# JAIPURIAS

## A Legacy of Excellence for 115 Years

**1904-2019**
**115 YEARS OF EXCELLENCE**

**Jaipurias in Indian Industry**

The house of Jaipurias headed by Mr. Shishir Jaipuria, a doyen of textile industry, is a recognized name in the Indian industrial arena. Their flagship establishment, Ginni Filaments and its associated organizations are the acknowledged leaders in the field of textile production and exports. Their success in this field is largely due to their endeavour to evolve and adopt latest technological and managerial innovations.

**Jaipurias in Education**

Seth Anandram Jaipuria Education Society manages various reputed schools and colleges in the country. They include **Seth Anandram Jaipuria College, Kolkatta** (1945), **Seth Anandram Jaipuria School, Kanpur,** (1974), **Jaipuria Institute of Management, Vasundhara** (2001), **Seth Anandram Jaipuria School, Vasundhra** (2004), **Jaipuria Institute, Vasundhara** (2004), and **Jaipuria Institute of Management Studies Indrapuram,** (2008). it also promoted **Seth Anandram Jaipuria School at Lucknow** (1992).

**Jaipurias in Social Welfare**

The Jaipuria Group is fully conscious of its corporate social responsibility. The philanthropic spirit of Jaipuria Group is revealed by belief in doing as much as possible for the poor and the needy. A chain of public guest houses, temples, charitable hospitals and institutions is a testimony. These include **Seth Anandram Jaipuria Eye Hospital,** Nawalgarh, **Matushree Jaidevi Anandram Jaipuria Smriti Bhawan,** Chitrakoot, **Seth Anandram Jaipuria Smriti Bhawan**, Vrindaban, **Ram Darshan,** Chitrakoot, **Seth Anandram Jaipuria Smriti Bhawan,** Haridwar.


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INDIRAPURAM, GHAZIABAD

# CREATING RESPONSIBLE LEADERS

# STUDENT HANDBOOK 2019-21

**www.jaipuria.edu.in/jim**

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# The Student Hand Book

**The student's handbook is designed with an intention to provide the student with complete information on the operational features, course curriculum, the academics, placements, summer internship, library, hostel and other regulations, which the student is bound to follow during his/her stay at Jaipuria Institute of Management. It comprises of Student Regulations, Program Regulations, Structure and Formats.**

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# Welcome Note!

**At the outset, we would like to congratulate you for your selection in MBA Program at Jaipuria Institute of Management (JIM), Indirapuram, Ghaziabad (Formerly located at Vasundhara, Ghaziabad) and we welcome you to the Jaipuria family.**

We envision a successful career and a prosperous life for our students with a hope that they do well in the society and become global leaders & responsible citizens and make us proud. Our endeavor, in the next two years will be to work together and provide our students with critical thinking skills and problem solving abilities to achieve greater milestones in the field of management. The culture of Jaipuria is marked by traditional ethos and it is elaborated by global perspectives. We attempt to mould young minds with a bright vision of the future driven by a mission, to make a difference in the work place through values of commitment, integrity and perseverance.

We have a pool of dedicated and competent faculty and experts from the industry who create an exciting, participative and friendly environment for learning. They all are committed to provide a holistically effective, efficient and delightful experience to you in the next two years. We look forward to your wholehearted participation in this learning environment.

We believe everyone deserves a safe, supportive and orderly learning environment; we encourage appropriate behaviors by teaching, directing and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the community and the nation.

**It is our strong belief that**
**"We would strive for EXCELLENCE,**
**and SUCCESS will come automatically."**

Within the stipulated time of two years, we would witness your transformation on the path of success and a better life. Together, we are confident that we will be able to achieve this by blending theory and practice in an optimal mix.

Looking forward to an everlasting mutual bonding.

With warm regards,

**Prof. (Dr) Daviender Narang**
Director

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# About Jaipuria Institute of Management

Jaipuria Institute of Management was set up by Seth Anandram Jaipuria Education Society in 2001. It has a sprawling campus spread over 5 acres on Delhi-Meerut link road within NCR. During this short span of 17 years, JIM, is being acclaimed as a leading business school in Northern India. Jaipuria Institute of Management, Ghaziabad, was established by fulfilling all the norms regarding academic, financial and social aspects set by concerned statutory bodies.

The Institute started a full time 2 years degree course in Master of Business Administration (MBA), in the academic session 2001. The course is duly approved by AICTE, Ministry of HRD (Govt. of India) and affiliated to AKTU, Lucknow (U.P.). Moreover, Seth Anandram Jaipuria Trust and Seth Anandram Jaipuria Education Society manage various reputed schools and colleges in the country.

Jaipuria Institute of Management, Indirapuram, Ghaziabad (Formerly located at Vasundhara, Ghaziabad) aims to provide quality management education to transform individuals into Business Leaders, Skilled Manager and Entrepreneurs.

Jaipuria Institute of Management intends to provide and develop the capabilities of the young managers by raising their level of competence and intellect to face various challenges in the global environment. In pursuit of excellence, the Institute provides training and development services, fosters research and disseminates knowledge through publication of books, journals and magazines for the development of society at large. Jaipuria Institute of Management has established itself as a leading management institute in Northern India. Our Faculty members are skilled in the use of experiential teaching and learning approaches, thus ensuring that participative learning and case studies draw upon the depth and breadth of managerial experience amongst the students in each functional area.

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## VISION

To become a Fully Integrated, Socially Responsible and Value-Based Management Institute of National reckoning by meeting the growing and emerging needs of industry and business through contemporary innovative management Teaching, Training, Research and Consulting.

## MISSION

We intend to provide and develop the capabilities of the young managers by raising their level of competence and intellect to face various challenges in the global environment. In pursuit of excellence, we provide training and development services, foster research and disseminate knowledge through publication of books, journals and magazines for the development of society at large.

## OBJECTIVES

The objectives of the Institute are as follows:

- To develop managers, leaders and entrepreneurs with vision and values.
- To ensure relevance of curriculum for the industry.
- To continuously upgrade and develop intellectual capital.
- To coin interactive pedagogy.
- To achieve excellence through teamwork.
- To provide diversified corporate exposure in the form of corporate induction programme, summer training, consultancy, innovative assignments, and live projects.
- To groom students as value-based business leaders through a structured Executive Leadership Programme and modules on improving inter- personal skills and personality development.

