTS**

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

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

## **5. GUI DELINES FOR INTERNAL GUIDE/ MENTOR**

### **1. Mentoring**

Mentoring is a unique programme designed for PGDM; it takes place during the PGDM IInd and IIIrd trimesters where Middles level executives from corporates become the external mentor of the students.

1. All faculty members are internal mentors of 8-10 students.
2. Faculty member should ensure that regular meeting with the external mentor (every week) takes place.
3. Faculty member has to be in regular contact with the external mentor to know the progress of the student.
4. Faculty to also ensure that the projects are allotted to the students by external mentors.
5. Faculty member to prepare weekly mentoring report clearly mentioning the progress of the mentoring programme for each student allotted to them.
6. Timely submission and evaluation of the mentoring project (duly signed by the external mentor) to be ensured.

### **2. Summer Internship Programme**

SIP takes place during the PGDM IVth Trimester from 1<sup>st</sup> May till 30<sup>th</sup> June every year and for BBA from June- July every year.

1. All faculty members are internal mentors of 8-10 students.
2. Faculty member should ensure that the student is undergoing his/her summer training in an organization regularly.

3. Faculty member has to be in regular contact with the external mentor to know the progress of the student and visit the external guide twice during the summer training once within the first week of starting of the summer training and second meeting to be held during the last week of the summer training.
4. Faculty to also ensure that the projects are allotted to the students by external mentors.
5. Faculty member to prepare weekly SIP report clearly mentioning the progress of the SIP programme for each student allotted to them.
6. Timely submission of the summer training project to be ensured.
7. Faculty to ensure that the feedback form from the external mentor to be taken at completion of the summer training.

### **3. Dissertation Project Report**

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



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## **6. GENERAL RULES FOR STUDENTS**

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

## **7. 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.
- E- Content related to the subject will be provided to student.
- No reference book will be issued to students in any case (not even with the prior permission of the faculty).
- All teachers and students must keep the books/magazines in the respective shelves after reading them.
- No reference book will be reissued after the due date/time to the members of the faculty.
- The Library should be kept neat and clean.
- No other office work should be done in the library.
- All syllabus and question paper files should be accurate with updated material and should be kept at an appropriate place.
- Librarians must ensure that silence is maintained in the library.
- Librarians must ensure that all books are rearranged properly on a weekly basis.

### **Exceptions**

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

## COMPUTER LAB

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

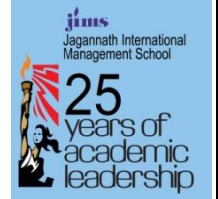
## **8. GUIDELINES FOR FACULTIES IN INVIGILATION DUTIES**

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



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## Examination Instructions for Students:

### **PLEASE READ THESE INSTRUCTIONS CAREFULLY**

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

#### **1. TIMINGS**

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

#### **2. PERSONAL BELONGINGS**

- All your personal belongings (such as bags, pouches, ear/headphones, etc.) must be placed at the designated area at the front of the examination hall or as advised by the Invigilator. **It is advised that any unauthorized materials, such as books, paper, documents, pictures and electronic devices with communication and/or storage capabilities such as mobilephone tablet PC, laptop, smart watch, portable**

**audio/video/gaming devices etc. are not to be brought into the examination hall.**

- Handphones brought into the examination hall must be switched off at all times. If your handphone is found to be switched on in the examination hall, the handphone will be confiscated and retained for investigations of possible violation of regulations.
- All materials and/or devices which are found to violate any examination regulations will be confiscated.
- **The Institute will not be responsible for the loss of any belongings in or outside the examination hall.**

### **3. AT THE START OF THE EXAMINATION**

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

### **4. DURING EXAMINATION**

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

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

#### **5. AT THE END OF THE EXAMINATION**

- You are not allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- Once the Invigilator announces the end of the examination do not add anything more to your answers. You are to stop writing and remain seated quietly while your answer scripts are being collected.
- No papers, used or unused, may be removed from the examination hall. You may take your own question paper with you unless otherwise instructed.
- You are responsible to ensure that your answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your answer script, you will be deemed to have sat for and failed the examination concerned. Any unauthorized removal of answer script or part

of answer script from the examination hall would deem the answer script as null and void.

- You must hand in your answer book together with any other paper to the invigilator before you leave the room.
- Do not attempt to discuss any aspect of the examination with fellow students outside the examination Hall after you submitted your answer scripts.
- When you have been given permission to leave the hall after you have completed the examination, do so quickly and quietly and refrain from speaking making any noise until you are away from the building.

## **6. AUTHORIZED EXAMINATION MATERIALS**

You may take into examinations:

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

**You must:**

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

## **7. DRESS CODE**

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

## **8. UN FAIR MEANS**

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

## **9. OUTSTANDING FEES**

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

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

## **10. SUPPLEMENTARY NOTES**

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

## **11. ANSWERING EXAM QUESTIONS**

- Write clearly; illegible answers will not be marked.
- Start a new page for each question and take care to identify each answer clearly with:
  - a. The number of the question.

b. Where appropriate, the part you are answering.

- Do not copy out the question.
- Do not tear any pages out of the answer book.
- Rough working may be done in the answer book or you may request extra sheets from the supervisor. Clearly cross out rough working before handing in your book.
- Tie all extra sheets including rough working into the answer book at the end of the examination.

## 12. Attendance Policy and Debarment Guidelines

The attendance policy that must be adhered to in order to be eligible to appear for the examinations. Compliance with this policy is essential for the successful completion of PGDM/PGDM-IB program.

As per the academic guidelines:

1. **Credit Subject-Wise Attendance:** Each student must maintain a minimum of 60% attendance in each individual subject.
2. **Value Added Subject-Wise Attendance:** Each student must maintain a minimum of 60% attendance in each individual subject.

S.No	Subject	Attendance Required
1.	Personal Growth Lab	60%
2.	Finance Lab	60%
3.	Python Lab	60%
4.	PDP	60%
5.	Presentation/News Analysis & MOOC	55%

3. **Overall Attendance:** In addition to subject-wise attendance, students must also ensure that their overall attendance across all subjects meets the minimum requirement of 75%.

