JAIPURIA INSTITUTE OF MANAGEMENT
EMPOWER • ENTHUSE • EXCEL
INDIRAPURAM, GHAZIABAD
Affiliated to Dr APJ Abdul Kalam Technical University, Uttar Pradesh, Lucknow

Great Place To Work. Certified | JUNE 2023 - JUNE 2024 INDIA

INSTITUTION'S INNOVATION COUNCIL (Ministry of Education Initiative)

NAAC | NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL | Accredited by NAAC with Grade 'A'

STUDENT
HANDBOOK
2023-25

CREATING
RESPONSIBLE
LEADERS

JAIPURIAS
A Legacy of Excellence for 77 Years

**Padmabhushan
Seth Mungturam Jaipuria Ji
1901-1978**

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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तमसो मा ज्योतिर्गमय

JAIPURIA

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 regulations, rules structure and formats.

Welcome Note!

Dear Batch 2023-25

"Success is a state of mind. If you want success, start thinking of yourself as a success."

Dr. Joyce Brothers.

With this quote, I would like to welcome you to your institute, "Jaipuria Institute of Management", where we will be working on your state of mind by empowering you with knowledge, enthusing skills, in order to take you to the road of excellence where you will succeed.

The institute has a legacy of providing intellectually relevant and ethically sound students to the corporate, the institute will not only work on your skills and domain but will also work on your emotional quotient which is a pre requisite in the corporate today.

We at the institute believe in the holistic development of the students as today the industry requires intellectually relevant workforce who are emotionally balanced, who are ready to take up the shifting paradigm of the business and possess the problem-solving ability in order to cope up with the challenges in the corporate.

The areas that have been mentioned above are easier said than done, it will require competency, hard work, perseverance and consistency in your performance to attain the aforementioned. The institute will design a road for you to walk on with the help of dedicated and competent faculty members, experts from the industry who will shape your career and endow you with the skills to make you corporate ready.

The paradigm of academia has also changed post the pandemic. World has now become digital, it is paramount to be digitally savvy. We will also equip you with the latest tools and technologies to make you technologically diligent, which is the need of the hour.

I am also elated to state that we have an extensive alumni network of more than 2500 alumni placed in well reputed organizations who are ready to support and guide you in your journey to the corporate. With all this, we would also require an appropriate learning-oriented behaviour from the student's side. We will create opportunities for the 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. We will unleash your hidden potential through the academic rigor and innovative teaching pedagogies.
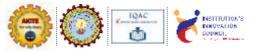
Given a short span of two years, your transformation for a sustainable career ahead is the mutual responsibility of the institute as well as the student. Together, I can assure you that the institute holds the ability of transforming your aspirations into reality. Wishing you all the best as you begin your professional journey.

Once again, welcome to the Institute!

Prof. (Dr) Daviender Narang
Director

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Contents

About Jaipuria Institute of Management

Jaipuria Institute of Management was set up by Seth Anandram Jaipuria Education Society in 2001. During this short span of 23 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 Institute, also has started a full time two year degree programme MBA - Business Analytics in the academic session 2020. In addition to this the Institute has started a full time two year degree programme MBA (Banking & Financial Services) in the academic session 2022. All the courses are 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.

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 the 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 structured Executive Leadership Programme and modules by improving inter-personal skills and personality development.

Courses Overview

MBA
(Dual Specialization)

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

The curriculum of MBA 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 on credit based choices.

MBA
(Business Analytics)

The MBA (Business Analytics) program is a full time two years program approved by AICTE, Ministry of HRD, and Government of INDIA, duly affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU), Lucknow, UP. The discipline of business analysis is evolving to meet the requirements of organizations in our changing world. Globally, many CEOs believe the next 3 years will be more critical than the last 50 years in their industry and most of them expect to be running significantly transformed companies in 3 years' time. To accelerate this shift, organizations are looking at different models and skill sets to drive more value-driven analysis. The curriculum of MBA (Business Analytics) is designed in such a way that the MBA students can utilize statistics, information systems, computer science, and operations research to expand their understanding of complex data sets, and artificial intelligence, deep learning, and neural networks to micro-segment available data and identify patterns. This information can then be leveraged to accurately predict future events related to market trends and to recommend steps that can drive toward a desired goal.

MBA
(Banking & Financial Services)

The MBA (BFS) is a full time two years programme, approved by AICTE, Ministry of Education and Government of India, duly affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU), Lucknow, U.P. The BFS sector has become one of the blooming sectors of the economy with digital transformation of the industry. Technology with finance has also created more business opportunities for start ups in Wealth management and Investment planning. There is a huge demand for professionals' talent to deliver the best customer experience by leveraging digital platforms. The objective of the programme is to prepare the students with the in depth knowledge of the banking, financial services and Insurance sector. To ensure their employability in the sector the focus of the programme will be on grounding in banking technology and the emergence of the new business models in financial sectors like financial technology, block chain technologies and digital currency systems. The students are equipped with the skills and hand on experiences to enable them to deliver the scalability, flexibility, agility and speed-to-market for the BFSI ecosystem. The course not only helps students to gain Knowledge but also paves path for growth and success in career.