# Course Overview

**Master of Business Administration**

MBA is a full time two year program approved by AICTE, Ministry of HRD, and Government of INDIA, duly affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU). This program aims at providing young thinking minds the power to shape their thoughts and develop appropriate skill for Managerial decision making.

The MBA course is spread over four semesters in order to incorporate fundamental concept in the initial phase followed by the application of the same. During the first two Semesters, the subjects taught are common to all the students. However, in the second year the students are offered electives in the domain areas of Marketing/HR/Finance/ IT/IB/Operations (Dual Specialization) on credit based choices.

**Scheme of Evaluation**

Every subject/ course will carry maximum marks of 150 (100 marks for semester examination and 50 marks for internal assessment as per rules).

There will be a Comprehensive Viva at the end of Semester II & IV carrying a maximum of 100 marks each (subject to University Guidelines).

Summer Internship Project (SIP) Report would be of 150 marks (subject to University Guidelines).

Research Project Report (RPR) would be of 150 marks (subject to University Guidelines).

Internal Assessment will consist of the following components:

**1) Sessional Exams** (15+15 marks)
Two sessional exams will be conducted during each semester. Both exams will be of 100 marks each. 15% weightage of each exam will be considered as part of the internal assessment.

**2) Assignment** (2.5+2.5 marks)
Two assignments would be given for each course/ subject throughout the course.

**3) Teacher Assessment** (15 marks)
This includes marks for class participation, attendance, quiz, presentations and other activities that may be relevant to the course.

Question Papers for End- term examinations will be subject to University Guidelines. However, the format for sessional exams will be prescribed by the Institute and communicated to you in due course of time.

**Passing Eligibility**

1) End semester theory examination in each subject: 30%

2) End semester Theory Examination + Sessional in each subject: 40 %

3) Comprehensive Viva/Project: 50%

4) Aggregate of an Academic year (Both semesters): 50%

**Award of Division**

1) The division shall be awarded on the basis of final year result.

2) If a candidate passes all the examinations and secures 50% or more but less than 60% of the grand total, he/she shall be placed in SECOND DIVISION.

3) If a candidate passes all the examinations and secures 60% or more of the grand total, he/she shall be placed in FIRST DIVISION.

4) If a candidate passes all the examinations in first attempt without grace and secures 75% or more, he/she shall be placed in FIRST DIVISION WITH HONOURS, and the candidate at top two positions amongst First Division with Honours will be awarded medals viz. Gold and Silver respectively in order of merit.

**Syllabus**

For detail information, please refer to University website www.aktu.ac.in

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# Rules and Regulations

**Class Room Etiquette**

The JIM Code of Classroom Etiquette has been established to assist students and faculty alike to foster appreciation for a classroom environment that enhances the learning experience for all students. Attention to the code will add value to the course by creating a more meaningful and constructive discussion.

Students, therefore, are expected to demonstrate classroom etiquette based on the following principles:

**Attendance**

Students are expected to attend each and every class throughout the terms. As a courtesy, when students are unable to attend class, due to illness or for other work related reasons, they should notify the Academic Coordinator in advance. Students are expected to adhere to the specific attendance policies established by the Institute.

1. It is compulsory to attain 100% attendance in all the subjects to appear in exams otherwise students may be detained from examinations.

2. Appearance in all the sessional exams is compulsory. Students have to write their sessional exams for a minimum of two third time of the total stipulated time of sessional exam for each subject.

3. Class attendance is excused for extracurricular activities, including club activities, conferences, and case and business plan competitions.

a. **Punctuality:** Students are expected to arrive for class on time so that the faculty member may start and end the class according to the schedule.

b. **Responsible Learning:** Students are expected to be prepared and committed to an optimal learning experience, including participation as required.

c. **Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to unavoidable circumstances, the student should inform the Faculty member before the class. Leaving and re-entering the class is not permitted except in the event of an emergency.

d. **Respect for the Classroom:**
Students should demonstrate respect for the Faculty member and fellow students during the class. Students should therefore refrain from distracting behavior such as disruptive eating, side conversations, using mobile phones, surfing the Web or checking e-mail and messages.

e. **Respect the Facilities:** Students are expected to help maintain the appearance of the classroom. After class, students should discard all trash.

In essence, the Code emphasizes respectful behavior in the classroom that contributes to the enhancement of the learning experience at JIM.

**Discipline**

1. Don't indulge in ragging, eve-teasing, smoking, drinking, bunking the classes, roaming/ loitering around in college premises.

2. Don't misbehave with faculty members, institutional staff, senior students or any of the classmates.

3. Maintain the culture of Institute & Department. by addressing faculty members, institutional staff & seniors respectfully always by using sir/ madam.

4. Don't turn-out and write anything (especially filthy language) on the books, magazines, newspapers in library. After the use, put the same in proper case provided.

5. Don't try fixing on your own any technical flaws or any other problem of computers and other equipment lying in the lab & department. Always inform Lab Technician, Lab In-charge or concerned person for the same.

6. Any kind of damage to institutional/ departmental property will be considered as an offence and strict action will be taken against the culprits.

7. Use of Mobile phone & playing music on the same on college premises especially in the department and during the classes is strictly prohibited.

8. Students will maintain silence in the classes. They will not shout, stand unnecessarily in the corridors of the college.

9. Useless sitting in couples (specially a boy with girl) in college canteen, parks and other places is strictly prohibited.

10. Students are not allowed to visit faculty room unnecessarily. Always take prior permission from faculty members in case of any necessary task.

11. Notices related to institutional/ departmental activities, programme etc. will be displayed on boards from time to time. It is prime duty of every student to go through Notice Boards daily for seeking information for departmental activities.

12. As per the need & demand of the situation, department can function for all the seven days of a week. Student will follow accordingly.

13. Students will not try to use any type of influence for enhancement of their internal marks. Anyone found doing so will face disciplinary action or/and penalty.

14. Hostelers will go through the hostel rules & observe the same.

**Note:** Disciplinary action will be taken as per gravity of the situation/activity against the student(s) who will involve, indulge themselves in disobeyance of any of the rules, misconduct, misbehavior or any other activity which can affect the discipline, law and order or smooth functioning of the Institute/ department.

### Dress Code

1. Uniforms are provided to all students under the provisions made by the Institute. Students are required to come in proper uniform from Monday to Friday.

2. Students may wear semi-formals on Saturday, except for the days scheduled for events.

3. Wearing of caps & glares is not allowed on campus. This is strictly prohibited.

### Keep Campus Clean

It is the prime & utmost responsibility of every student to cooperate & maintain the embellished culture of the Institute.