These attendance requirements are strict prerequisites for eligibility to appear in the end-term exams. The attendance for **mentoring sessions, professional development program (PDP) classes, events, and all other institutional activities** will be included in the calculation of your overall attendance percentage.

*Failure to meet these attendance requirements will result in debarment from the examinations. We strongly encourage all students to monitor their attendance regularly and ensure compliance with these standards.*



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## 9. HR and Research Policy

### INCENTIVES / REWARDS POLICY FOR FACULTY AND STAFF MEMBERS

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

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

#### Annual Salary Increment:

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

Rating	Increase in Salary
“Good”	5%
“Very Good”	10%
“Excellent”	15%

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

### **Cash Award, Merit and Badges:**

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

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

### **MDP/Articles:**

It is mandatory for each Professor and Associate Professor to organize at least one MDP (with minimum of 15 participants) in an 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:**

Faculty and Staff members will be covered for medical insurance for Rs. 1 Lac provided they have completed 3 years of service with JIMS. Monetary assistance of up to 1 Lakhs Rupees in case of medical emergencies

**Educational Trips to Foreign Universities:**

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

**Extraordinary leave for Higher studies**

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

### **Additonal Benefits**

a) The employees wards are provided fee concession while studying in JIMS Group of Colleges. b) All the employees are given annual festival bonus.

## **Research Policy 2022-23**

### **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 emphasize 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 Programs* 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 AICTE, ICSSR or any other external funding organization. To promote research the institute will award annual cash incentives to faculty members publishing research papers in reputed national/international journals. The paper adjudged best by the Research Committee will be awarded Rs.10,000/- whilst the paper adjudged second will be given Rs.5,000/-

### **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, Delnet, 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:








**Jagannath International Management School**  
MOR, Pocket-105, Kalkaji, New Delhi-110019



**INCENTIVE POLICY FOR ENCOURAGEMENT OF RESEARCH & CONSULTANCY**  
Effective from 1<sup>st</sup> 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	Incentive amount for Editing a book published in collaboration with some reputed publisher
0 to 2	10000	An amount equal to fixed 10 % of the funding amount credited into the institute account.	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/-.	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						
Subject to a minimum as per the following: ABDC - A- 1,00,000/- B-25,000/- C/(Scopus/WOS) -10,000/-					Full Reimbursement of Examination fee of Mooc course		



#### Eligibility Terms & Conditions

1. Any research Award/ Grant/Cash incentive/ leave benefit cannot be claimed as a matter of right.
2. Only regular faculty members on the rolls of the Institute are eligible.
3. The effective date for enforcement of this policy is 1<sup>st</sup> July 2023.
4. For calculation of incentives, the start and end dates will be defined by the academic session.
5. All the achievements requested for incentives should be with the affiliation of Institute. (Jagannath International Management School)
6. **To be eligible for the research paper incentive the following conditions have to be met**
  - The paper has to be visible on the Scopus/Web of Science
  - The Journal listed should be in the management domain of either of the indexes.
7. In case the paper is co-authored by a number of faculties then amount of incentive will be divided equally between numbers of authors. The incentive amount calculation will include all the authors irrespective from JIMS or outside. For example in case of two authors the incentive would be 50% three authors 33% four authors 25%.
8. The decision of the Research Committee will be final and binding.
9. The policy can be withdrawn or modified at any point of time without any formal notice to anybody.
10. Any research article for which Faculty member has already been financially supported (in whatsoever way) by the institute, will not be considered for publication incentives. However, that article may be counted to fulfill the eligibility criterion.
11. All benefits and incentives will lapse if on the date of disbursement (in full or a part of the same) of the incentive, the faculty member has already left the organization or is serving the notice period.
12. Even after disbursement of the incentive, if the awardee is found supplying wrong, incorrect or incomplete information, whole amount of cash incentive will be reclaimed back.
13. Cash Incentives calculated for the previous academic session will be disbursed only once in lump sum in the successive year as decided by the Research Committee.

  
Dr. Anup Verma  
Director

  
Chairman



- The faculty have published a number of research papers and also made presentations at National/International conferences

### **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.

### **(iii) 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.

### **(iv) 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.

### **(v) 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 AICTE/ISTE/DST (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.



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## LEAVE POLICY

### **Objective:**

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day.

The rules on attendance and punctuality have been framed to ensure better work place practices.

### **Hours of Work:**

### **Faculty:**

- Working hours: 8 hours a day with 30 minutes of lunch break.
  - The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
  - Faculty Members will be working for five days a week for the first three weeks of the month with Saturday / Sunday as off days. Based on the academic requirement, the off day may be specified any week day other than the Saturday. The fourth and fifth Saturday/specified off day of the month will be working days.
  - Off days will be decided by the Director as per academic load.
1. Understanding the importance of work-life balance, we are introducing a fifteen (15) minute window. You are required to complete your designated

work hours. For ex. if you reach at 9:05 AM then you shall be leaving at 5:05/6:05 PM. Two late reporting's in the morning in a month are allowed up to 30 minutes. Reporting for work after 30 minutes of the scheduled time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave/pay beyond two days.

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

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

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

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

6. The employees are allowed one hour early going in a month. For every extra early going half day leave will be adjusted.
7. The faculty & staff members can avail 10 casual leaves in an academic year (August 1 to July 31). Casual leave is to be availed only after obtaining prior approval. One Casual leave is credited to an employee's account every month from 1 August to 31 May every year. If Casual leave is not availed in a particular month, then it will be carried forward next month. If an employee takes casual leave beyond the number of days credited to his/her leave account, it will be treated as leave without pay (LWP). Casual will not be allowed to apply after 6:00 pm, it will be treated as unapproved leave. If an employee takes continuous casual leave for 7 days or more, then Sundays or holidays between the periods of leave will be counted as leave. Prefixing and suffixing of holiday/Sundays can be made along with the leave period.
8. The faculty & staff members can avail 5 medical (unapproved) leaves in an academic year (August 1 to July 31). Half day medical leave is credited to an employee's account every month from 1 August to 31 July every year. If medical leave is not availed in a particular month then it will be carry forward next month. If an employee takes medical leave beyond the number of days credited to his/her leave account, it will be treated as leave without

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

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

#### 9. Eligibility Criteria for Availing Earned Leave

- It is hereby informed that an employee will be eligible for Earned Leave (EL) only after the completion of one year of continuous service with the organization.
- Earned leaves may also be availed in subsequent years during the summer or winter break, when no classes or examinations are scheduled.
- Earned Leave can now be carried forward in line with the revised policy and will be encashable (up to 30 days) based on your basic salary at the time of leaving from the institute.