Scheme of Evaluation

A	INTERNAL EVALUATION (OUT OF 50)	Marks assigned to each component	Weightage for INTERNAL EVALUATION Components (Marks in percentage)	Weightage for INTERNAL EVALUATION Components (Actual Marks)
1	SESSIONAL 1	100	15%	15
	SESSIONAL 2	100	15%	15
2	ASSIGNMENT 1(TA)*	25	10%	2.5
	ASSIGNMENT 2(TA)**	25	10%	2.5
3	QUIZ (5 quizzes) (one quiz from each unit) (TA)	50	20%	10
4	Case Discussion/Class Presentations/Participation(TA)	10	25%	2.5
5	Attendance(TA)	10	25%	2.5
				50
	Total of (A)			
B	THEORY END SEMESTER EVALUATION/EXAMINATION (TE) (OUT OF 100) (Conducted by university)			100
	TOTAL(A+B)			150

TA: Teacher Assessment; TE: Theory end semester examination

*Questions to be asked from Unit 1 and 2

**Questions to be asked from Unit 3, 4 and 5

Note: online assessments may also be conducted from time to time to validate the learning

Eligibility Passing Criteria

Eligibility of Passing

A Student who obtained Grades A+ to E shall be considered as passed. If a student secured "F" grade, he/she has to reappear for examination.

MBA								
LEVEL	OUT-STANDING	EXCELLENT	VERY GOOD	GOOD	ABOVE AVERAGE	AVERAGE	POOR	FAIL
LETTER GRADE	A+	A	B+	B	C	D	E	F
GRADE POINTS	10	9	8	7	6	5	4	0
SCORE RANGE (%)	>90	>80 and <90	>70 and <80	>60 and <70	>50 and <60	>45 and <50	>40 and <45	<40

Award of Division

1. First Division : CGPA>7.50
   with Honours
2. First Division : CGPA>6.50 and <7.50
3. Second Division : CGPA>5.00 and <6.50

For a pass in Theory Subject, a student shall secure minimum of 30% of the maximum marks prescribed the University in the end semester examination and 40% of aggregate marks in the subject including sessional marks i.e Minimum Passing Grade is "E".

For a pass in a Project reports/Viva-voce examination / Comprehensive Viva-voce, a student shall secure a minimum of 50% of the maximum marks prescribed the University examinations in the relevant Practical /Internship/project/Viva-voce examination and 40% of marks in the aggregate in the Practical/Internship/Project/Viva-voce including sessional marks i.e. Minimum Passing Grade in a course is "E".

For a pass in the subject which has only sessional component and No End semester exam component, such as Seminar, a student shall secure a minimum of 40% of the maximum marks prescribed. i.e. Minimum Passing Grade is "E"

Syllabus

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

Preparing Students for Digital Transformation

Assuring Academic Excellence through blended Learning

To ensure that management education is able to deal with global, technological and market changes, it is imperative for business schools to use appropriate curricula, course materials and teaching models that are not only up-to-date but also internationally competitive.

The institution has developed a plan for Blended Learning. The two major components are

I. E-learning instructional design through Digital Transformation
II. Conventional class room teaching Pedagogy

Blending with purpose
E- learning Instructional Design for Active Learning
Active learning is an approach to instruction that involves actively engaging students with the course material through discussions, problem solving, case studies, role plays and other methods. Active learning can be achieved strategically by:

➢ Aims & Learning outcomes: Learning outcomes & Aim of course/ programme and teaching method integration.
➢ Course Content: Teaching Hours and Independent Learning Hours.
➢ Teaching Method and Resources: Teaching Platforms, Pre-recorded tutorials, Interactive Presentations, Relative examples, Polls and Digital Library.
➢ Assessment: Micro Assessment's Using Survey, Website, Discussion Forums.
➢ Monitoring & Review: Continues Feedback, Peer Evaluation, and Presentations.

Online Teaching Strategies
Teaching Pedagogy for E learning
• Teaching Platforms
• Teaching Methods
• Discussion Platforms

Roadmap to Impart IT Skill among Students

Semester	Skill / Domain	Activities	Expected Outcome	Assessment
I	MS Excel	1. Classroom Learning 2. Online Certificate Course 3. Three Assignments per week	After completion of the activities students will have in depth knowledge MS Excel with Hands on experience	1. Mid Term Assessment 2. Certificate 3. Review of Assignment
	MS Power Point	1. Classroom Learning 2. Online Certificate Course 3. One Presentation to prepare per week	After completion of the activities, students will have in depth knowledge MS PowerPoint.	1. Mid Term Assessment 2. Certificate 3. Review of Presentation
	Basics of Emerging Technologies	1. Join Groups on Social Media 2. Attend Webinar/Workshop	After completion of the activities, students will have awareness on emerging technologies	1. Certificate of webinar / Workshop
	Data Analysis-I	1. Classroom Learning 2. Business Analytics Basic Concepts with R	Students will aware of Basic Concepts of Analysis and R Programming Language	1. Mid Term Assessment