1. Don't write anything on the walls & wooden desk.

2. Don't put your footprints on walls.

3. Canteen is for your refreshment, maintain it neat & clean. Don't reshuffle the furniture of canteen.

4. Switch off the fans & lights, computers, and LCD while leaving the Class rooms, Library, Lab., other rooms & places.

5. Don't spread litter and garbage anywhere on the campus. Make use of dustbin for waste.

6. Students will flush the toilets after use.

**Note:** Those who do not follow the code of behavior mentioned above may face a warning the first time, a penalty of Rs.100/- the IInd time, suspension from college on a repeated non-compliance.

### Problems and Grievances

In case of any grievance, firstly the Academic Coordinator will be contacted to address and resolve the same. If the Academic coordinator is unable to solve the grievance, the matter can be transferred to the Dean (Academics).

In case of any problem related to class, leave, enquiry, discipline or any other matter, students will meet their concerned Academic Coordinator.



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# Student Clubs

At JIM, the amalgamation of various activities pays attention to the intricate skill building of each and every student. Student Clubs are the major platforms for the implementation of these objectives. Student Clubs are managed by students for the benefit of the students. The main focus and aim of the club is to increase the output of students at the Institute by "Doing- n- Learning" technique. Student Clubs encourage students to participate, lead and learn. At JIM, these clubs are open to all students. Involvement in extracurricular activities builds confidence, team- work spirit and leadership skills. The club activities also equip the students with life- long skills.

Students participate in a whole gamut of activities under 5 different student clubs:

**Marketing Club: MARKETING TRENDSETTERS**
The club focuses on the key marketing areas that help the students to learn the core concepts of marketing. Marketing simulation exercises help the students to apply the knowledge gained in classrooms to practical/ real life situations.

**Finance Club: THE FINNOLOGIST**
Students work upon their skills related to the finance domain and gain expertise by involving in various activities related to finance.

**Economics and IB Club: ARTHSHASTRI- The Economist**
The club provides opportunities to have a 360 degree view of the changing economy and international business trends to the members by involving them in various activities.

**Human Resource and Communication Club: BUDHIJEEVI-The Intellectual**
With the blend of activities like role- play, debate and declamation; the aim is to support students in comprehending the concepts of human resources along with the objective of developing their inter-personal and communication skills.

**IT, QT and Operations Club: THE EVOLVERS**
The Club emphasizes the development of IT skills, quantitative aptitude and understanding of operations as a domain within management; by making students participate in various activities.

# Student Committees

There are two designated Class Representatives for each class. In addition to this, there are student committees that comprise of students from MBA I and MBA II year for fulfilling various functional objectives and responsibilities. Students can give nominations for the following functional committees to the respective faculty in- charge.

**Social Media Committee**
The committee undertakes drafting the marketing message for promoting the organization's mission, goals and programs; presenting the same to other MBA aspirants, keeping day to day notice on the social networking site of the Institute and enhance the visibility of JIM on social media.

**Print And Electronic Media Committee**
The committee will ensure the presence of JIM in print media, publication of press release of events/occasions, connecting with different print and electronic media vendors, designing advertisement for print and electronic media.

**Admissions Committee**
Establishing an appropriate procedure to review all applicants, examining admissions related trends and issues and provide the information to the admissions head on best practices with respect to enrolment planning, assisting admission department in its functionalities.

# Mentor Mentee Program

The Institute ensures that the student not only finds an excellent faculty but also a constant support and a counselor in the form of faculty members. For the holistic development of the student, faculty as a mentor helps students in their academic and personal lives and grooms them for their work lives. Mentoring sessions are conducted by the mentors to discuss the professional, academic as well as personal issues.

# Employability Enhancement Program

EEP at JIM is a fine blend of group and individual exercises/ activities that support the process of skill-building in students and make them employable. The everyday activities in the EEP Module make the students confident and accelerate the building of content and communication skills as well. EEP not only promotes the importance of content and communication but also articulation.

**PDP- Personality Development Program**
The Personality Development Program runs on the Campus- to- Corporate Module that makes the student corporate ready. The student has to undergo various speaking exercises, personal interviews, group discussion sessions, body language and grooming sessions in order to get corporate ready. The module focuses specifically on Verbal as well as Non Verbal Skills.

**PCP-Professional Communication Program**
The program focuses on building perfect phonetics and pronunciation skills that are required in a corporate. It makes a student phonetically correct giving him/her a perfect hand upon proper intonation, modulation, pace, pitch and rhythm. The professional communication program not only enhances the confidence but also the power of speech.



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# Summer Internship Programme (SIP)

**Summer Training Programme**

**Objective**
Internship or Training is a vehicle for introducing students to real-life situation, which cannot be simulated in the classroom. Therefore, training assignments must necessarily be those of direct interest to the host organization. Students are encouraged to take up time bound, multi-disciplinary and goal oriented assignments involving team work. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision making in the face of insufficient data, parameters and uncertain situations.

**Attendance and Conduct**

1. The students during Summer Training (ST) are placed in the role of ambassadors of JIM. The Institute always expects students to maintain professional and social imprints of high standards in the organization.

2. Institute expects the students to adhere to the rules and regulations of the place of work during ST. It is particularly important to be regular, punctual and well-mannered at work. During the period of ST, the student shall be subject to the timings and leave rules of the organization.

3. 100% attendance during ST is mandatory. However, if for any genuine reason a student is not in a position to report to the ST organization on any day, he/she should obtain permission for leave of absence from Company Guide, as per the rules and regulations of the ST organization and also inform the Faculty Guide. Such leave of absence should not be taken for more than one week in the entire duration of ST.

4. Unprofessional behavior, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of the ST and expulsion from the academic program. Consequently, students will not be permitted to register in Semester III, resulting in the loss of at least one academic year, besides, any other form of academic action, JIM might deem fit to impose.

5. The student will indemnify, defend and hold harmless from and against any and all loss damage, liability and expenses arising out of any third party claim, actions or proceedings by him or by any agents, during the period of Training.

6. Upon completion of the internship, every student shall submit the project report (about 100-150 pages) towards the partial fulfillment of the requirement of the MBA program. A certificate authenticating the originality of work must accompany the project report.

7. SIP Project Report would be evaluated by internal project guide for 50 Marks. The Presentation and Viva Voce would be of 100 marks to be evaluated by two examiners (1 external and 1 internal) subject to University Guidelines. Average marks would be considered.