10. The faculty & staff are also granted 15 days Summer Leave i.e. between 15<sup>th</sup> May and 15<sup>th</sup> July. The summer leave will preferably not be split into parts;

it should be taken in one go. Leave plan will be drawn for faculty & staff based on the employee's plan, requirements of Institute and approval of Management.

11. All leave applications should be entered in ERP/software and must be forwarded by the respective Head's and approved by the Director
12. 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.
13. If a working day is declared as a compulsory working day, any leave taken on such a day will be treated as unapproved leave besides attracting a penalty of deduction of 1 day's summer leave.
14. Half day leave: The faculty members are allowed half day leave with 4 hours of working and Directors/HODs & staff members are allowed half day working with 4 ½ hours of working.
15. Academic leave up to 06 days may be granted to faculty for attending/presenting papers in Seminar/Conferences and also for Ph.D. related work i.e. course work exams / viva. Three academic leave will only be allowed in a semester and it can be carried forward to next semester.
16. All OD / University work leave / Academic leave applications should be entered in ERP / software and must be approved by the competent authority

in advance. All supporting documents regarding University Work / Academic Leave must reach Accounts department latest by 30<sup>th</sup> of the same month in which leave was taken. Non-submission will result in deduction of salary.

### **Public Holidays**

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

### **Bi Annual Appraisal**

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

### **Faculty Resignation Policy**

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

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

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

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

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

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

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

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

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

### **Directors’ Leave**

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



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## Revised Leave Rules

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



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## **10.COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT**

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

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

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

## Who Can Make a Complaint?

Sexual harassment also includes unwelcome

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

- Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
- Any behaviour is unacceptable if
  - (a) Such conduct is unwanted, unreasonable and offensive to the recipient
  - (b) A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or
  - (c) Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
- Act or conduct creating sexually hostile and intimidating environment.
  - (a) A person who is –
    - (i) A student of this Institute
    - (ii) Seeking to be an employee or employed in this Institute
    - (iii) A member of the staff of this Institute or is a member of any committee, Governing Body, Board of Studies or holds an administrative or consultative position in the Institute
    - (iv) An applicant for admission into any course offered by this Institute.

Subject to the condition that:

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

### **The Complaint Committee**

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

### **Eligibility for Membership of the Complaint Committee**

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

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

### **Jurisdiction**

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

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

### **Conducting Enquiry by the Complaint Committee**

- i) Any person aggrieved shall prefer a complaint before the Complaint Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Director of the institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Director of the institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Director of the institute recommending the penalty to be imposed.

- vi) Director of the institute upon receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Assistant Professor or above the case shall be submitted to the Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

### **Disciplinary Action**

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

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

### **Third Party harassment**

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

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



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## **Saving**

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

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

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

## **The Composition of Sexual Harassment Committee**

1. Director
2. Joint Registrar
3. HODs
4. Representative from NGO
5. The Chairman of the Committee will be a Lady member.



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## **11. 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) Nonpayment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- (ix) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (x) On provision of student amenities as may have been promised or required to be provided by the institution;
- (xi) Denial of quality education as promised at the time of admission or required to be provided;
- (xii) Non transparent or unfair evaluation practices;
- (xiii) Harassment and victimization of students including sexual harassment; and
- (xiv) Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

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

<b><u>S.No</u></b>	<b><u>Member</u></b>	<b><u>Designation</u></b>
1.	Director	Committee Head
2.	Registrar	Member
3.	HOD – PGDM(IB)	Member

### **Procedure in Redressal of Grievances**

1. The aggrieved student or person seeking redressal of grievance may submit an application to the committee head.

2. On receipt of an application the committee head shall inform the Committee Chairman and shall immediately provide a copy to the Chairman for furnishing its reply within seven days.
3. The Committee Chairman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
4. An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
5. The Committee Chairman shall be guided by principles of natural justice whilst hearing the grievance.
6. The Committee Chairman shall ensure disposal of every application within one month of receipt for speedy redressal of grievance.
7. The Technical institution shall be expected to co-operate with the Committee Chairman in redress of grievances and failure to do so may be reported by the Committee Chairman to AICTE.
8. On the conclusion of proceedings, the Committee Chairman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
9. Every order under clause (8), under the signature of the Committee Chairman shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
10. The Technical institution shall comply with the order of the Committee Chairman.
11. Any order of the Committee Chairman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.

12. A complaint shall be filed by the aggrieved student, his/her parent or with a special permission from the Committee Chairman, by any other person.
13. In case of any false/frivolous complaint, the Committee Chairman may order appropriate action against the complainant.
14. The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except.
  - a) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;
  - b) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.
15. The Institute shall provide detailed information regarding provisions of grievance redressal mechanism, Committee Chairman and the duties and rights of students in their prospectus prominently.



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## **12.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 raggers.

### **Roles and Responsibilities of Anti-Ragging Committee**

- I. The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.
- II. The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
- III. The committee will ensure the following at the time of Orientation Programme of the New Batch:
  - 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.
- IV. The Instructions and Guidelines Manual of Prevention and Prohibition of Ragging in the Campus is issued to all the students. The Manual comprises of the following.
  - a. Anti Ragging Monitoring Mechanism in the Campus
  - b. Detail of Anti Ragging Committee
  - c. Detail of anti Ragging Squad
  - d. Detail of Anti Ragging Mentoring Cell
  - e. The information on the acts of Ragging
  - f. Action against the students to be taken for indulging and abetting Ragging.

