

COMPLIANCE CERTIFICATE

We hereby certify to the best of our knowledge that, for the quarter ended April-June, 2018, there has been due compliance of all the laws, order, rules, regulations and other legal requirements of the Central, State and other government and local bodies/ authorities applicable to the day to day working and affairs of the Jaipuria Institute of Management , Indirapuram Ghaziabad, in particular :-

- (a) That all sums required to be deducted in accordance with the relevant provisions of the income Tax Act, 1961 have been properly deducted and have been paid or will be paid within the prescribed time to the credit of the Central Government in pursuance of Section 200 of the Income Tax Act, 1961.
- (b) That proper deductions have been made from the salaries of the Employees of the School as required by the Employees' Provident Fund Act, Family Pension and Fund Act, Employees' State Insurance Act and the Scheme there under, and that such deductions have been duly paid to the Authorities concerned and the prescribed particulars and forms with these Authorities have also been filled within the time allowed by law.
- (c) That all CBSE/CISE/AICTE/UPTU Bye Laws, Circulars related to affiliation, academics and administrative and all state education orders/compliances, RTE rules are being followed timely.
- (d) That all provisions, rules & regulations and compliances for the safety of the school/Institute are compiled with and renewed time to time like Certificate of safe drinking water and sanitary condition, Fire Safety Certificate etc. Fire, Natural Calamity, Earthquake evacuation drills has been conducted time to time to aware students & staff in case of emergency.
- (e) That all fire system, Fire extinguishers; Safety Alarm/CCTV's are functional. All the security precautions related to sports activity are being always taken.
- (f) All committees working, managing, sexual harassment, security, transport, purchases/disposal, housekeeping/electrical/maintenance, IT/Website/ERP review, Examination & CBSE/CISE/AICTE/UPTU, Academic Audit committees are working as per Prevailing laws & Guidelines (Internal or External)
- (g) That all Transport safety compliances are met as per guidellnes laid down by Central & State Govt. and local traffic police.

Director

(Jaipuria Institute of Management)

Internal Quality Assurance Cell
Jaipuria Institute of Management
Indirapuram, Ghaziabad

In-charge
Internal Quality Assurance Cell

Admissions Committee

Minutes of Meeting

Date: 12th July, 2018

1. Attendance

SN	Name	Designation	Attendance
1.	Prof.(Dr) Daviender Narang	Chairman	Present
2.	Dr Ashwani Varshney	Project Head-Admissions	Present
3.	Dr Ajay Tripathi	Member	Present
4.	Dr Anil Gupta	Member	Present

Reading of Agenda

- MBA Admissions Plan 2018-20 batch

Minutes

- Discussion held on the LOI issued till June and the monthly comparison has been done from last year admissions.
- Discussion held on the May MAT Data, CCS University Data and UPSEE Data.
- Discussion held on Google and Website leads.
- Bulk SMS will be purchased for the branding and promotion of the MBA

Meeting adjourned at 3:00 pm.

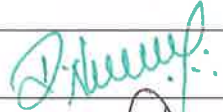
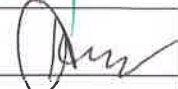


Internal Quality Assurance Cell
Jaipuria Institute of Management
Indrapuram, Ghaziabad

In charge
Internal Quality Assurance Cell


JAIPURIA INSTITUTE OF MANAGEMENT
BLOCK A, GATE NO. 02, SHAKTI KHAND – IV
INDIRAPURAM, GHAZIABAD - 201014

Attendance sheet

The following members were present in the meeting-

S. No.	Name of the Employee	Designation	Signature
1	Prof.(Dr) Daviender Narang	Chairman	
2	Dr Ashwani Varshney	Project Head-Admissions	
3	Dr Ajay Tripathi	Member	
4	Dr Anil Gupta	Member	

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Minutes of Meeting- IT

Date: 10th July, 2018

Attendance

SN	Name	Designation	Attendance
1.	Dr Ajay Tripathi	IT Head	Present
2.	Ms Jyoti	Manager- Digital Marketing	Present
3.	Mr. Mrigank Arora	Website Designer	Present
4.	Mr. Rahul Singh	Website Developer	Present


Reading of Agenda

- IT/Website Updates and Online Promotion

Minutes

- Dr Ajay Tripathi briefed the newly appointed Ms. Jyoti, MR. Mrigank and Mr. Rahul about the process followed with old agency.
- Discussion held on some urgent and important issues which are to be updated on website and social media.
- Discussion held on Newsletter, News and Event Page, Industry Interaction Page.
- Discussion held on International Conference promotion.
- Discussion held on SIP and Placement Testimonials Banners.
- Discussion held on Facebook updates.
- It has been decided that the team will meet on weekly basis on every Tuesday.
- Ms. Jyoti informed that hiring for SEO is in process. As the appointment will be done, we'll start working on SEO.