# Research Project Report (RPR)

In fourth semester, the candidates will have to submit a Research Project Report on a problem / topic (from the specialization areas) to be assigned by the department MBA under the supervision of a core faculty member of the department. The Research Project Report will carry 150 marks. Subject to University Guidlines The evaluation of the project report will be done by two examiners (external & internal).

The evaluation will consist of

(1) Evaluation of Project Report
(2) Viva on Project.

The average of the marks awarded by the 2 examiners will be taken into account for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to the third examiner. In such cases the average of two closer awards (given by three examiners) will be taken into account for the results. The report will contain the objectives and scope of the study research Methodology, use, importance of the study, analysis of data collected, conclusions and recommendations. It will contain relevant charts, diagrams and bibliography. A certificate of the supervisor and the Head of the MBA program certifying the authenticity of the report shall be attached therewith. The student will submit three copies of the report to the Head of MBA program. The number of pages in the report will be 75 or more. The report should be typed in A-4 size paper.



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# Beyond Academics

**Employability Skills and Personality Development**

The present day industry is growing on the grounds of splendid communication skills of its employees, and JIM, Indirapuram, Ghaziabad also provides an amalgamation of various activities to develop the communication skills of the students. Various activities are undertaken for the **Employability Enhancement and Personality Development** of students like:

- **English Enhancement Training**
- **Presentations**
- **Mock Interview sessions**
- **Group Discussions**
- **Ethical & Moral Value Enhancement**
- **English Language Lab Modules**
- **Role Plays and Debate**
- **Declamation**
- **Psychometric Tests**
- **Negotiation & Communication Exercises**
- **Management Quiz**
- **Business News and Case Analysis**

## SWAYAM – NPTEL Local Chapter

**(National Programme on Technology Enhanced Learning)**

NPTEL (National Programme on Technology Enhanced Learning) is a joint initiative of the IITs and IISc. NPTEL has been offering Open online courses along with certification since March 2014. Through this online portal, 10hr, 20hr and 30hr courses of 4, 8, and 12 weeks duration respectively in various engineering disciplines, sciences, humanities, management and research that includes relevant exposure to tools and technologies, are currently being offered by **NPTEL. Jaipuria Institute of Management is a Local chapter for all NPTEL courses**. Students registered in the course, by receiving quality instructions and education in selected topics and skills can improve their employability and widen their knowledge base, get introduced to new domains. Faculty members teaching the courses in colleges can hone their teaching skills and use this material to supplement their teaching.

**NPTEL Benefits**

- Enrolling and learning from the course involves no cost.
- Flexibility for the student as he/she can prioritize his/her time and work at one's own pace - Variety of programs and courses
- Engineering, Science, Humanities and Management are the disciplines across which different courses are offered. This means the students can try pursuing learning in areas other than their expertise and interest.
- Clarify doubts with course instructors – via e-mail, discussion forum and other online media.
- Networking Opportunities
- The peer group includes a mix of users from across the globe, from colleges across India and industry professionals which enriches the learning experience.
- Inculcates a mode of self-learning
- Students evaluate themselves against the pool of students nationwide

http://nptel.ac.in/LocalChapter

**Social initiatives by JIM**

We as citizens of the country and as responsible members of the society need to be sensitive to needs of the less fortunate around us. Jaipuria Institute of Management makes immense effort to sensitize our students to the various social issues in the country. We conduct various programs that are aimed at creating a harmonious environment in the society. We encourage our students to:

- **Preserve the ecology by organizing tree plantation programs**
- **Visit orphanages and organize fun filled events for the destitute children**
- **Ensure cleanliness of surrounding areas under the Swachh Bharat Abhiyaan**
- **Visit to old age homes and spend time with the elderly and many.**

These activities help to inculcate team work, empathy and patience in the younger generations and help them to be sensitive members of the society.

**Value Added Courses**

Value added courses are designed and offered for each specialisation to benefit the students by bridging the skill gaps and making them industry-ready. In line with this, each of our students will complete at least two value added courses along with the degree by the end of the two year MBA program. These certification courses are designed for 40 hrs approx. And improve the students' job prospects while adding value to their CV. Following are the certifications offered by the Institute:

**HR Analytics**

HR analytics course focuses on the Analytics for enhanced processes that improve human aptitude and efficiency. Students learn the appropriate use of analytics and their application in organisations to attract right competencies, manage talent, utilize capacity, and retain employees for long-term success.

**Digital Marketing**

To fill the digital skill Gap in marketing and provide a gear to career growth, the digital marketing certification along with SimplyDigital helps in learning and developing new models in business and e-commerce to increase profitability. Certification includes new techniques in Market Research, including Regression Analysis (modelling cause and effect), Conjoint Analysis (valuing attributes and measuring preference), and Social Media Analytics. This further increases the employability of the MBA students.

**FSA (Financial Statement Analysis for decision making)**

The certification includes analysis of financial statement and different decision making techniques involved in the financial process. After this certification the participants will be able to scan and interpret various financial statements independently. Students can also analyse the financial performance of a company thoroughly, using the techniques learnt from experts and make recommendations based on their comprehensive analysis. The course makes the finance student ready for industry and helps them to get better career opportunities.



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# Beyond Academics

**Logistics and Supply Chain Management**

The logistics and supply chain management certification along with SafeExpress is designed to equip students with basic management knowledge as well as the skills and competencies suitable for operational level logistics and supply chain management personnel.The certification focuses on; customer relations, information technology enabled services, working with ERP systems, international trade, physical logistics, and facilitating supply chain functions.

**Derivatives and Financial Risk Management**

The course focuses on OTC derivatives and the advanced pricing and risk management, product engineering and trading strategy applications of derivatives. It develops better understanding of risk management strategies, trading, clearing and settlement mechanisms related to currency derivatives markets and basic investment strategies that use currency futures and options products. In short, the student gets a deep insight into the currency derivatives markets which enhances more employment opportunities.

**Entrepreneurship Development Cell**

Entrepreneurship is increasingly recognized as an important driver of economic growth of a country. JIM has established an ED cell to encourage innovation and entrepreneurial culture among the MBA students. The objective of the cell is to develop and strengthen entrepreneurial qualities in the budding managers who are interested in starting a new venture. The activities of the cell include creating awareness programme, student mentoring and offering assistance in getting financial support for their venture.