### **The Composition of Anti-Ragging Committee**

1. Director
2. Representative of Police
3. Representative of Civil Administration

4. Representative from Media
5. Representative from NGO
6. Faculty
7. HODs
8. Administration
9. Parent Representative
10. Student Representatives

### **Roles and Responsibilities of Anti Ragging Squad**

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

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

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

### **Roles and Responsibilities of Senior Student Mentors**

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

### **Roles and Responsibilities of Mentoring Cell**

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

- I. To ensure that the Anti-Ragging notices are always displayed on the notice boards of their respective classes.

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

### **The Composition of Anti-Ragging Squad**

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



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## 13. Joining Report

Date

The Chairman

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Joining Report for the post of \_\_\_\_\_

Dear Sir,

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

Thanking you,

Yours sincerely

( \_\_\_\_\_ )

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

Email Id \_\_\_\_\_



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## **14. MEDICAL CERTIFICATE OF FITNESS FOR APPOINTMENT IN JIMS**

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

I do not consider this a disqualification for employment in the Jagannath  
International Management School. \_\_\_\_\_ His /  
Her age according to his / her own statement is \_\_\_\_\_ years and by  
appearance \_\_\_\_\_ years.

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

Dated the \_\_\_\_\_

Name and designation of the  
Doctor.



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

Application for the post of \_\_\_\_\_



Name \_\_\_\_\_

Father/Husband's Name \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number if any \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_

How long you have been the resident of Delhi \_\_\_\_\_

Family Particular

Name	Relation	Profession


Name of the Company	Service Period from _____ to _____	Reason of Leaving

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

Name & Address	Profession	No. of years known to you

Place:

Signature of the Applicant

Date :

Name of the Applicant (in Block Letters)



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## **16. LIBRARY CARD FORM (For Faculty / Staff)**

(Please fill this form in CAPITAL letters)  
(Please submit one passport size photograph)

**Affix Recent passport  
size photograph here**

1. Name of the Member :
2. Address :
3. Contact Number :
4. Department :
5. Designation :

Signature of the Member  
(With Date)

---

(FOR LIBRARY USE ONLY)

Library Membership Card Number :

\_\_\_\_\_

Librarian's Signature with Issuing Date : \_\_\_\_\_



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## 17. FACULTY / STAFF IDENTITY CARD DETAILS

01. NAME \_\_\_\_\_

02. DESIGNATION \_\_\_\_\_

03. BLOOD GROUP \_\_\_\_\_

04. ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN CODE \_\_\_\_\_

05. CONTACT NO. \_\_\_\_\_

Attached Colour  
Photographs

(Signature)

## 18. REPORTING SYSTEM

The faculty and staff members are required to forward their daily / weekly / monthly reports to the Chairman.

airman/Director through the concerned officer to whom they are accountable. The various reports have to be submitted by the employees on the specific days as mentioned below:

- a) Monthly Report – Latest by 4<sup>th</sup> working day of each month.
- b) Weekly Report - Every Friday by 5:00 p.m.
- c) Daily Report – Each day by 5.30 p.m.

S.No.	Designation	Submitted to	Daily	Weekly	Monthly
1	Faculty	Respective Programme Coordinator / HOD		✓	✓
2	PRO	Chairman /Director		✓	
3	Data Entry Operator cum Administration Assistant	Receptionist / Admin Officer	✓		
4	Librarian	Library Committee / Director		✓	Fortnightly
5	Lab Assistant	System Administrator		✓	
6	System Administrator	Prog. Coordinator (IT) / Director		✓	
7	Accountant	Chairman / Director	✓	✓	✓
9	Receptionist	Chairman /Director	✓		
10	Programme Coordinator	HOD/Director			✓
11	Executive Secretary	Chairman		✓	✓
12	Administration Officer	HOD/ Director	✓	✓	



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## 19. MONTHLY FACULTY ASSESSMENT REPORT

Faculty Name : ..... Designation:.....

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

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

9.

<b>S.No.</b>	<b>Special Responsibilities Assigned</b>	<b>Performed</b>	<b>Not Performed</b>
1.			
2.			
3.			

10. Any other contribution.

**Faculty**

**Director**

\_\_\_\_\_  
**(Name & Signature)**

\_\_\_\_\_  
**(Name & Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**



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JIMS/KJ/ACAD/F/13

## 20. TEACHER ASSESSMENT OF SUBJECT COVERAGE

Course : ..... Trimester : ..... Year :

.....

Subject :

.....

Date	Topic Discussed / Assignment	Remarks



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DOC NO.: JIMS/KJ/ACAD/F/09

## 21. MONTHLY REPORT BY PROGRAM COORDINATOR

for the month of \_\_\_\_\_

Date of Submission:

### (A) ACADEMICS

#### 1. Syllabus Coverage

S. No.	PGDM-III A (2018-19)	Faculty	By Course Coordinator	By Academic Representative	Syllabus coverage Cumulative	Lectures according to Scheduled Time Table	Classes actually held	Remedies
1								
2								
3								
4								
5								
6								
7								

**2. Assignments**

S. No.	Class	Status
1		

**3. Quiz**

S. No.	Class	Status
1		

**4. Class Presentation : Copy attached**

Sl. No.	Class	Presentation held during the month	Cumulative no. of Presentation
1			

**5. Research Activity :**

Sl. No.	Name of the Faculty	Name of the Research Project	Publications
1			

**(B) INDUSTRIAL VISIT**

**6. Industrial Visit / Guest Lectures**

Sl. No.	Class	Industrial Visit	Guest Lecture
1			

**7. Summer Training / Placement Report/ Mentoring Report**

S.No.	Companies Approached	Companies Confirmed	No. of Students sent	No. of students selected	Remarks

1					
---	--	--	--	--	--

**8. Details of Alumni Contribution / Activity**

S.No.	Activity	Alumni involved	Remarks
1			

**(C) Administration**

**9. Attendance till ..... of all batches**

S. No.	Batches	Above 70%	70-60	60-50	Below 50%	Remarks
1						

**10. Action taken (as per ISO quality system requirement)**

Sl. No.	Agenda Points	Follow Up
1		

**11.Updating of student database.**

Done Time table, rescheduling of time table, Assignments, Case Studies, PPTs, Class schedules and notices are being sent to the students through emails.