Roadmap to Impart IT Skill among Students

II	Dashboard Design	1. Classroom Learning 2. Attend Webinar/Workshop 3. Join Groups on Social Media 4. One Dashboards design per month	After completion of the activities, students will have the knowledge on dashboard design and data visualization	1. Mid Term Assessment 2. Certificate 3. Review of Dashboard
	Template Design	1. Classroom Learning 2. Attend Webinar/Workshop 3. Join Groups on Social Media 4. One Templates design per month	After completion of the activities, students will have the knowledge on template design	1. Mid Term Assessment 2. Certificate 3. Review of Templates
	E-Commerce and Digital Marketing	1. Classroom Learning 2. Attend Webinar / Workshop 3. Online Course on Digital Marketing	After completion of the activities, students will have the knowledge of E-commerce and Digital marketing	1. Mid Term Assessment 2. Certificate
	Data Analysis-II	1. Classroom Learning 2. Workshop on Predictive Analytics using Python 3. Workshop on Power BI 4. Workshop on Machine Learning and AI with Python	After completion of the activities, students will have the knowledge of Predictive Analytics, Power BI and Machine Learning	1. Mid Terms Assessment 2. Certificate
III	Data Analysis-III	1. Classroom Learning 2. Workshop on Tableau 3. Workshop on HR Analytics 4. Workshop on Digital Marketing 5. Workshop on Financial Modeling and Analytics	After completion of the activities, students will have the knowledge of Tableau, HR, Digital Marketing, Financial Modeling using data analytics concepts	1. Mid Term Assessment 2. Certificates
	Web Technologies	1. Attend Webinar / Workshop	After completion of the activity students have knowledge of the technologies to develop a Blog/Website/YouTube Channel, etc.	1. Certificate

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:

Uniform

1. Uniforms are provided to all students under the provisions made by the Institute. Institute's uniform is compulsory to attend the institute 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.

Under CCTV Surveillance

All the students are under cctv surveillance throughout the day

Penalty

If the institute finds students damaging or destroying interactive board, network devices, computer, furniture, walls, LCD projectors, sound systems, any other property, they will have to pay a penalty of three times the cost of the products along with the suspension from the institutes.

Ragging is Probhited

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.

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 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.

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 the second time, suspension from college on a repeated non-compliance.
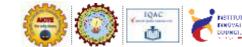
Problems and Grievances

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.

Student Clubs at Jaipuria Institute of Management

The Student Clubs enriches the JIM campus by providing resources and services for all students who are, or want to become, involved. Student clubs aim to develop students' social, educational and leadership skills by allowing students to communicate effectively and participate in constructive, creative, diverse and, engaging activities.

The details of student clubs are as follows

Dramatics and Cultural Club

This club is identified by the cooperative learning process and methodical practice with individuals full of zeal collaborating together to indoctrinate the positive cultural heritage in addition to promoting extracurricular educational messages. This club is responsible to provide a platform to students to conceive and execute dramatic and culturally different aspects of life, helping them achieve the much needed balance between academics and extracurricular activities. Focused on bringing out the hidden talents in our students, this club organizes multiple events regularly across many different fields of drama, art and culture. The club is skilled in organizing events like Nukkad Natak, Spardha, Aaghaz, Independence day, teacher's day, photography competition to name a few.

Design Thinking and Innovation Club

Design thinking and Innovation Club is a multi disciplinary club that encourages entrepreneurship and innovation for creative thinkers and innovators.

JIM provides the resources, connections, and facilities to help students shape a better future. The club accomplishes its goals through ideation sessions, educational workshops, hands-on design projects and community outreach programs. The club will also strengthen the bonds between tech-savvy students who are creative and innovative and help them achieve excellence. Some of the activities that are being conducted under this club include Change by Design, The community designer- Anti plastic campaign, best out of digital waste etc.

Marketing Research Club

This club brings together some of the brightest minds, interested in exploring the ever changing dynamics of the marketing world. The club aims at keeping its members abreast with the most contemporary themes on marketing while integrating the vast experience of its members across functions and industries such as Advertising, Research, Sales, Branding communication, Digital marketing, Media to name a few. The club also promotes communication between the students by conducting events like Wall of Fame/Shame, simulations and quizzes, Brand challenge/Clash of brands, Elevator pitch, Virtual Bazaar etc. The club is a fervent apostle of creativity and innovation and strives to inculcate the same in the students through regular events.

IT & Analytics Club

The Information Technology & Analytics Club is focused on imparting information and educating students on the latest technologies dominating businesses, particularly in the fields of data management and business intelligence. The club's vision is to make students aware of the rapid changes and innovations taking place in the field of information technology and analyze how such developments can be leveraged in the corporate world effectively. With the evolution of information technology and analytics, companies have revolutionized the delivery of their offerings resulting in enhanced productivity and transforming the lives of people and society at large. The club aims to conduct a plethora of discussions, b-plan quizzes, case study competitions, and workshops around developing IT skill sets to manage data, enterprise systems, data mining, and intelligence, data security, big data, and analytics to enhance participants' understanding of various trends in the IT industry and to prepare them for career opportunities in the domain of IT.

Literary Club

The literary club of Jaipuria Institute of Management is one of its kind. It's focus is beyond the normal course curriculum activities and fosters love and passion for language, creativity and aesthetics. It aims to inculcate literary creativity amongst the students and gives ample opportunities for self-expression. It not only focuses on literature but also on music and movies that may enhance the level of learning and understanding different languages. This club strives to increase the essence of literary appreciation in different genres.

Human Values Club:

The human values club at JIMG inculcates humanitarian values and morality in students which is crucial these days as in this hard and fast world, we believe humanity is consistently being deconsecrated and a need of such a platform is a must.

The Human Values Club at JIM is established with an objective to developbthe level of consciousness & self-awareness in students which leads to development of discrimination ability and commitment for living happy and prosperous life.