The cell provides a platform for the students to pursue entrepreneurial activities and also assist them to become successful entrepreneurs. The active involvement of the faculty members as mentors revitalizes entrepreneurial culture in the college.

The ED cell and ATL (Atal Tinkering Lab) with their collaborative efforts catalyse and promote technology based innovation. The focus is on developing technology- led products with commercial viability. ATL supports the ED cell with its infrastructure and technical facilities. The proposals including product specifications, technological feasibility, commercial viability and cost effectiveness are tried and tested in a way as to support the development of innovation and Entrepreneurship.

# Library Information

***Rules of the Library***

1. All the students of JIM can become the member of library by filling the membership form. Students are requested to give their finger prints in the Biometric Machine.
2. Library is open 9 AM to 6 PM, Monday to Saturday. Digital library is accessible 24 hours . E-Journals/books may be accessed online.
3. No book will be issued without presenting library cards.
4. Each student will be issued three books at a time.
5. Books will be issued for fourteen days from the date of issue.
6. If a book is not returned within fourteen days of its issue, the borrower will be charged with a fine of Rs. 10 per day. A book may be reissued if it is not needed by others.
7. Students are responsible for any damage caused by them to the books issued or any other material belonging to the library.
8. Librarian may recall a book at any time if there is an urgent requirement.
9. Complete silence shall be maintained in the library.
10. Bags and eatables are not allowed inside the library.
11. Strict disciplinary action will be taken against the students found misbehaving in the library.
12. Students leaving the library may please check the books borrowed and taken out from the library.
13. New Arrivals of the book is listed on the library Notice Board. These will be available for borrowing subsequently.
14. The librarian can refuse to issue books to those possessing overdue books.
15. If a member loses a book against his/her membership card, a penalty will be imposed by the librarian i.e. double cost of the book.
16. Any infringement of library rules will result in the cancellation of library membership, or disciplinary action recommended by the librarian.

***NOTE:*** **Penalties are subject to change asper library/institutional rules.*

***Library Facilities***

- Computerized library
- OPAC (Online public access catalogue)
- E-Journals (PRO-QUEST and J-Gate) http:// search. proquest.com/178845 http://jgateplus.com
- International and National Journals
- Magazines/Newspapers
- Book Bank (per semester, on permanent basis)
- Circulation (Issue / Return)
- Reprographic service
- Reference service (Books, Project Reports & Periodicals)
- Internet
- Printer / Scanner / DVD writer
- CDs / DVDs
- Air-conditioned & peaceful environment for self-study



JAIPURIA INSTITUTE OF MANAGEMENT
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# Computer Lab Usage

Jaipuria Institute of Management, Indirapuram, Ghaziabad provides state-of-the-art computer lab intended for support of the instructional, research, academic and learning activities. The institute is known for its research led thinking. To strengthen the research, the institute has subscribed to ProQuest (http://search.proquest.com/178845) and J-Gate (http://jgateplus.com) that provides a complete and optimized research database, ebooks and e-journals to support the information and collection development needs of researchers and faculty members.

JIM, Indirapuram, Ghaziabad has 2 modern, eco-friendly, fully networked computer labs. The first computer lab has a capacity of 100 IBM Desktop computers. The second lab possess IBM Lenovo i3 All-in-One PC meant for use by students for their projects, research work and data analysis. Both labs are connected with 32 Mbps of Internet Bandwidth.

Students are required to follow the rules given below:

1. Lab users must sign in and out of the Lab Entry Register before sitting on a terminal.
2. NO FOOD, DRINK, OR USE OF TOBACCO IN ANY FORM is allowed in the lab and any part of the campus.
3. TURN OFF CELL PHONES!
4. Access to pornographic sites and other restricted sites will not be allowed.
5. No game is allowed.
6. Lab users should maintain professional and courteous communication. Electronic devices should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.
7. Students are expected to act in a professional manner in the computer lab.
8. Students are expected to operate the equipment with respect and care.
9. Activities in the lab that are considered by the lab assistant to be abusive to the software, hardware, and\or personnel may result in expulsion from the lab and denial of future use of the lab.
10. For any sabotage or breakage, the concerned student & the entire class strength present in lab will be penalized with twice the amount of the damages.
11. Software will be installed by Computer Lab staff only. Do not install any software on your own. Do not save files on desktop. Computer Lab staff routinely remove files.
12. Do not modify any software or files. Do not overwrite the operating system, modify or configure any other system parameters.
13. Please ensure that you have properly SHUTDOWN the system and switched off the connection and placed the chair in its proper position before leaving the lab.
14. Please report any shortage/malfunctioning of any equipment as soon as you sit on the terminal to the concerned faculty or lab assistant immediately. Do not attempt to fix the problem yourself. Not reporting such events will shift the responsibility on the concerned student.
15. Any failure to follow the lab rules may result in the loss of your lab privileges.

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# Placement Rules

***1. Application Procedure***

- The students seeking employment assistance from the institute are required to register for campus placements with Placement office. Only registered students will be allowed to appear in the recruitment process.
- Placement Cell shall invite CVs from the students to create a database for placements. Students should submit their resume within the 'Prescribed Time Limit' and in 'Prescribed Format' only.
- Notices for job openings shall be displayed on the notice board of the Institute and the same will also be sent by e-mail to students.
- Students will be informed about the job openings and asked to apply or intimate their names to the CRC team against each notification.
- The students will apply and indicate their names to CRC team against each notification for appearing in recruitment process for a particular company.
- Placement Cell will forward the profile/resume of interested students to the concerned companies.
- If a student does not appear in the selection process of the particular company after expressing willingness in writing, he/she will be debarred from placements for rest of the academic year.

***2. Resume***

- The students are expected to follow the resume template to be prescribed by Placement Cell.
- The details given in the resume must be genuine and any student found violating this rule will be disallowed from the placements for the rest of the academic year.
- All CVs must be approved by the respective students' mentors.

***3. Pre-Placement Talks (PPTs)***

- Notices of PPTs will be displayed on the Notice Board of the institute.
- Students interested / nominated for a particular company must attend its PPT and they should occupy the seats at least 15 minutes before the scheduled start of PPT.
- Students must obtain clarifications regarding salary break up, job profile, place of posting, bond details, etc, from the company representative during PPT.

***4. Pre-Placement Process***

- All the students are eligible for all the jobs unless any specific eligibility criterion is mentioned by the recruiting company.