Meeting adjourned at 12:00 Noon





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INDIRAPURAM, GHAZIABAD - 201014

Attendance sheet

The following members were present in the meeting-

S. No.	Name of the Employee	Designation	Signature
1	Dr Ajay Tripathi	IT Head	
2	Ms Jyoti	Manager Digital Marketing	
3	Mr. Mrigank Arora	Website Designer	
4	Mr. Rahul Singh	Website Developer	

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Alumni Committee

Minutes of Meeting

Date: 14th July, 2018

1. Attendance

SN	Name	Designation	Attendance
1.	Prof.(Dr) Daviender Narang	Chairman	Present
2.	Ms. Abhilasha S Upadhyay	Coordinator	Present
3.	Dr Ashwani Varshney	Member	Present
4.	Dr Ajay Tripathi	Member	Present
5.	Dr. Neelu Tiwari	Member	Present

Reading of Agenda

- Alumni Interaction.

Minutes

- Discussion held on progress of next Alumni Meet.
- Ms. Abhilasha shared her experience and presented progress on calling for next Alumni Meet.
- All committee members were agreed that due to Entry Fee, the registration of JIM can be less in comparison to last year Alumni Meet.
- Discussion also held on interacting Alumni for JIM upcoming Event Orientation Program.

Meeting adjourned at 3:00 pm.

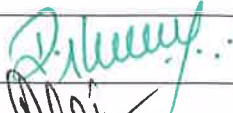




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INDIRAPURAM, GHAZIABAD - 201014

Attendance sheet

The following members were present in the meeting-

S. No.	Name of the Employee	Designation	Signature
1	Prof. (Dr) Daviender Narang	Chairman	
2	Ms. Abhilasha S Upadhyay	Coordinator	
3	Dr Ashwani Varshney	Member	
4	Dr Ajay Tripathi	Member	
5	Dr. Neelu Tiwari	Member	

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SEXUAL HARASSMENT ICC COMMITTEE MINUTES

Sexual Harassment Committee Meeting was held on 31.03.2018 in the board room of JIM, Indirapuram, Ghaziabad at 11.30 A.M. The following members were present in the meeting: -

1. Dr. Neelu Tiwari, Chairperson
2. Dr. Ashwani kumar, Member
3. Dr. Anil kumar Gupta, Member
4. Ms. Sunita Chowdhuary, Member
5. Ms. Kusum Sharma, Member
6. Ms. Sanandi Sachdeva, Member
7. Mr. Sharad Srivastava, External Consultant
8. Dr. Nidhi Mathur, External Member

The Chairperson welcomed all the members to present in the meeting.


The Committee noted that no complaint of sexual harassment has been received. The Committee emphasized that in order to create awareness and continuous sensitization for the employees and students, We have conducted many role play activities time to time, awareness programme in the workplace defining sexual harassment, and also about the composition and contact information of the members of the Complaints Committee.

The Chairperson expressed her thanks to all the members agreed upon that.

The meeting ended with a vote of thanks to the Chair.


(Dr. Neelu Tiwari)

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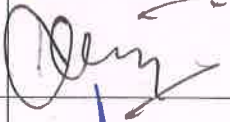
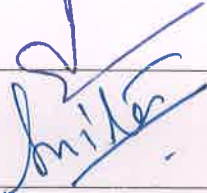





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Attendance sheet

Attendance sheet of meeting held at board room of JIM, Indirapuram, Ghaziabad in connection of Sexual harassment of Women at work place, which was held on 31.03.2018 at 11.30 A.M

The following members were present in the meeting:-

S. No.	Name of the Employee	Designation	Signature
1	Dr. Neelu Tiwari	Chairperson	
2	Dr. Ashwani kumar	Teaching Staff (Male)	
3	Dr. Anil kumar Gupta	External Member	
4	Ms. Sunita Chowdhuary	Teaching Staff (Female)	
5	Ms. Kusum Sharma	Non - Teaching Staff (Female)	
6	Mr. Sharad Srivastava	External Consultant	
7	Dr. Nidhi Mathur	External Member	