**12.Information for inclusion in JIMS News**

**13.Activities planned / organized as per Academic Calendar**

S. No.	Activities	Action Taken Report

1		

**14. Activities planned / organized as per Governing Body Minutes**

<b>S. No.</b>	<b>Activities</b>	<b>Action Taken Report</b>
1		

**15. Committee Report:**

<b>Sl. no.</b>	<b>Name of Committee</b>	<b>Activities Scheduled</b>	<b>Remarks</b>
1			

**16. Remarks of the Head / Dean concerned**

Coordinator

Director

Chairman



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## 22.MONTHLY REPORT OF CLASS – FEED BACK REPORT

Course : PGDM Trimester:.....  
 University: AICTE Month: .....  
 Programme Chairman : Prog. Coordinator:  
 .....  
 Academic Coordinators : 1. ....  
 2. ....

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

Topic to be repeated (if any) :  
 .....

Requirement of extra classes :

.....

(if any)

Suggestions / observations :

.....

Signatures with Date : 1) Academic Coordinators (1)

:.....

(Students Representatives)

(2):.....

2) Programme Coordinator :.....

3) Programme Chairman :.....



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## 23.FACULTY PERFORMANCE APPRAISAL FORM

(Faculty Name)

S.No.	Parameters	Points	Assessment		
			Self-Assessment	HOD	Director
1	<b>Teaching</b>	-			
	Feedback from the students 90% & Above - 25 <b>80% - 89% - 20-24</b> 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 <b>90% - 94% - 10</b> 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 <b>60% - 70% - 10</b> below 60 % - 0	15				

	No of classes not taken in Semester/Trimester <b>All Scheduled Classes taken -10 points</b> 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/ <b>Class activity/ Case study/Role Play/individual Presentation/ Group Discussion</b> ) No of Innovative methods used in class per semester	10		
	Extra study Material (Digitalized Notes, Video lectures, PPT, Illustrations or examples) <b>Excellent-5</b> Good-4 Fair-3	5		
	Projects Reports supervised <b>Excellent-5</b> Good-4 Fair-3	5		
	Course Manual Preparation <b>Excellent-5</b> Good-4 Fair-3	5		
	<b>Course Outcome Assessment Report</b>	<b>5</b>		
	Remedial /Advanced classes No of classes as per schedule Study material to weak students	5		
	<b>Total</b>	<b>100</b>		
<b>2</b>	<b><u>Research</u></b>			
	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			
	<b>Total</b>	<b>90</b>			
<b>3</b>	<b><u>Contribution to Management of Institution</u></b>	-			
	<b>Head of The Committee 20 points and Member 5 points</b>				
	Coordinator Class/Coordinator International Relations/ <b>Accreditation Coordination</b> /CSR Committee/ IIC/ARIIA Committee/Examination Committee/ <b>Academic Committee</b> /Time Table / <b>Digital Media Committee</b> /Sports committee/Alumni committee	20			
	Various <b>Clubs Coordinator</b> /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			
	<b>Total</b>	<b>75</b>			
<b>4</b>	<b><u>Corporate Interaction</u></b>				
	Student Placed - Summer Internship (5 per student)	5			

	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			
	<b>Total</b>	<b>80</b>			
<b>5</b>	<b><u>Miscellaneous</u></b>	-			
	Participation in State /Centre Bodies/Committees on Education, Research and National Development	5			
	Admission per student @ 5 points	5			
	Digital Branding activity including website up-dation /Event Promotion on social media	5			
	<b>Total</b>	<b>15</b>			
<b>6</b>	<b><u>PEER Review*</u></b>				
	Subject Knowledge and Development	<b>5</b>			
	Interpersonal relationship and initiatives	<b>5</b>			
	<b>Total</b>	<b>10</b>			
<b>7</b>	<b><u>Behavioural Competency (To be filled by Reporting Officer)</u></b>				
	<b><u>Potential of faculty</u></b> a) Knowledge b) Development c) Oral and Written Communication ( 5 points for each)	10			
	<b><u>Attitude</u></b> a) Initiative b) Planning and organizing c) commitment and sense of responsibility ( 5 points for each)	10			

<b><u>Interpersonal Relationship</u></b>	10			
a) Team Work				
b) Leadership				
c) Attitude towards Seniors				
d) relationship with students ( 5 points for each)				
<b>Total</b>	<b>30</b>			
<b>Grand Total</b>	<b>400</b>			

**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.**



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## 24. TRIMESTER QUALITY REPORT

### INDEX OF THE REPORT

- I. Faculty Feedback**
- II. Details of Class Presentations**
- III. Details of Guest Lectures**
- IV. Websites referred and Newspaper cuttings related to Subjects discussed in the class.**
- V. Discussion on earlier Mid – Terms / End Terms / University Question Papers.**
- VI. Summer Project Presentations**
- VII. Class Tests / Assignments Details**
- VIII. Details of Seminars / Workshops**
- IX. Details of Industrial Visits**
- X. Results of Mid – Term & End – Term Exams (Including the Result Analysis)**
- XI. Status of Lectures**





### III. DETAILS OF GUEST LECTURES

<b>S. No.</b>	<b>Date of Lecture</b>	<b>Guest Speaker</b>	<b>Topic of G.L.</b>	<b>No. of Students</b>







## VIII. DETAILS OF SEMINARS / WORKSHOPS

S. No.	Date	Event	No of Students	Venue	Faculty

## IX. DETAILS OF INDUSTRIAL VISITS

Date of Visit	Name & Address of the Company	Main Products / Services of the Company	No. of Students



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## X. RESULT OF MID – TERM & END – TERM EXAMS (INCLUDING ANALYSIS)

### Result Analysis PGDM

**Batch: 2020-21**

Distinction (> 75%)	-
1 <sup>st</sup> Division (60 – 74.99%)	-
2 <sup>nd</sup> Division (50 – 59.99%)	-
3 <sup>rd</sup> Division (< 50%)	-

=====

### Highest Marks / Subject:


**Rank Wise List :-**

- 1.
- 2.
- 3.