Fintech Club:

Fintech Club of JIMG is designed to develop a platform for students to gain and learn the dynamism of financial sector. The essence of finance and its analysis is learnt by application, the hands on learning which gets engrained in the students skill set for the lifetime. It's hence the endeavor of the club to harness the talent in the financial aspects of management, in a composite manner by combining the faculty and the students focus for the mutual benefit of the tripartite synergy (faculty, students and the corporate).

Mentor Mentee Program

Faculty Members actively engaged students for 2 open hours every week for Mentoring, Counselling and Clarifying doubts:

➢ A weekly two-hour slot has been scheduled in the time table wherein each faculty shall answer queries and explain concepts to student mentees.

➢ Faculty mentors arrange meetings with corporate mentors (alumni/ someone else from corporate) for their student mentees.

➢ The students are supported and encouraged to utilize open hours in clarifying their doubts.

➢ The faculty encourage students to bring their proposals for projects in these open hour sessions and any help, advice or resources required by the students should be facilitated by the faculty mentors.

➢ These open hour sessions are specially used to guide, monitor and assess slow learners.

➢ For fast learners, additional reading and research is encouraged.

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.

Club Activity For The Year 2023-24 Dramatics & Cultural Club
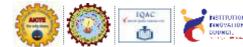
MBA I sem - Event Calender 2023 -24

Domain Club	Month	Day	Event
Institutional Activity	24 Aug - 9-Sep	15 days	Orientation Programme
Institutional Activity	26-Aug	Sat	SPANDAN - Alumni Talk
Institutional Activity	05-Sep	Tue	Teachers Day
Dramatics and Cultural Club	20-Sep	Wed	Ted Talks - The Style Event
Literary Club	27-Sep	Wed	Vocabulary Quiz
Marketing Research Club	4-Oct	Wed	AD PITCH
Design Thinking and Innovation Club	11-Oct	Wed	SCAMPER
Marketing Research Club	18-Oct	Wed	Marketing AMALGAM
Fintech Club	25-Oct	Wed	The Financial Reel: Lights, Camera, Finance
Internal Examination	26-Oct to 30-Oct	Mon	Internal Examination
Dramatics and Cultural Club	8-Nov	Wed	Role-play competition
Literary Club	22-Nov	Wed	Just a Minute
Design Thinking and Innovation Club	29-Nov	Wed	The 100 Idea Exercise
Human Values Club	6-Dec	Wed	One Day Day students Workshop on Human Values & Ethics
Fintech Club	13-Dec	Wed	Finance Bingo
IT /Analytics Club	20-Dec	Wed	Excellencia: IT Fest
Institutional Activity	26-dec to 30-dec	Tue	Internal Examination
Human Values Club	15-Jan to 22-Jan	Mon	8 Days Faculty development Programme on Human Values and Ethics
Institutional Activity	24-Feb	Sat	Corporate Summit
Institutional Activity	20-Apr	Sat	International Conference

MBA I sem (BFS) - Event Calender 2023 -24

Domain Club	Month	Day	Event
Institutional Activity	24 Aug - 9-Sep	15 days	Orientation Programme
Institutional Activity	26-Aug	Sat	SPANDAN - Alumni Talk
Institutional Activity	05-Sep	Tue	Teachers Day
Fintech Club	20-Sep	Wed	Panel Discussion - The Rise of Fintech: Disruption and Innovation in the Financial Services Industry
Fintech Club	27-Sep	Wed	Financial Literacy Outreach Program
Fintech Club	4-Oct	Wed	NSE Visit
Fintech Club	11-Oct	Wed	Financial Pitch Day
Fintech Club	18-Oct	Wed	Financial Pulse Check -Financial News Analysis
Fintech Club	25-Oct	Wed	The Financial Reel: Lights, Camera, Finance
Internal Examination	26-Oct to 30-Oct	Mon	Internal Examination
Fintech Club	8-Nov	Wed	Financial Statement Analysis Presentation
Fintech Club	22-Nov	Wed	Mock Interviews and Resume Building
Fintech Club	29-Nov	Wed	Stock Market Workshop
Human Values Club	6-Dec	Wed	One Day Day students Wokshop on Human Values & Ethics
Fintech Club	13-Dec	Wed	Finance Bingo
Fintech Club	20-Dec	Wed	Virtual Stock Market Game Challenge
Institutional Activity	26-dec to 30-dec	Tue	Internal Examination
Human Values Club	15-Jan to 22-Jan	Mon	8 Days Faculty development Programme on Human Values and Ethics
Institutional Activity	24-Feb	Sat	Corporate Summit
Institutional Activity	20-Apr	Sat	International Conference

Summer Internship Programme (SIP)

Objective

The summer internship is a medium for MBA students to embrace and adapt themselves to the corporate culture. It is a vehicle for introducing students to real-life situation, which cannot be simulated in the classroom. Therefore, students undergo a Summer Internship Programme at the end of the second semester in which they do project under an industry supervisor. They are encouraged to undergo training assignments that are of direct interest to the host organization. Students are guided to take up time bound, multi-disciplinary and goal oriented assignments involving team work. Solutions to various problems confronted in the assignment are expected to be open-ended, involving an element of analytical thinking, processing and decision-making in the face of limited data, parameters and uncertain situations.
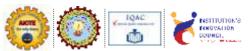
Attendance and conduct

1. The SIP is a mandatory requirement for completion of the MBA course. The institute takes the onus of facilitating students to undergo practical training in any manufacturing, service or financial organization. The duration of the program ranges from 6 to 8 weeks.