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ANTI RAGGING COMMITTEE MINUTES

04.07.2018

ANTI RAGGING COMMITTEE Meeting was held on 04.07.2018 in the office of Chairman (Anti Ragging Committee) at 04.30 P.M. The following members were present in the meeting :-

1. Prof. (Dr) Daviender Narang
2. Dr. Monika Attari
3. Dr. I. B. Singh
4. Dr. Anil kumar Gupta
5. Dr. Ashwani Varshney
6. Dr. Neelu Tiwari
7. Ms. Sunita Chowdhuary
8. Mr. Sumesh Arora
9. Ms. Paramjeet Kaur
10. Mr. Rajveer Singh

The Chairman extended a hearty welcome to all the members of the committee.

All the members are directed to implement the following guidelines immediately to curb the ragging in the Institute and Hostel.

1. Members are directed to prevent the ragging in and outside of the Institute & Hostels. If anything found, members are asked to bring it of the notice to the Chairman immediately.
2. Members and staff are directed to follow and act accordingly to the law of anti-ragging act.
3. Frequent rounds in the Campus and Hostels.
4. Keep close watch on the visitors of non-students / strangers in the campus.
5. Conduct awareness programme among the students and counsel them if necessary.
6. Organize meeting with students especially with girls to advise them to regulate their own movements and interactions, especially with strangers or undesirable characters.
7. Advise the girl students to avoid emotional relationships of any sort with male students about whose background they have limited knowledge and also advise them about the Do's and Don'ts.
8. Advise the girl students to communicate to their parents and faculty, if any sort of ragging occurs.
9. If any type of ragging is occurred, immediately conduct the meeting and recommend appropriate action to be taken as per the Act of prohibition of ragging in Educational Institutions to the concerned authorities.
10. Co-ordinator is directed conduct meeting frequently and discuss day to day situation in the Institute and inform to the higher authorities.
11. Create peaceful and ragging free atmosphere in the Institute & Hostels.
12. Chairman also directed to fill anti ragging forms as available on anti ragging website (as per the guideline of Ministry of HRD) at the time of reporting.

There being no other matter, the meeting terminated with a Vote of thank to the Chair.

(Prof. (Dr) Daviender Narang)

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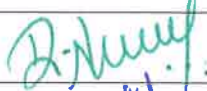







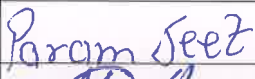

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Attendance sheet

Attendance sheet of meeting ANTI RAGGING COMMITTEE was held on 04.07.2018 in the office of Chairman (Anti Ragging Committee) at 4.30 P.M.

The following members were present in the meeting:-

S. No.	Name of the Employee	Designation	Signature
1	Prof. (Dr) Daviender Narang	Chairman	
2	Dr. Monika Attari	Member	
3	Dr. I. B. Singh	Member	
4	Dr. Anil kumar Gupta	Member	
5	Dr. Ashwani Varshney	Member	
6	Dr. Neelu Tiwari	Member	
7	Ms. Sunita Chowdhuary	Member	
8	Mr. Sumesh Arora	Member	
9	Ms. Paramjeet Kaur	Member	
10	Mr. Rajveer Singh	Member	

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Maintenance and Housekeeping Minutes

03/07/2018

Maintenance and Housekeeping meeting was held in the office of Dy. Director Office on 03/07/2018 at 3.00 P.M for review housekeeping and maintenance services for the quarter ending June 2018. The following members were present in the meeting:

1. Dr. Anil Kumar Gupta
2. Mr. Sushil Kumar
3. Mr. Rajveer Singh
4. Ms. Paramjeet Kaur

The following matters were discussed during the meeting:

1. Electrical Maintenance: Mr. Sushil told in the meeting that our electrician check all the electrical equipments on the daily basis in the morning and give feedback to me. We rectified the same if any equipment found faulty on daily basis. . We also are doing the preventive maintenance of electrical panel on monthly basis. Modification, Cabling dressing and distribution board work done in this quarter. Dr. Anil Gupta asked the wardens regarding electrical items. Wardens told that electrician rectified the same as and when any requirement arises. Dr. Anil Gupta asked regarding ACs from Mr. Sushil as new session will start from 1st August , he told that all ACs of the classes are working.
2. Sanitary Maintenance: Mr. Sushil told in the meeting that we have a part time plumber who come daily in the institute and check all the sanitary items and rectified the same if any item found faulty and doing entry in the register. I am also taking the feedback from the plumber on daily basis.
3. Lift Maintenance: Mr. Sushil told in the meeting that Lifts are working properly smoothly in campus and hostel. We have given AMC and called the person immediately when lifts breakdown and lift ok within one or two hours after making the complaint. If any part becomes faulty then it takes one day normally to replace the same. In this quarter PCB and display panel also replaced in the campus lift. Vendor also gives the complaint report. AMC is also given for the current year
4. RO Maintenance: Mr. Sushil told in the meeting that we check TDS on daily basis and noted in the register. When RO is not working then we called the vendor who's given AMC. They rectified the same within same day or next day. We are closely monitoring the RO and replace filter cartage and membrane as per AMC agreement. AMC is also given for the current year
5. EPABX system: Mr. Sushil told in the meeting that our receptionist make the complaint when any instrument is not working. We called the vendor who has given AMC they rectified the same within the same day. AMC is also given for the current year
6. Cleanliness of Campus and Hostels: Campus is cleaning on daily basis under the supervision of Mr. Sushil and hostels are cleaning under the supervision of respective wardens. Mr. Sushil told

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in the meeting that we are also cleaning water tank on monthly basis. Mr. Sushil told in the meeting that whitewash work also completed in the campus.

There are no other matters and meeting was terminated.



(Dr. Anil Kumar Gupta)

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Indirapuram, Ghaziabad



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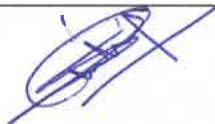

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INDIRAPURAM, GHAZIABAD - 201014

Attendance sheet

Attendance sheet of the Maintenance and Housekeeping meeting was held in the office of Dy. Director Office on 03/07/2018 at 3.00 P.M

The following members were present in the meeting:-

S. No.	Name of the Employee	Designation	Signature
1	Dr. Anil kumar Gupta	Dy. Director (Admn.)	
2	Mr. Sushil Kumar	Maintenance Manager	
3	Mr. Rajveer Singh	Warden Boys Hostel	
4	Ms. Paramjeet Kaur	Warden Girls Hostel	Paramjeet

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Jaipuria Institute of Management
Indirapuram, Ghaziabad


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Security Meeting Minutes

02-07-2018

Security meeting was held in the office of Dy. Director (Admn.) on 02-07-2018 at 9:30 A.M. for review the security activities for the quarter ended June 2018. The following members were present in the meeting: '

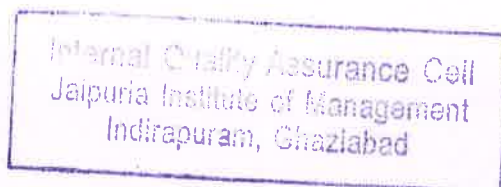
1. Dr. Anil Kumar Gupta
2. Mr. Sushil Kumar'
3. Mr. Rajveer Singh
4. Ms. Paramjeet Kaur
5. Mr. Ragvendra
6. Mr. Pankaj Tiwari

The following matters were discussed in the meeting:

1. Mr Sushil told in the meeting that there is no complaint received regarding security and everything is going well. Our security guards are working as per the requirement of the campus and briefing given to them. I am also monitoring through CCTV and taking rounds in the campus on regular basis. I am also visited the hostels and found ok. Our Security guards taking rounds on hourly basis and handover all the items before leaving the duty.
2. Visitors' register and other registers are maintaining as per the guideline of the institute on the Gate. These register are verified by Mr. Sushil Kumar on daily basis.
3. Mr. Ragvendra told in the meeting that our field officer comes daily in the campus & Hostels and check all the posts and taking feedback from the guards and communicate the same to Mr. Sushil Kumar. Their agency also conducted 3 in April, 11 in May and 5 in June surprised visits in the night for the month of June 2018 and found everything corrects and makes relevant entry in the register for verification.
4. Mr. Ragvendra also told in the meeting that our Training Officer comes every Sunday and give training regarding job responsibilities and basic fire training. Apart this, I also come two or three times in the campus and take feedback from the guards and discussed with Mr. Sushil and you.
5. Mr. Ragvendra told in the meeting that minimum rate of the guards has been revised by the UP Government and same we have to implement the same. Dr. Anil Gupta told that you give your proposal and take approval from the Management for implementation.
6. Dr. Anil Gupta asked the hostel wardens regarding security and they told everything is going well and no problem in the hostel.
7. Mr. Sushil told in the meeting that a fire drill was also conducted in the campus. All security Guards participated in the drill.