- Students are advised to study carefully and understand the Job profile / task to be done and company profile once the job openings are notified by the Placement Cell.
- There shall be no restrictions on the number of organizations to which a student may apply till the first selection as per his/her eligibility, for the offered profile by a company. Students will have an option to decide which profile and company to apply for as per their choice. If a student is unsuccessful in number of interviews he/she will be considered as not suitable for placements.

- While applying in response to a job notice, the students are required to submit their Names & Enrollment Numbers only, as detailed CVs are already available with the Placement Cell.
- However, if there is any specific requirement from the organization, placement cell may ask for individual CVs from the students. In case, a student needs to update his/her CV given earlier to placement cell, the student is free to contact Placement Cell.

***5. Short listing of students:***

- Short listing of students will be done by companies on the basis of information provided to them by the students/placement cell.
- In case a company insists on shortlisting to be done by the Institute without explicitly citing any criteria, it will be done on the basis of Academic and Extracurricular activities performance, aptitude, class attendance, communication skills etc, and concerned applicant will be informed accordingly by the placement cell.

***6. Interview Procedure:***

- Students shall not, at the time of interview, negotiate with the employer about salary, posting, and any other terms different from what is announced before commencement of the process of placement by the company concerned.

- Irresponsible behavior, such as derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further assistance for placement.

- If a student does not appear for first round of Written test /GD / interview, after applying for the same it will be considered as he/she has forgone the offer and he/she will be debarred from the placements for the rest of the placement season. Unless the absence has been permitted by the institute .
- The students will make their own travel and other arrangements for attending interview outside the campus as per requirement of the organization.

- During the campus recruitment session, students are expected to stay in the campus/town and it is his/her responsibility to keep in touch with the placement office at all times. In case a student is called by the company for the interview and placement office is not able to reach the student because of his/her absence from the campus/town, it shall be considered that he/she has forgone the offer and no further assistance will be provided by placement office.

***7. Withdrawal Procedure:***

- Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.
- Only in exceptional circumstances, shall a student be permitted to withdraw from the selection procedure by giving convincing reason to the Director in writing.
- In no other case withdrawal is permitted and when a student withdraws without specified reasonable cause as above in writing, he/she will not be provided further placement assistance by the institute.

***8. Job Offer:***

- The first job offer is the final offer.
- After the first and the final offer, students are automatically withdrawn from all other processes.

- The copy of the offer letter is required to be submitted to the placement office.

***9. Multiple offers***

- A student is allowed (as per eligibility criteria set by the companies) to appear in ongoing placement process for multiple companies until the student bags the first offer.
- If the student receives more than one offer owing to delays in announcements of results by the companies, the student is bound to accept the job offer whose results are declared first.

***10. Student will be out of Placement:***

- When he/she is placed.
- Under Disciplinary Actions.
- Academic restriction/Afflictions./ non Adherence to Attendance criteria.
- Fee Arrears.
- Unprofessional Behavior.
- Lobbying with company, by self or through others.
- Establishing parallel channel with company.
- Negotiating salary/terms (when it is already defined).
- Derogatory remarks on colleagues/Institute./ Company Officials
- Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- SIP Defaulters
- If found working for the organization through direct sources
- Debarred because of any other reasons.

***11. Dress Code/Attire:***

It is advisable & mandatory for all students who are appearing for any interview process that they should be very well groomed and be in formals.

***12. Punctuality:***

- Punctuality is the essence of every interview process; it is advisable for each student to reach the venue of selection process at least 20 minutes before the process. He/she must carry latest 2 updated resumes (as per prescribed format) and 2 photographs.
- If a student fails to comply with punctuality and does not carry required documents, the appropriate action will be taken by the institute.

**Note:**

1. It is mandatory for each and every student to sign undertaking of placement rules or else it will be assumed that the student is not interested in taking assistance for campus placement.
2. In case, after getting an appointment letter from an organization conducting placement process off/on campus, a student refuses to join or leaves the organization within three months, the institute may take an appropriate action against the student.
3. The above rules may be modified from time to time by the institute to meet the requirements of specific recruiter/company.

Signature and date:

Name of Student:

Mobile Number:

e-mail id:



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# Hostel Facility

The hostel facility has been established to provide a clean, safe and healthy environment for all residents. The conduct of all residents will be monitored closely to ensure the highest possible standards, and the authority of the supervisory staff is final on all issues.

***Hostel Committee***

The following members are in hostel committee

A. Prof. (Dr.) Daviender Narang, Director JIM
B. Dr. Anil Kumar Gupta, Dy, Director (Admin.)
C. Dr. Ashwani Varshney, Dean (Students Welfare)
D. Dr. Nidhi Mathur, Associate Professor
E. Mr. Rajeev Singh, Boys Hostel Warden
F. Ms. Neeru, Girls Hostel Warden

Each residential facility is managed by the Hostel Committee in collaboration with the warden who is a resident in the hostel.

***Hostel Rules & Regulations***

1. Hostel accommodation is allotted purely at the discretion of the Hostel Management and on the condition that the student agrees to abide by all the rules and regulations of the hostel. Every attempt will be made to provide hostel accommodation to the required students.
2. The rooms allotted to the students at the time of admission are for a period of one year.
3. All students are required to fill the hostel application form alongwith one passport size photograph for hostel admission at the time of request. Student has to pay token amount of hostel fee to confirm his/her seat.
4. Allotment made to a student is subject to cancellation if he/she fails to occupy the room within the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues of the hostel. In such cases they will be asked to vacate the hostel.
5. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of Warden.
6. When there is a vacant seat in the room, the key of the room must be deposited with the Warden to facilitate allotment of the vacant seat to another student.
7. Students have to vacate the hostel after completion of the examinations of the second semester/third trimester. If any student wants to continue during the vacation period and not continue in the next year they have to pay the additional fee for the same but mess facility will not be provided during such period.
8. Students who wish to vacate the hostel must meet the Hostel Warden for necessary formalities.
9. The Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
10. No student should stay away from his/her room during the night except with prior written permission of the warden.
11. If the Institute is open and the students (resident of hostel) want leave, then the leave application should be first signed by the

concerned academic coordinators of Programme.