**Total No. of ERs :-**

**Subject Wise Analysis:**

	ME & BE	QMDM	CMA	MM-II	CCL	IPD & GB	FM	E-C	IBC	Lab
<b>75 &amp; above</b>										
<b>70 – 74</b>										
<b>60 – 69</b>										
<b>50 – 59</b>										
<b>0 – 49</b>										
<b>Absent</b>										
<b>Detained</b>										
<b>Result Later</b>										



S. No.	Index	Page No.
1	<p><b>Curricular Aspects</b></p> <p>1.1 Curriculum Planning &amp; Implementation (Old Annexure XI)</p> <p>1.2 Curriculum Enrichment</p> <p>1.3 Feedback system</p> <ul style="list-style-type: none"> <li>- Students</li> <li>- Parents</li> <li>- Alumni</li> <li>- Corporate</li> </ul>	
2	<p><b>Teaching Learning &amp; Evaluation</b></p> <p>2.1 Teaching Methodology</p> <p>2.2 Teacher Quality</p> <p>2.3 Evaluation Process</p> <p>2.4 Student Performance &amp; Learning Outcomes</p> <p>2.5 FDP conducted by the Institute</p> <p>2.6 Details of Class Presentations (Old Annexure-II)</p> <p>2.7 Details of Guest lectures (Old Annexure-III)</p> <p>2.8 Websites referred and Newspaper cutting related to subjects discussed in the class (Old Annexure-IV)</p> <p>2.9 Discuss on previous year End Term University Question Papers (Old Annexure-V)</p> <p>2.10 Summer Project Presentations (Old Annexure-VI)</p> <p>2.11 Class Test/Assignments Details (Old Annexure-VII)</p> <p>2.12 Details of Seminars/Workshops attended by the students (Old Annexure-VIII)</p> <p>2.13 Details of Industry Visits (Old Annexure-IX)</p> <p>2.14 Faculty feedback from students (Old Annexure-I)</p> <p>2.15 Analysis of the Result of Mid Term-I &amp; II and End Term Exams (Old Annexure-X)</p>	
3	<p><b>Research, Consultancy &amp; Extension</b></p> <p>3.1 Research Publications &amp; Awards</p> <p>3.2 Consultancy</p> <p>3.3 Extra Activities</p> <p>3.4 Collaboration</p>	
4	<p><b>Student Progression/Development</b></p> <p>4.1 Student Mentoring/Counselling</p> <p>4.2 Grievance Redressal</p> <p>4.3 Sexual Harassment</p> <p>4.4 Anti-ragging</p> <p>4.5 SC/ST</p> <p>4.6 Students achievements details</p> <p>4.7 New Short term/Certificate course</p>	
5	<p><b>Governance, Leadership &amp; Management</b></p> <p>5.1 Strategic Plan (5 yrs)</p>	



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	5.2 Financial Management 5.3 IQAC	
<b>6</b>	<b>Innovation and Best Practice</b>  6.1 CSR 6.2 Innovations 6.3 Best Practices	



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## 25. CONVEYANCE REIMBURSEMENT FORM

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

### Details of Visit

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

**Total**

**Rs.**

### **(Amount in Words)**

-----  
Signature of the Claimant :

-----  
Checked by :

-----  
Accounts Deptt. :

Date :  
\_\_\_\_\_

Acquaintance Receive to :  
\_\_\_\_\_  
\_\_\_\_\_

Date :

Receiver Signature

Authorised Signatory



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## **26. Requisition Slip for Taxi / Bouquet / Lunch**

Date of Request : \_\_\_\_\_

Time of Request : \_\_\_\_\_

Name of Visitors : \_\_\_\_\_

Details of Visitor : \_\_\_\_\_

\*Purpose of Visit : \_\_\_\_\_

\*Place / Location of Visit : \_\_\_\_\_

\*Reporting Time : \_\_\_\_\_

Delivery Date : \_\_\_\_\_

Delivery Time : \_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

---

\*1. This Information is required for Taxi Bookings.

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



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## 27. Faculty Leave Application Form

(To be filled in duplicate)

1. Name : \_\_\_\_\_

2. Designation : \_\_\_\_\_

### 3. Details of Leave Required:

a) No. of days required : \_\_\_\_\_

b) Reason for leave : \_\_\_\_\_

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

d) With effect from : AM / PM \_\_\_\_\_ to PM \_\_\_\_\_  
(Date) (Date)

With permission to  
Prefix \_\_\_\_\_ & Suffix \_\_\_\_\_  
(Date) (Date)

being Sunday / Holiday

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

Signature of substitute: \_\_\_\_\_

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

Signature of substitute: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

---

### II

**Concurred / Not Concurred**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Director / HOD)

---

### III

**Approved / Not Approved**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Director / Chairman)



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## **28. LIST OF COMMITTEES**

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

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

## 29. Academic Activities Calendar (PGDM & PGDM (IB))

(June 2025 – Jan 2026)

S. No	Date	Academic	Cultural/Co-Curricular
<b>June &amp; July 2025</b>			
1	Tuesday 24 <sup>th</sup> June to Friday -4 <sup>th</sup> July 2025	Foundation Course (PGDM/PGDM-IB First Year) 2025-27	
2	Monday 7 <sup>th</sup> to Tuesday 8 <sup>th</sup> July 2025	Orientation Day PGDM, PGDM IB Batch 2025-27	
3	Wednesday 9 <sup>th</sup> July to Saturday 4 <sup>th</sup> October 2025	Ist Trimester Commencement of Classes (PGDM/PGDM-IB) 2025-2027	
4	Wednesday to Friday- 9 <sup>th</sup> , 10 <sup>th</sup> and 11 <sup>th</sup> July 2025	SAQS PRT Team Visit	
5	Monday 14 <sup>th</sup> July to Saturday 4 <sup>th</sup> October 2025	IVth Trimester Commencement of Classes (PGDM/PGDM-IB) 2024-2026	
6	Wednesday 16 <sup>th</sup> July 2025	Re-orientation "Campus to Corporate" (PGDM/PGDM-IB) 2024-2026	
7	Thursday 24 <sup>th</sup> July 2025		BOSR Meeting
8	Wednesday	Committee Meetings – All	IQAC Meeting