There are no other points and meeting was terminated.

(Anil Kumar Gupta)



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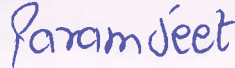
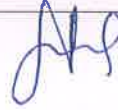

BLOCK A, GATE NO. 02, SHAKTI KHAND – IV

INDIRAPURAM, GHAZIABAD - 201014

Attendance sheet

Attendance sheet of the Security meeting was held in the office of Dy. Director (Admn.) on 06-07-2017 at 4:00 P.M.

The following members were present in the meeting:-

S. No.	Name of the Employee	Designation	Signature
1	Dr. Anil kumar Gupta	Dy. Director (Admn.)	
2	Mr. Sushil Kumar	Maintenance Manager	
3	Mr. Rajveer Singh	Warden Boys Hostel	
4	Ms. Paramjeet Kaur	Warden Girls Hostel	
5	Mr. Ragvendra	Manager – Arania Securities	
6	Mr. Pankaj Tiwari	Security Supervisor	

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23 -03-2018

PURCHASE/DISPOSAL COMMITTEE MEETING MINUTES

Purchase Meeting was held on 23. 03..2018 in the office of Director at 3.00 P.M. The following members were present in the meeting:


1. Prof. (Dr) Daviender Narang
2. Dr. Anil kumar Gupta
3. Dr. Ajay Tripathi
4. Dr. Dinesh Kumar

Director extended a hearty welcome to all the members of the committee. The following matters were discussed in the meeting:-

1. **Computers :-** Dr. Ajay Tripathi told in the meeting that we have to purchase 60 Computer in which 30 Computers were use in Computer Lab and 30 Computers will use in Language Lab because old computers are very old and poor configuration. Due to this our activities are affected .Members of the Committee were agreed for buying Computers. Director has given his consent.
2. **Students Tables and Washing Machine for Hostel :-** Anil Gupta told in the meeting that students are making complaints on regular basis for students table which are old and shifted from old girls hostel. We should replace this year. He told in the meeting that we have to replace old washing machine which is not working properly. Director has agreed for the same.
3. **Disposal of Fixed Assets.** Dr. Anil told in the meeting that we will sell the old fixed assets who are damaged or not working. Director has given his consent.
4. **Study Material for students.** Director told in the meeting that we should start the process for buying the study material for the coming session. They told to Dr. Dinesh to take the list of books as per syllabus from faculty members and start the process for purchase the study material.
5. **File Racks :** Dr. Anil Gupta told in the meeting that we need file racks for keeps the files in a proper way. Director has given his consent for the same.
6. **Laptops & Colour Printers:** Dr. Ajay Tripathi told in the meeting that we one laptops & 2 color Printers for office use Director has given his consent for the same.
7. **Sound system with accessories:** Dr. Ajay Tripathi told in the meeting that we have to hire the sound system every time for conducting students activities. Due to this, sometime we face difficulties for non availability with vendor due to prior engagement. Merebers were agreed for sound system for student activities. Director has given consent.

Director told to Dr. Anil Gupta to make a capital budget for getting approval for the Chairman.

There being no other matter, the meeting terminated with a Vote of thank to the Chair.


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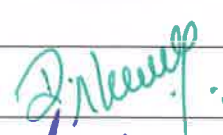
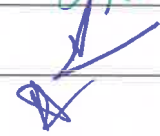



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Attendance sheet

Attendance sheet of Purchase Meeting was held on 23. 03..2018 in the office of Director at 3.00 P.M.

The following members were present in the meeting:

S. No.	Name of the Employee	Designation	Signature
1	Prof. (Dr) Daviender Narang	Director	
2	Dr. Anil kumar Gupta	Member	
3	Dr. Ajay Tripathi	Member	
4	Dr. Dinesh Kumar	Member	

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