12. Warden room visit timing is 8.30 P.M. to 9.00 P.M. (for signature on leave application and other problems).
13. The hostel timings will be strictly adhered to the timings. Students will return to the hostel before the deadline is over so that hostel gates can be closed in time.
14. Students returning late to the Hostels will be fined. The parents will be informed in case of coming very late, or of those who are habitual offenders. In acute cases the student may have to vacate the Hostel.
15. Students are advised to avoid singing aloud, shouting or making any type of noise that is likely to distract the attention of those who may be studying in their rooms. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels.
16. The electric points provided in each room are to be used for connecting Laptops and mobile phones. Use of any other electric appliances like room heater, televisions etc. are not permitted. Infringement of these rules will be dealt with severely.
17. The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/her belongings inside the room.
18. All visitors including parents/guardians must be entertained during working hours only.
19. Any damage/breakage to hostel property will result in the occupants of the room/block being fined. Disciplinary action will also be initiated.
20. All instructions/notices displayed on notice boards will be deemed to have been read by all students. Any excuses for non-compliance of such instructions and notices will not be accepted. Students are advised to look at the notice board every day to acquaint themselves with latest information/ orders.
21. The Hostel Management/Warden or his representative may enter any room for verification at any time of the day or night.
22. RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND/OR EXPEL FROM THE HOSTEL /COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY.
23. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbor(s) to the Warden or directly to the Hostel Management.
24. All maintenance complaints/requirements will be attended to by Maintenance Incharge. Complaint(s) must be recorded in the register(s) available with wardens of their hostels. The complaints will be attended to expeditiously and monitored by the Wardens/Hostel Management.
25. If a resident falls sick, he/she or room- mate/ friend must immediately inform the Wardens who will make arrangements to shift/ evacuate the student to the hospital and look after him/her. Information regarding any resident falling sick or getting admitted in the hospital must be communicated to the hostel authorities on priority.
26. It is mandatory for all hostellers to stay in the hostels and be a member of the mess in the hostel. In exceptional cases permission may be granted by Director to bring in food from outside.

**Bus Facility**

Institute will provide bus facility in the boy's hostel to pick up and drop the students from Hostel to Insititute and vice-versa. Any delay due to any reason will not be entertained and student has to arrange his own conveyance.



In case of damage to any part of the hostel buildings, furniture, Electronics Gadgets or other property of the institute, caused by students of the hostel, the loss shall be recovered from the students identified as responsible for such damage. However, if the students causing damage cannot be identified, the cost of reparing the same as may be assessed will be distributed equally amongst all the students of the hostel found responsible for the damage. Disciplinary action will also be initiated.

**Emergency Contact No.**

| S.No. | Name | Designation | Contact No. |
|---|---|---|---|
| 1. | Mr. Sunil Kumar | Maintenance in Charge | 8826306360 |
| 2. | Mr. Rajveer Singh | Boys Hostel Warden | 9368899249 |
| 3. | Ms. Neeru | Girls Hostel Warden | 8750102063 |

**Mess Committee**

The following members are in hostel committee.

A. Prof. (Dr.) Daviender Narang, Director JIM
B. Dr. Anil Kumar Gupta, Dy. Director (Admin.)
C. Dr. Ashwani Varshney, Dean (Students Welfare)
D. Ms. Sonam Jain, Mess in Charge
E. Three Nominated students, JIM

- It is mandatory for all hostellers to stay in the hostels and be a member of the mess in the hostel. In exceptional cases, permission may be granted by Director to bring in food from outside.
- Mess Committee decides the mess menu from time to time.
- The residents are expected to maintain proper decorum in the Dining Hall. Shouting and sitting on the mess table is strictly prohibited if anyone is found doing so disciplinary action will be taken against him/her.
- The hostel wardens will normally look after the quality of the food provided and ensurehygiene in the mess.
- Food will not be served outside the dining hall for students, however, in case of illness, student may be served "SICK DIET" in their rooms with the prior permission of the Warden.
- In no case mess utensils should be taken outside the dining hall & food items are not to be taken out from Mess/dining place to the rooms.
- Wastage of food is strictly prohibited, if any student sound to leave the food in his/her plate, disciplinary action will be taken against him/her.

# Calendar of Events

JAIPURIA INSTITUTE OF MANAGEMENT
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## Odd Semester Event Calendar

| Domain Club | Date | Activity |
|---|---|---|
| Institutional Activity | 29th July to 14th August | Orientation Programme |
| Corporate Social Responsibility | 25th August | Swach Bharat Drive/Tree Plantation |
| Marketing Club | 31st August | Brand Challenge |
| Communication/Cultural Club | 5th September | "Teachers Day Celebration " |
| Communication/Cultural Club | 5th September | Freshers Party |
| Economics Club | 14th September | I-wish The Eco Mirror |
| Institutional Activity | 28th September | Alumni Get Together |
| Institutional Activity | 28th September | Corporate Summit |
| HR Club | 12th October | Abhinay Manch |
| IT Club | 9th november | Excellencia |
| Institutional Activity | 30th November | International Conference |

## Even Semester Event Calender

| Domain Club | Date | Activity |
|---|---|---|
| HR Club | 25th January | Managemet Quiz Competition |
| Sports Club | 7th & 8th February | Cricket ,Badminton,Table Tennis |
| Marketing Club | 22nd February | Wall of Fame/Shame |
| Finance / IB /Economics Club | 28th March | Panel Discussion on Union Budget 2020 |
| Institutional Activity | 11th April | SPARDHA 2020 |
| IT /Operation Club | 25th April | Case Mania - Logistics & Supply Chain Industry |
| Farewell Party | 2nd May | Farewell Party |
| Institutional Activity | June | FDP |



# List of Holidays

JAIPURIA INSTITUTE OF MANAGEMENT
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| Day | Date | Name |
|---|---|---|
| Saturday | April 13, 2019 | Ram Navami |
| Friday | April 19, 2019 | Good Friday |
| Monday | August 12,2019 | Id-ul-Zuha |
| Thursday | August 15,2019 | Independence Day |
| Friday | August 23, 2019 | Janmashtami |
| Tuesday | September 10, 2019 | Muharram |
| Wednesday | October 2, 2019 | Mahatma Ghandhi's Birthday |
| Monday | October 7, 2019 | Mahanavmi |
| Tuesday | October 8, 2019 | Dussehra |
| Saturday | October 26, 2019 | Deepavali Naraka Chaturdasi |
| Monday | October 28, 2019 | Govardhan Puja |
| Tuesday | October 29, 2019 | Bhai Duj |
| Tuesday | November 12, 2019 | Guru Nanak's Birthday |
| Wednesday | December 25, 2019 | Christmas Day |
| Wednesday | January 1, 2020 | Happy New Year |
| Friday | February 21, 2020 | Mahashivratri |
| Monday | March 9, 2020 | Holika Dehan |
| Tuesday | March 10, 2020 | Holika Milan |

# Registration Form (IInd Semester)

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Student is required to fill (in Bold letters) the following information and submit to the Concerned Coordinator.