	23 <sup>rd</sup> July 2025	Committee Incharge (Grievance, Anti Ragging and Internal Complaint Committee, Research)  AR CR meeting	
9	Saturday 26 <sup>th</sup> July 2025		GBM Meeting
<b>August- 2025</b>			
10	Wednesday 6 <sup>th</sup> August 2025	Faculty Feedback  <b>(Ist and IVth Trimester Mid Review)</b>	Fresher Party (PGDM/PGDM-IB) 2025-2027  Cultural Club activity
11	Friday 8 <sup>th</sup> August 2025	PTM (PGDM/PGDM-IB) 2025-2027	IIC: Session/ Workshop on Business Model Canvas (BMC) Industry Guest [KSF]
12	Saturday 9 <sup>th</sup> August 2025	<b>RAKSHA BANDHAN</b>	
13	Tuesday 12 <sup>th</sup> August 2025		NSS Activity
14	Wednesday 13 <sup>th</sup> August 2025		<b>Industrial Visit (First Year) (KSF)</b>
15	Friday 15 <sup>th</sup> August 2025	<b>INDEPENDENCE DAY</b>	
16	Saturday 16 <sup>th</sup> August 2025	<b>JANMASHTAMI</b>	
17	Wednesday 20 <sup>th</sup> August 2025	Review of Faculty and students' research Publications	
18	Monday 25 <sup>th</sup> August to Saturday 30 <sup>th</sup> August 2025	Trimester I and IV Mid-Terms Exam for PGDM and PGDM (IB)	

19	Saturday 30 <sup>th</sup> August 2025	Convocation PGDM & PGDM-IB 23-25 Batch	
<b>September -2025</b>			
20	1 <sup>st</sup> week of September 2025		Reconstitution of NSS Committee
21	Wednesday 3 <sup>rd</sup> September 2025		Business Analytics Club Activity <b>Industrial Visit (Second Year) [KSF]</b>
22	Friday 5 <sup>th</sup> September 2025		Teacher's Day Celebration (Cultural Club)
23	Monday 8 <sup>th</sup> September 2025		International Literacy Day
24	Monday 8 <sup>th</sup> September, Tuesday 9 <sup>th</sup> September 2025	SIP –VIVA VOCE (Final)	
25	Wednesday 10 <sup>th</sup> September 2025	Committee Meetings – All Committee In- charge  (Grievance, Anti Ragging and Internal Complaint Committee)  AR CR meeting	IIC - Session on Angel Investing from Industry  Guest Lecture [KSF]
26	Monday 15 <sup>th</sup> September 2025	Faculty Feedback  (Ist and IVth Trimester End Review)	Celebration of NSS Day: Theme: Ozone day- plantation drive  Case study Competition CSR Club  Eco Club Session on Protection of Ozone Layer Industry Guest[KSF]
27	Wednesday 17 <sup>th</sup> to Thursday 18 <sup>th</sup> September 2025	EDP  (CAB)[KSF]	
28	19 <sup>th</sup> September 2025		Finance Club (Fin Talk)  Industry Guest[KSF]

29	Saturday 27 <sup>th</sup> September 2025		HR Club Activity/ HR Seminar
30	Monday 29 <sup>th</sup> September 2025		Swachh Bharat Abhiyan <b>Donation of Old Clothes, Books etc.</b>
<b>October -2025</b>			
31	Wednesday 1st October 2025		Celebration of Gandhi Jayanti Photography Club: <b>Theme: Azadika Amrit Mahotsav, Birthday Celebrations of Gandhiji and Lal Bahadur Shastriji</b>
32	Thursday 2 <sup>nd</sup> October 2025	<b>Mahatma Gandhi Jayanti</b> <b>Dussehra (Vijay Dashmi)</b>	
33	Sunday 5 <sup>th</sup> to 6 <sup>th</sup> Monday October 2025		Founder's Day - Hon'ble Chairman's Birthday Celebrations
34	Tuesday 7th October to Saturday 18th October 2025	End Term Examinations PGDM & PGDM IB	
35	Monday 20 <sup>th</sup> October 2025	Chhoti Diwali	Green Diwali – Eco Club Activity
36	Tuesday 21 <sup>st</sup> October 2025 to Thursday 23 <sup>rd</sup> October 2025	Diwali Govardhan Puja Bhai Dooj	
37	Friday, 24th October 2025 to Saturday 10 <sup>th</sup> January 2026	Commencement of classes (II <sup>nd</sup> and V <sup>th</sup> ) Trimester	
38	Wednesday 29th October 2025		Session on Intellectual Property (IP) Management at Early Stage Innovation and Start-ups by

			Industry Experts through Guest Lecture [KSF]
<b>November 2025</b>			
39	Tuesday 4th November 2025	Committee Meetings – All Committee Incharge  (Grievance, Anti Ragging and Internal Complaint Committee)  AR CR Meeting	Marketing Club Activity -Industry Guest[KSF]
40	Wednesday 5 <sup>th</sup> November 2025	<b>GURU NANAK DEVJI BIRTHDAY</b>	
41	Friday 7 <sup>th</sup> November 2025		Industrial Visit (First Year) PGDM IB
42	Saturday 8 <sup>th</sup> November 2025		Industrial Visit (First Year) PGDM A and B
43	Tuesday 11 <sup>th</sup> November 2025		Business Analytics Seminar[KSF]
44	Friday 14 <sup>th</sup> November 2025		Tedx Talk
45	Friday 21 <sup>st</sup> November 2025	Faculty Feedback  (IInd and Vth Trimester Mid review)	FIEO Seminar
46	Tuesday 25 <sup>th</sup> November		IPR Workshop
47	Wednesday 26 <sup>th</sup> November 2025		NSS Event Preamble reading session  <b>Constitution day celebration</b>
48	Saturday 29 <sup>th</sup> November 2025		Alumni Meet [KSF]
<b>December 2025</b>			
49	Monday 1 <sup>st</sup> December 2025		IQAC Meeting