2. During the course of the SIP, students are expected to increase their learning of the organizational processes, and analyze any problem that exists. It also aims to equip students with the actual work-flows and give their recommendations to the problem that exists.

3. Institute expects students to adhere to the rules and regulations of their internship organization like timings and leave policies. Apart from that we orient our students to be punctual, regular and well-mannered at their workplace.

4. 100% attendance is mandatory during the training period. However, if for any genuine reason a student is not in a position to report to the organization, on any day, he/she should obtain permission for leave of absence from the company guide. He/she should also inform the faculty guide and keep him/her in the loop regarding any official information. Such leave of absence should not be taken for more than one week in the entire duration of the training.

5. 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.

6. 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.

7. 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.

8. 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)

MBA being a technical course endeavours to instil in our students the research acumen which can help them enhance their employability skills. 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. 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.

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

Social Initiatives by JIM

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

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.

Certification Courses (Core MBA Dual)

Certification 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 Simply Digital 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.

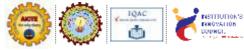### FSA (Financial Statement Analysis for decision making)

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.

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.

Certification Courses for Business Analytics

Python for Data Science and Machine Learning Bootcamp by Udemy

This course helps students to use Python for Data Science and Machine Learning, implement Machine Learning Algorithms, Numerical Data Analysis, Plotting of the data, static and dynamic visualization, Clustering, Regression, Decision Trees, Natural Language Processing and Neural Networks.

Introduction to Predictive Analytics using Python

This course provides students with the skills to build a predictive model using Python. Students will learn the full lifecycle of building the model. Students will understand the data discovery process and discover how to make connections between the predicting and predicted variables. Students will also learn about key data transformation and preparation issues, which form the backdrop to an introduction in Python for data analytics.

Blockchain A-Z™: Learn How to Build Your First Blockchain by Udemy (Cryptocurrency)

This course is suitable for all students who want to study from novice to Blockchain expert. This course provides everything needed to become an expert in the field. This course is focused on doing, not just listening. In this course the students will not only develop the required skills and deep knowledge about Blockchain, but they will also get the right tech instincts. Through this intuition you will feel where and how to apply Blockchain in the real world.

Modern Big Data Analysis with SQL Specialization by Coursera

This course distinguishes operational from analytic databases, and understands how these are applied in big data. It also provides an opportunity to understand how database and table design provides structures for working with data. The course appreciate how differences in volume and variety of data affects your choice of an appropriate database system and recognize the features and benefits of SQL dialects designed to work with big data systems for storage and analysis

The Business Intelligence Analyst Course by Udemy

This course helps students to become a BI Analyst. This course covers introduction to Data and Data Science, Statistics and Excel, Database theory, SQL, Tableau, SQL + Tableau. These are the precise technical skills recruiters are looking for when hiring BI Analysts.

Certification Courses in Banking and Financial Services

1. **Security Analysis & Portfolio Management,**
Regulatory reforms across the world are gradually being introduced to reduce trade impediments between nations and usher in free market based pricing. Cross border investments through direct/portfolio routes are also being enticed as a medium for funding of growth and developmental activities. In addition, the governments of developing nations continue to pursue their strategy of partial privatization of the frontier sectors in an attempt to raise revenues for the exchequer as well as reduce operational losses with increased efficiency. Under these stimuli, scientific investment management by the investor fraternity becomes of cardinal necessity for generating competitive returns and surviving in the marketplace. Financial instruments have proven to be immensely useful as versatile investment avenues. Their vitality can be gauged from the exponential growth in trading volumes as well as the advent of new structured products literally on a day to day basis. Most courses in this area do not cover investment theory as a cogent wholesome. They deliver the content in the asymptote rather than as a mainstream course focusing either on the purely stochastic underpinnings or emphasizing the trade-based orientation. The proposed course aims to provide valuable insights into the underlying financial nuances involved in investment management holistically. The target audience is the student community who have taken some mathematics courses at the secondary level and are pursuing graduate courses in finance or management with specializations in finance and/or risk management.

2. **Working Capital Management**
Working capital management has gained the attention of industry and academia as an exclusive area of study after liberalization of Indian Economy. Management of working capital sometimes becomes more important than the management of long term funds because the day-to-day operations of any business largely depend upon this source of finance. Many firms have been seen in the past closing down for the want of short term finance. The profitability of any business to a larger extent is affected by this source of finance due to efficient management of current assets and current liabilities. Hence, learning about managing working capital has become more important and critical in the modern scenario.

3. **Financial Management for managers**
Financial Management is an interesting area of learning for the management graduates, working professionals, chartered accountants and similar other professionals working in the related areas. Investment and financing decisions in the business are quite complex and risky and require a detailed analysis and investigations before finalizing any investment proposal by any existing or a new business organization/firm. Further, it involves complex capital structure related decisions, working out cost of capital and ways and means about maximizing the value of the firm. Finalizing any investment proposal, arranging for the required amount of funds from different sources of finance and deciding the optimum capital structure are some very complex and peculiar decisions that need a strong background of finance and financial management for the decision makers in the industry. Value maximization being the ultimate objective of any business, requires learning about rigorous and thorough investment decision making and evaluation process which may be facilitated after learning about the tools and techniques of financial management. In this subject I will discuss all about the investment, financing and dividend decisions process in the business firms and the process of value maximization of any business firm.

4. **Management of Commercial Banking**
This course deals with the management of commercial banking activities from risk management perspective. The prime focus of this subject is to manage major risks such as interest rate risk, credit risk, liquidity risk and operational risk faced by the banks to maximize the dual objectives of commercial banks i.e. profitability and liquidity. Mostly, it deals with the management of deposits, lending activities, investments, bank capital, bank liquidity and off-balance sheet activities. It also covers the use of derivatives and asset backed securities such as credit derivatives etc. to manage the market risk. In addition to this, it also covers the basic features and role of commercial banks, regulatory aspects related to banking activities and evaluation techniques to measure financial performance of banks. Valuation of banks' balance sheet items and mergers and acquisition of commercial banks are also discussed in this course.

Institution's Innovation Council

Institution's Innovation Council (IIC) at Jaipuria Institute of Management, Indirapuram, Ghaziabad, Uttar Pradesh is established under AICTE Startup policy. This cell is a one-stop shop for all information. In order to adopt the National innovation and Start-up Policy at the institution level, a eighteen-member committee is constituted by the Jaipuria Institute of Management to formulate detailed guidelines for various aspects related to innovation, Startup, and entrepreneurship management. The committee constitutes of industry Advisors, Industry Mentors, Faculty Mentors and Alumni Mentors. This committee deliberates various facets for nurturing the innovation and Startup culture in the institution, which covers Intellectual Property ownership, norms for technology transfer, and commercialization. Subsequent to the release of the Startup policy by AICTE and further training received from the Ministry of Education's Innovation Cell and interaction with industry advisors and mentors, a comprehensive policy guiding document has also been prepared. Main objectives of this council are to systematically foster the culture of Innovation in the institution by mentoring and encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes. In addition to this, IIC also strengthens inter-departmental and inter-institutional linkage, incubators and other ecosystem enablers at different levels. In order to attain aforesaid objectives, IIC conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion and organize periodic workshops interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

Sr. No.	IIC Calendar activities	Activity	Event Month	IIC supervisor
01.	Idea Building Blocks: Team Building activity	Institutional activity	September, 2023	Ms Surbhi
02.	An introduction to Design Thinking.	Institutional activity	September, 2023	Dr. Raj Kumari
03.	Poster Making Competition	Institutional activity	September, 2023	Ms Pujashree
04.	Understanding entrepreneurship through the eyes of incubation centre	Institutional activity	September, 2023	Dr Devi Archana Mohanty
05.	Out of the box thinking for problem solving	Institutional activity	September, 2023	Dr. Raj Kumari
06.	Orientation Session on IIC5.0 & Features	Institutional activity	September, 2023	Ms Surbhi
07.	Developing Online Repository of Ideas Developed and Way forward plan	Institutional activity	October, 2023	Dr. Devi Archana Mohanty
08.	Nukkad Natak Competition (PARIVARTAN' 22) on Sustainable solutions to Environmental Problems	Institutional activity	October, 2023	Ms. Surbhi
09.	National Innovation Day	Celebration Activity	October, 2023	Dr. Devi Archana Mohanty
10.	The Design FUSION	Institutional activity	October, 2023	Ms. Surbhi
11.	The Community Designer	Institutional activity	October, 2023	Ms. Surbhi
12.	Pitching Event for Ideas Innovation Ambassadors for mentorship support	Institutional activity	November, 2023	Dr. Devi Archana Mohanty
13.	National Education Day	Celebration Activity	November, 2023	Dr. Raj Kumari
14.	Exposure and field visit for problem identification	Field Visit	November, 2023	Dr Devi Archana mohanty
15.	SRIJAN	Institutional activity	November, 2023	Ms Surbhi
16.	Session on Problem Solving and Ideation Workshop	Institutional activity	November, 2023	Dr. Raj Kumari
17.	Hackathon on Business data/analytics problems	Institutional activity	December, 2023	Ms. Surbhi

Sr. No.	IIC Calendar activities	Activity	Event Month	IIC supervisor
18.	My Story - Motivational Session by Successful Entrepreneur/Start-up founder	Institutional activity	December, 2023	Ms Pujashree
19.	My Story - Motivational Session by Successful Innovators.	Institutional activity	January, 2024	Ms. Surbhi
20.	Workshop on "Entrepreneurship and Innovation as Career Opportunity"	Institutional activity	January, 2024	Dr. Raj Kumari
21.	E-Symposium on Building Innovation Ecosystem in Educational Institutions	Institutional activity	January, 2024	Ms. Surbhi
22.	India Startup Day	Celebration Activity	January 16, 2024	Ms. Pujashree
23.	Developing Online Repository of Idea / Proof of Concepts (PoCs)	Institutional activity	January, 2024	Dr Devi Archana Mohanty
24.	Pitching Event for PoCs developed & linkage with Innovation Ambassadors for mentorship support.	Institutional activity	February, 2024	Dr. Devi Archana Mohanty
25.	"Brand nostalgia "Win the emotion, win the customer"	Institutional activity	February, 2024	Ms Surbhi
26.	Field/Exposure Visit to Pre-incubation units such as Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc.	Field Visit	February, 2024	Dr Devi Archana mohanty
27.	Session on Achieving Problem-Solution Fit & Product-Market Fit	Institutional activity	February, 2024	Ms. Surbhi
28.	National Science Day	Celebration Activity	February 28, 2024	Ms Pujashree
29.	Workshop on Entrepreneurship Skill, Attitude and Behavior Development	Institutional activity	March, 2024	Dr. Raj Kumari
30.	Expert talk on "Process of Innovation Development & Technology Readiness Level (TRL)" & "Commercialisation of Lab Technologies & Tech-Transfer	Institutional activity	March, 2024	Dr. Devi Archana Mohanty
31.	Workshop on Design Thinking, Critical thinking and Innovation Design	Institutional activity	March, 2024	Dr. Raj Kumari
32.	Developing Online Repository of Business Plan/Prototypes Developed and Way forward plan	Institutional activity	April, 2024	Dr. Devi Archana Mohanty
33.	Demo Day/Exhibition/Poster Presentation of Business Plan/Prototype developed & linkage with Innovation Ambassadors for mentorship support.	Institutional activity	April, 2024	Ms. Surbhi
34.	Workshop on Intellectual Property Rights (IPRs) and IP management for start up	Institutional activity	April, 2024	Dr. Devi Archana Mohanty
35.	"World Intellectual Property Day Celebration"	Celebration Activity	April, 2024	Ms. Surbhi
36.	Session on "How to plan for Start-up and legal & Ethical Steps"	Institutional activity	May, 2024	Dr. Raj Kumari
37.	National Technology Day Celebration	Activity	May 11, 2024	Ms Pujashree
38.	Field/Exposure Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre	Institutional activity	May, 2024	Dr Devi Archana Mohanty
39.	Session/ Workshop on Business Model Canvas (BMC)	Institutional activity	June, 2024	Dr. Devi Archana Mohanty
40.	Workshop on Prototype/Process Design and Development - Prototyping	Institutional activity	June, 2024	Dr. Raj Kumari
41.	Developing Online Repository of Start-ups Developed/incubated and Way forward plan	Institutional activity	July, 2024	Dr. Devi Archana Mohanty

Sr. No.	IIC Calendar activities	Activity	Event Month	IIC supervisor
41.	Developing Online Repository of Start-ups Developed/incubated and Way forward plan	Institutional activity	July, 2024	Dr. Devi Archana Mohanty
42.	Demo Day/Exhibition/Poster Presentation of Start-ups developed & linkage with Innovation Ambassadors for mentorship support.	Institutional activity	July, 2024	Ms. Pujashree
43.	Session/ Panel discussion with innovation and Start-up Ecosystem Enablers from the region/state/ national level	Institutional activity	August, 2024	Dr. Raj Kumari Kumari
44.	Organise Session on "Lean Start-up & Minimum Viable Product/Business"- Boot Camp (or) Mentoring Session	Institutional activity	August, 2024	Ms. Pujashree
45.	Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs	Institutional activity	August, 2024	Ms. Surbhi
46.	Session on Innovation/Prototype Validation – Converting Innovation into a Start-up or Session on Achieving "Value Proposition Fit" & "Business Fit"	Institutional activity	August, 2024	Dr. Raj Kumari
47.	Creation of e-Repository of e-Learning Sessions on I&E at IIC Institute	Institutional activity	August, 2024	Dr Devi Archana Mohanty
48.	IIC Annual Report 2022-23	Institutional activity	August, 2024	Ms. Surbhi
49.	Building Institute Level YUKTI - National Innovation Repository (NIR)	Institutional activity	August, 2024	Ms. Pujashree
50.	Participation of IIC Institutions in IIC Regional Meets	Institutional activity	August, 2024	Dr. Raj Kumari

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 as per 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

E-Journals

Institutional User Credentials		
URL	Login	Password
https://jgateplus.com/	jaiuser	jaiuser1288065633
PROQUEST		
Institutional User Credentials		
https://www.proquest.com/	JIMGZ_LIB	ProQuest@1
DELNET		
Click onto DELNET (New Discovery Portal)		
URL	Login	Password
http://164.100.247.26/	upjimg	jimg6284
National Digital Library of India		
URL	Login	Password
ndl.iitkgp.ac.in	jimlibrary@jaipuria.edu.in	Jim@#1234
e-ShodhShindhu		
URL	Login	Password
https://ess.inflibnet.ac.in/oes/index.php	jimlibrary@jaipuria.edu.in	Jim@#1234
MyLOFT-e Library Consortium		
URL	Login	Password
MyLOFT.xyz	jimlibrary@jaipuria.edu.in	Jim@#1234
Prowess E-Resource Database https://prowessdx.cmie.com/		

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. Both labs are equipped with state-of-th-art modern facilities Both labs are connected with 100 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.

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 resume 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:

Hostel & Mess Rules

1. Admission in the hostel is open for students of Jaipuria Group of Institutions only & preference will be given to out-station students.
2. The hostel application form completed in all respects should be submitted to the office & fee should be paid in advance for the hostel as well as the mess at the time of admission. The fee for the hostel and mess will be charged semester-wise. The mess fee is Rs. 5000 per month, however, in the first semester, a student needs to pay Rs. 26,250/- as mess fee. The student needs to pay the same amount of Rs. 26,250 in the second semester also. In total, Rs. 52,500 will be charged against the mess fee for two semesters, however, this mess fee is charged for 10.5 Months only.
3. Admission will be valid for one academic year only. i.e., August to June, every year. No student is allowed to vacate the hostel in the mid-year. If in any case, the academic session is extended by the University, the students need to pay an extra mess fee to avail of mess services during this period.
4. Non-payment of hostel and mess fees on time, before or on the due date as notified from time to time, will debar students from continuing in the hostel. She/ he may not be allowed to continue even after the settlement of pending dues.
5. Allotment of the room, furniture, etc. will be entirely at the discretion of the Resident warden & faculty In-charge (Hostel) and no complaint in this regard will be entertained. Students are solely responsible for the care and safety of the furniture and fittings of their respective rooms. The cost of the furniture and fittings will be recovered from them in case of
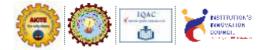
any damage or loss of the said item along with the penalty.
6. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the resident warden and faculty In-charge (Hostel).
7. Ragging is strictly banned in the hostel and mess. The defaulters may invite rustication from the hostel and the course.
8. When there is a vacant seat in the room, the key of the room must be submitted to the resident warden to facilitate allotment of the vacant seat to another student.
9. Every student must attend regular classes daily without fail, no hostlers will stay back in the hostel during class hours unless specifically permitted by the faculty In-charge (Hostel) based on a medical condition.
10. Every student shall be in his/her hostel by 7.00 p.m. If he/she needs to stay out after the said timing owing to any special reason, he/she must obtain prior permission from the Resident warden & Faculty In-charge (Hostel). The application for leave of absence from the hostel shall be made in writing & permission shall be obtained. Late entry without prior permission will invite a rustication/debarment from the hostel along with a fine.
11. Students are expected to switch off the light and fans in their rooms every time they go out and take precautions to save electricity consumption.
12. Use of room heaters and inductions is strictly prohibited in the hostel rooms.

13. Admission to the Hostel will be canceled if incomplete or false information is furnished by the student.
14. Admission to the Hostel will be first come first serve basis.
15. Students will be required to vacate the room within a period of 3 days after the completion of the II/IV semester university examinations.
16. Students are required to give their consent about continuing the Hostel facilities in the next year as and when asked by the competent authorities.
17. Jaipuria Institute reserves its right to cancel the admission of students without giving any reason.
18. Students residing in the Hostel shall strictly observe all the rules and regulations in force from time to time. Breach of rules/ regulations may invite a rustication/debarment from the hostel along with a fine.
19. Smoking, consumption of alcoholic drinks, and spitting are strictly prohibited on the hostel premises.
20. No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the visitor room or reception area of the institute only between 9.00 a.m. to 6.00 p.m.
21. Every case of illness and accident must be reported immediately to the Resident warden & faculty In-charge (Hostel).
22. No functions or celebrations shall be organized except with the permission of the faculty In-charge (Hostel) & Chairman Hostel committee.
23. Resident students are not permitted to convene any meeting of any circumstances anywhere in the Hostel premises without the prior permission of the Faculty In-charge (Hostel).
24. Students should not paste any poster/ picture etc. on the walls, doors, shelves, and windows of the hostel room.
25. Students are not allowed to play any kind of sports in the room.

26. Students suffering from any contagious disease will not be allowed to stay in the hostel. The decision of the c will be final and no complaint in this regard will be entertained.
27. Every student shall keep the room allotted to him/her clean and neat. He/she shall take proper care of the furniture and fittings handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
28. Ragging is strictly banned in the hostel and mess. The defaulters may invite rustication from the hostel and the course.
29. Institute will not be responsible for any mishappening in the hostel. The Hostel Authorities did not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings.
30. All the facilities including additional facilities like T.V., Gym, magazines, newspapers, Internet, etc., if misused, shall be discontinued without giving any notice, and disciplinary action will be taken against the students involved.
31. Before leaving the hostel, a student must pay all dues and hand over the charge of the room and other materials in satisfactory condition to the resident warden.
32. If any student is found misbehaving and miss conducting himself/herself, he/she will be expelled from the hostel immediately and the fees paid by him/her will be forfeited.
33. The students must maintain proper decorum in the dining hall. The defaulters may invite rustication from the hostel.
34. The electric points provided in each room are to be used for connecting Laptops and mobile phones. Use of any other electric appliances ike room heater, televisions etc. are not permitted. Infringement of these rules will be ealt with severely.

35. Mess Committee decides the mess menu from time to time.
36. The hostel wardens will normally look after the quality of the food provided and ensurehygiene in the mess.
37. 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.
38. 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.
39. 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.

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)

Emergency Contact No.

S.No.	Name	Designation	Contact No.
2.	Mr. Rajveer Singh	Boys Hostel Warden	9368899249
3.	Ms. Neeru	Girls Hostel Warden	8750102063

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 resident warden.

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

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.

List of Holidays

Day	Date	Name
Friday	April 17, 2023	Good Friday
Friday	May 03, 2023	Budh Purnima
Thursday	July 29, 2023	Id -Ul Juha
Tuesday	August 15, 2023	Independence day
Wednesday	August 30, 2023	Raksha Bandhan
Thursday	September 07, 2023	Janmashtami
Monday	October 02, 2023	Gandhi Jayanti
Monday	October 23, 2023	Ram Navami
Tuesday	October 24, 2023	Dusshera
Saturday	November 11, 2023	Choti Diwali
Monday	November 13, 2023	Goverdhan Puja
Wednesday	November 15, 2023	Bhai Dooj
Monday	November 27, 2022	Guru Nanak's Birthday
Monday	December 25, 2023	Christmas Day
Monday	January 01, 2024	New Year
Friday	January 26, 2024	Republic Day
Friday	March 08, 2024	Maha Shivratri
Monday	March 25, 2024	Holi Milan

NOTES