**Student Details**

| | | | |
|---|---|---|---|
| Name of the Student | | | |
| E-mail | | | |
| Mobile No. | | | |
| Contact No. (Residence) | | | |
| Correspondence Address (Residence only) | | | |
| Fees Deposited or Not | IInd semester (Receipt No.): | | |
| Area of Interest<br>(MKT/Finance/HR/IT/Economics/IB) | | | |
| Proposed Event Activities | | | |
| Whether Promoted to II Sem or not | | | |

**Signature of Student** **Academic Coordinator MBA (Ist year)** **Dean (Academics)**



# Registration Form (IIIrd Semester)

JAIPURIA INSTITUTE OF MANAGEMENT
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Student is required to fill (in Bold letters) the following information and submit to the Concerned Coordinator.

**Student Details**

| | |
|---|---|
| Name of the Student | |
| E-mail | |
| Mobile No. | |
| Contact No. (Residence) | |
| Correspondence Address (Residence only) | |
| Name of the organization (SIP detail) | |
| SIP Presentation (given or not) | |
| SIP Faculty Guide Name | |
| Fees Deposited or Not | IIIrd semester (Receipt No.): |
| Carry Over Papers (Name of Paper with Subject Code, if any) | Ist Semester:<br>IInd Semester: |

**Specialization For IInd Year**

| | | |
|---|---|---|
| Intended two Specialization in III & IV Semester (MKT/FIN/HR/IB/IT) | First | Second |
| | | |
| Whether Promoted to IIIrd Sem or not | | |

**Signature of Student** **Signature of SIP Coordinator**

**Academic Coordinator MBA (IInd year)** **Dean (Academics)**

# Registration Form (IVth Semester)

JAIPURIA INSTITUTE OF MANAGEMENT
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Student is required to fill (in Bold letters) the following information and submit to the Concerned Coordinator.

**Student Details**

| | |
|---|---|
| Name of the Student | |
| E-mail | |
| Mobile No. | |
| Contact No. (Residence) | |
| Correspondence Address (Residence only) | |
| Name of the organization (Placement detail) | |
| Company's Contact details | |
| Fees Deposited or Not | IVth semester (Receipt No.): |
| Carry Over Papers (Name of Paper with Subject Code, if any) | Ist Semester:<br>IInd Semester: |
| Proposed Event Activities | |

**Specialization For IInd Year**

| | | |
|---|---|---|
| Intended two Specialization in IV Semester (MKT/FIN/HR/IB/IT) | First | Second |
| | | |
| Whether Promoted to IVth Sem or not | | |

**Signature of Student** **Academic Coordinator MBA (IInd year)** **Dean (Academics)**



# Summer Training Registration Form

JAIPURIA INSTITUTE OF MANAGEMENT
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Student is requested to fill the following information and submit to the ST coordinator.

**Student Details**

| | |
|---|---|
| Name of the Student | |
| E-mail (Use Capital Letters) | |
| Mobile No. | |
| Contact No. (Residence) | |
| Correspondence Address during SIP (Residence only) | |
| Faculty Guide Name | |

**Organization Details of Summer Training**

| | |
|---|---|
| Name of the organization | |
| Address of the organization | |
| Telephone Numbers | |

**Specialization**

| | | |
|---|---|---|
| Intended two Specialization in III & IV Semester (MKT/FIN/HR/IB/IT) | First | Second |
| | | |

**Signature of Student** **Signature of SIP Co-ordinator** **Signature of Faculty Mentor**

# Registration and Undertaking Format for Placements

JAIPURIA INSTITUTE OF MANAGEMENT
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I ..... Roll No. .....
Jaipuria Institute of Management, Indirapuram here by undertake to :

- Be a part of the campus recruitment process for year ..... and would like to register myself for the same.
- I have read and understood the Placement Rules and promise to abide by them. I understand that placement is a facility extended to the student and not a right.
- I am aware that registered students will be under the obligations of submitting a copy of their appointment letter to the Placement Cell within one week of receiving it from the employing organization.
- The institute reserves the right of modifying any or all of the above norms and / or stipulating additional norms for Placements, immediately or in the future.
- Final Authority in case of any dispute would lie with the Director / Head Placements of the campus and his decision will be final.
- I promise to abide by the Placement Rules and guidelines prescribed here in
- Non-compliance to any of the Placement Rules shall lead to being debarred from future assistance for Placements from the institute.

Date :

Signature :



# Hostel Leave Form

JAIPURIA INSTITUTE OF MANAGEMENT
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**JAIPURIA INSTITUTE OF MANAGEMENT**
Block A, Gate No. 2, Shakti Khand IV, Indirapuram, Ghaziabad 201 014 (U.P.)
Tel: 0120-4550100 Toll Free No. : 1800 102 3488

Student Name ..... Course .....

Room No.: .....

Hostel departure date and time .....at .....AM/PM

Hostel arrival dated and time .....at .....AM/PM

Relations with person going .....

.....

LG'S Home/Home Address .....

LG'S Mobile No. .....

Purpose of Leave .....

Leave Permitted by .....

Parents Mobile No. (Father & Mother) .....

Self Mobile No. .....

**Student's Signature**

**Warden** **Faculty In-charge (Hostel)** **Co-ordinator (Ist/IInd yr)**

JAIPURIA INSTITUTE OF MANAGEMENT

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# Student Leave Application

1. Name : _____

2. MBA Batch _____ Semester _____ Section _____

3. Days of leave _____ From _____ (date) to _____ (date)

4. Type of Leave : Casual/Medical/ On duty (Pl. tick) _____

5. Reason of leave: _____

6. Address & Phone No. during leave _____

_____

Date :

**Signature of Applicant**

**Recommendation / Leave Sanctioned / Not Sanctioned**

It is recommended that leave of _____ days, from _____ to _____ may be granted.

**Academic Coordinator (Ist yr / IInd yr)**

**Dean (Academics)**



# IMPORTANT CONTACTS

*1. Dr. R.N. Mathur 15/964, LIG, Vasundhara, Ghaziabad-201012*

*2. Ambulance: 102*

*3. Police: 100*

*4. Train Enquiry: 139*