50	Monday 1 <sup>st</sup> December - 6 <sup>th</sup> December 2025	Trimester II and V <sup>th</sup> Mid-Terms Exam for PGDM and PGDM (IB)	
51	Wednesday 3 <sup>rd</sup> December 2025	Committee Meetings – All Committee Incharge (Grievance, Anti Ragging and Internal Complaint Committee)	
52	Tuesday 9 <sup>th</sup> December 2025		IIC Club Activity - Industry Guest[KSF]
53	Friday 12 <sup>th</sup> December and Saturday 13 <sup>th</sup> December 2025		Incubator Development Activities Workshop: Business Plan and Business Feasibility Modelling
54	Thursday 18 <sup>th</sup> to Friday 19 <sup>th</sup> December 2025		Fin Club activity (2 days programme)
55	Saturday 20 <sup>th</sup> December 2025		Theme: International Human Solidarity Day- Donation drive
56	Wednesday 25 <sup>th</sup> December 2025	<b>CHRISTMAS</b>	
57	Friday 26 <sup>th</sup> December 2025-Saturday 27 <sup>th</sup> December 2025	E-Week Organizing Competitions and Entrepreneurial related Activities includes guest lectures [KSF]	
58	Saturday 27 <sup>th</sup> December 2025	Committee Meetings	
59	Saturday 10 <sup>th</sup> January 2026	End of trimester (II and V) and Faculty Feedback (End Review)	
60	Tuesday 13 <sup>th</sup> January 2026 to 24 <sup>th</sup> Saturday January 2026	End Term Examinations PGDM & PGDM IB	

## January 2026

61	Monday 12th January 2026	Annual Faculty & Staff Picnic  (Tentative)  <b>In respective Campus</b>	
62	Tuesday 27 <sup>th</sup> January 2026 to Wednesday, 15 <sup>th</sup> April 2026	Commencement of classes (IIIrd and VIth) Trimester 25- 27 and 24-26 batch.	



## 30. LIST OF HOLIDAYS– 2025

The following will be observed as holidays during the year 2025

S. No.	Name of the Holiday	Date	Day of the Week
1	New Year	1st January 2025	Wednesday
2	Republic Day	26th January 2025	Sunday
3	Maha Shivratri	26 <sup>th</sup> February 2025	Wednesday
4	Holi	14 <sup>th</sup> March 2025	Friday
5	Id-ul-Fitr	31 <sup>st</sup> March 2025	Monday
6	Ram Navami	6 <sup>th</sup> April 2025	Sunday
7	Mahavir Jayanti	10 <sup>th</sup> April 2025	Thursday
8	Good Friday	18 <sup>th</sup> April 2025	Friday
9	Id-ul-Zuha (Bakrid)	7th June 2025	Saturday
10	Muharram	27th June 2025	Friday
11	Raksha Bandhan	9 <sup>th</sup> August 2025	Saturday
12	Independence Day	15th August 2025	Friday
13	Janmashtami	16 <sup>th</sup> August 2025	Saturday
14	Gandhi Jayanti	02nd October 2025	Thursday
15	Dussehra (Vijaya Dashmi)	02 <sup>nd</sup> October 2025	Thursday
16	Diwali	21 <sup>st</sup> October 2025	Tuesday
17	Govardhan Puja	22 <sup>nd</sup> October 2025	Wednesday
18	Bhai Dooj	23 <sup>rd</sup> October 2025	Thursday
19	Guru Nanak's Birthday	5th November 2025	Wednesday
20	Christmas Day	25th December 2025	Thursday

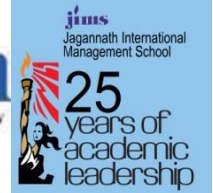
HR Department



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## 31.COMMITMENT INSTRUMENT/ INDEMNITY BOND

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

Executed this indemnity in favor of Jagannath International Management School, having its registered office at \_\_\_\_\_ (herein after referred as Employer) on \_\_\_\_\_ day of \_\_\_\_\_ 2020.

WHEREAS the Employee has been working with Employer in the capacity of \_\_\_\_\_ w.e.f. \_\_\_\_\_ as per the appointment agreement signed on \_\_\_\_\_.

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

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

WHEREAS irrespective of the knowledge, learning and past experience which the EMPLOYEE may possess, it is crucial in the business interests of the EMPLOYER and also to the educational/ career interest of employer's students to withstand

competition of high order that the EMPLOYEE is given specialized in-house training to equip him/her in the requisite area and enhance his/her capabilities.

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

optimum utilization of the talents so developed, of the EMPLOYEE, over a minimum span of a course/ training semester.

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

AND WHEREAS the EMPLOYEE acknowledge that the nature of business of the EMPLOYER is such that it involve closely knit team work of the trained human resource where sudden and unwarranted dislocation of even one member may totally upset the commitments made by the EMPLOYER and create disorder in the system.

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

EMPLOYER for a reasonable minimum period of one training/ course semester commencing from January to mid - May and August to mid - December of every calendar year. The employee hereby commits employer continuous availability of

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

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

THE ABOVE-WRITTEN BOND is conditioned to be annulled in case the Employee or his/her personal representatives or any person acting for and on behalf of the Employee, shall, within two days of leaving the employment in the mid of the running education semester pay to the Employer the sum of Rs. 2,00,000/- (Rupees Two lakhs only) or three months salary, whichever

Is lower. Interest for the same at the rate of 18 per cent per annum will be applicable thereafter, till the actual payment of the agreed principal/indemnified amount.

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

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

Signed and delivered by the employee to the employer.

Signature

**(Employee Name)**

Date:

Place: