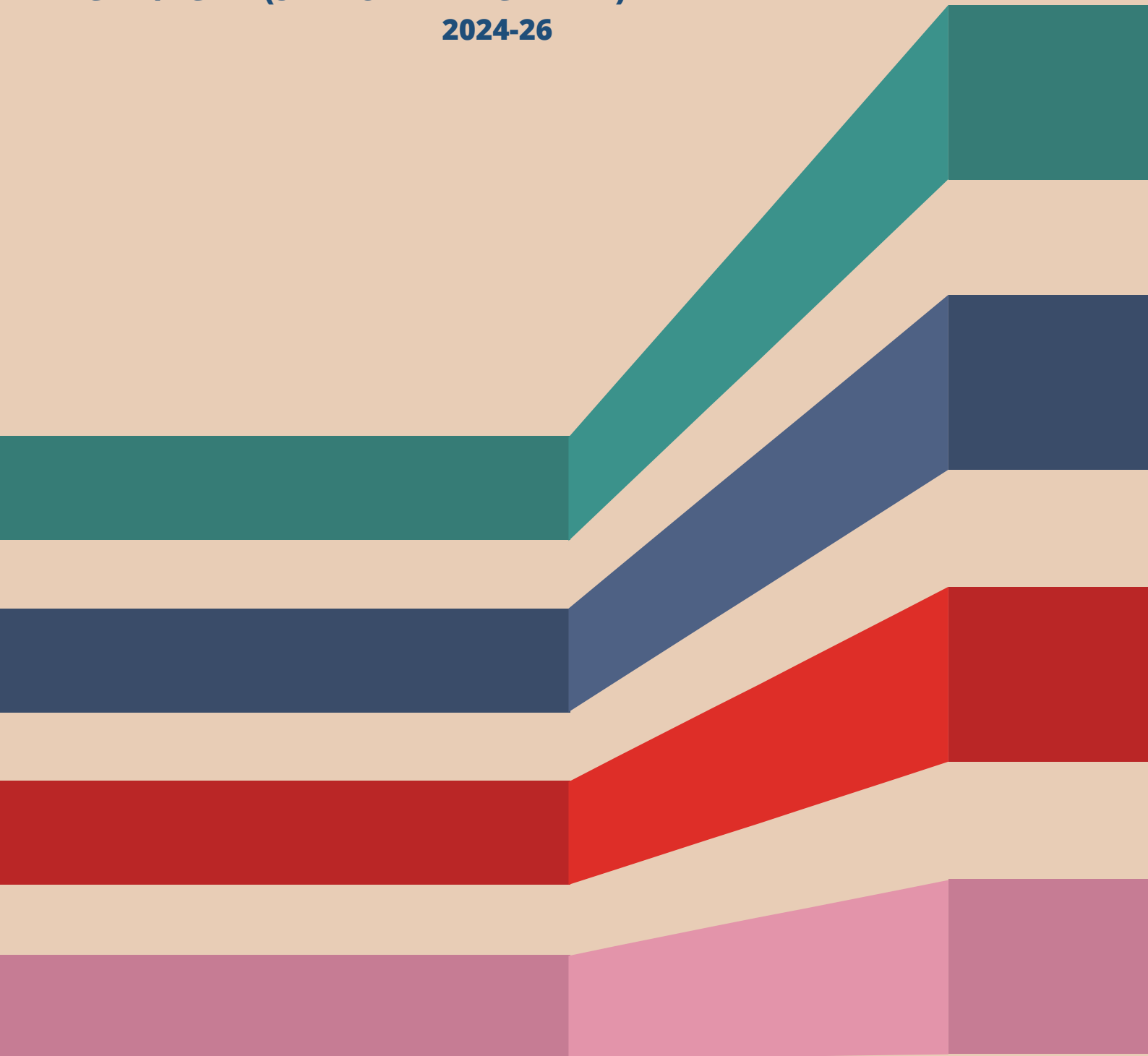


# STUDENT HANDBOOK

PGDM/PGDM (SERVICE MANAGEMENT)

2024-26



**JAIPURIA INSTITUTE OF MANAGEMENT, JAIPUR**  
**1, Bambala Institutional Area, Pratap Nagar, Sanganer**  
**Jaipur, Rajasthan, 302033**

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## **Prologue**

This handbook will provide the students enrolled into Jaipuria Institute of Management, Jaipur, a summary of PGDM, PGDM- Service Management, and Fellow Program in Management (FPM) Program, as well as it will inform them about the expected academic and personal conduct during the period of the Program. It provides important information on registration, curriculum, attendance norms, examinations and performance standards. Academic and professional standards are necessary to promote a fair and orderly conduct. It is expected that the PGDM/PGDM-SM/FPM students of the Institute will abide by the rules and will at all times conduct themselves in befitting manner and do all the needful to enhance the stature of the Institute in the community at large, to the best of their abilities.

We take utmost pride in our students and strongly believe in their potentials and urge them to excel in their life and career. Our entire effort gets centered on seeking and enhancing the excellence and welfare of our students. We are committed to the policy of 'no student left behind'. This means all our students get equal opportunity and attention for their overall development. We work to make them skillful and efficient professionals. All our actions and efforts are guided by an overarching Code of Conduct. We expect all our students to take cognizance of Code of Conduct, Jaipuria Pledge and Jaipuria Habits as non-negotiables, and practice them in letter and spirit.

The institute follows the system of Outcome Based Education (OBE), where in a pre-defined set of Graduate Attributes and Learning Outcomes are listed. It is expected that our students take note of the Graduate Attributes and put visible and measurable efforts to come up to expectations.

We are absolutely mindful of the safety, both physical and mental, of everyone in the campus. The campus is fully vaccinated for COVID-19 (all faculty, staff, line-staff and workers) and expect our students to get vaccinated before stepping into the campus. We are also here to provide support to students in getting the vaccine.

## **Mandatory Committees at Campus**

The Institute has four mandatory committees in place that has been constituted in compliance with the directive issued by AICTE on the direction of the Hon'ble Supreme Court of India or in light of statutory provisions.

### **a) Anti-Ragging Policy**

Jaipuria Institute of Management is a ragging free campus. The management is very particular about this and follow zero tolerance approach. All precautionary and proactive measures are inbuilt into the system along with sensitization and alertness of faculty & staff members and students to ensure the prevention and prohibition of ragging.

Further as per the of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009. In compliance to this the Institute has constituted an Anti-Ragging Committee to ensure that our campus remains ragging free. The Institution has set up Anti-Ragging mechanism in the campus by constituting Anti-Ragging Committee and Anti Ragging Squad, display at prominent places the name and the contact details of the members of anti-ragging committee, setting up of Anti-Ragging Cell, Installing CCTV cameras at vital points, scheduling and organising Anti-Ragging Workshops, mechanism of timely updating our web sites, planning regular interaction and counselling with the students.

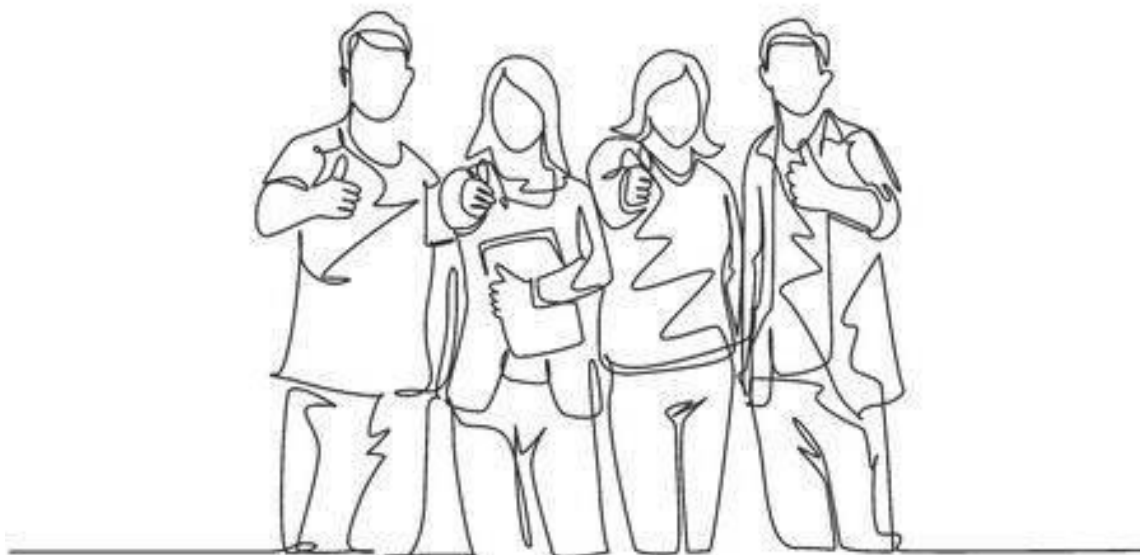
### **About Ragging**

Ragging is an act of aggression committed by an individual or a group of individuals over another individual or a group of individuals where the first group, by virtue of their being senior to the second group, somehow get the authority and audacity to commit the act and the second group, by virtue of their being new to the institution are automatic victims. Any interaction which is aggressive and asymmetric (not on equal footing) is ragging. Ragging is not only a form of abuse, a serious act of indiscipline and misconduct but is also

considered a "crime" under the Prohibition of Ragging Act and the directives issued by the Hon'ble Supreme Court of India, from time to time.

Complaints related to ragging can be lodged with the Police as an FIR and punishment may lead to rustication from Jaipuria Jaipur as well as imprisonment. Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable for punishment and penalties as per the law.

The students at the time of registration to the PGDM Program are required to submit undertaking (on A4 sheet and on a stamp paper of appropriate value, as instructed by AICTE) signed by themselves and their parents/guardians affirming that their ward is liable to punishment/rustication from the institute on the occasion of being found guilty of indulging in ragging activities. The copy of circular notification of Anti Ragging Committee is provided in this section, which included the name and the mobile numbers of all committee members. Students in distress owing to ragging can contact the committee members at any time.



Circular/Director/2024-25/General/006

10 June 2024

## Circular

### **Sub: Appointment of Nodal Officer for Compliance of Anti-Ragging Provisions**

Dr Varun Chotia, Associate Professor, Programme Chairperson- I Year (PGDM), is nominated as Nodal Officer for ensuring compliance of anti-ragging provisions like getting prescribed affidavits from students and parents, etc.



**Dr Prabhat Pankaj**  
Director



Circular/Director/2024-25/General/001

Date: 1 June 2024

## CIRCULAR

Anti-Ragging Committee2024-25


**Subject:** Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)

Jaipuria Institute of Management, Jaipur is a ragging free campus. Ragging in any form is prohibited. We have a '**Zero Tolerance Policy**' in ragging. Students are, therefore, warned against any type of ragging activities in the institute campus/hostel or at any other place.

Those found indulging in any activity which directly or indirectly amounts to ragging shall be penalized appropriately.

Students in distress owing to ragging related activity can contact any of the committee member/s constituted by Jaipuria Institute of Management, Jaipur.

Committee Type	Position	Name of the Committee Member	Designation	Mobile Number	E-mail address
Anti-Ragging Squad	Chairperson	Dr Daneshwar Sharma	Professor	9057283074	daneshwar.sharma@jaipuria.ac.in
Anti-Ragging Squad	Member	Dr Varun Chotia	Associate Professor	7976160195	varun.chotia@jaipuria.ac.in
Anti-Ragging Committee	Member	Dr Aparna Mendiratta	Assistant Professor	9829100270	aparna.mendiratta@jaipuria.ac.in
Anti-Ragging Committee	Member	Dr Akash Dubey	Assistant Professor	7755820850	akash.dubey@jaipuria.ac.in
Anti-Ragging Committee	Member	Dr Shubham Singhania	Assistant Professor	9711924415	shubham.singhania@jaipuria.ac.in
Anti-Ragging Committee	Member	Hemant Baweja	Chief Administrative Officer	9414069344	hemant.baweja@jaipuria.ac.in
Anti-Ragging Committee	Member	Ridhima Bhagat	Deputy Manager	9950265022	ridhima.bhagat@jaipuria.ac.in
Anti-Ragging Committee	Member	Manraj	Boys Hostel Warden	9041439727	manraj.daksh@jaipuria.ac.in
Anti-Ragging Committee	Member	Gurpreet Kaur	Girls Hostel Warden	7064294806	





**Dr Prabhat Pankaj**  
Director

Copy to: For information please

1. Notice Board
2. Manager, Administration
3. Members of the Committee
4. Vice Chairman, Jaipuria Group

## b) Anti-Sexual Harassment Policy

The Jaipuria Institute of Management embodies the concept of equality and prohibits any kind of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. Institute value the right of all employees to be treated with dignity and sexual harassment in any form violates this tenet. The Institute has framed the necessary rules and regulations to prevent any kind of sexual harassment within the institute/office premises or outside, involving its employees/students/vendors/customers/any other persons who in any form deals with the institute.




Circular/Director/2024-25/General/005

Date: 5 June 2024

### Circular

**Sub: Establishment of a 24\*7 Women's Helpline**

This is to inform you that female students, faculty, and staff may contact Ms. Ridhima Bhagat Assistant Manager, at her phone no. 9950265022, for any help.



**Dr Prabhat Pankaj**  
Director

1, Bambala Institutional Area, Pratap Nagar, Sanganeer, Jaipur-302033 (INDIA)  
Tel.: +91-141-4771300 • Direct : +91-141-4771301  
E-mail : director.jaipur@jaipuria.ac.in • Website : www.jaipuria.ac.in/jaipur  
CAMPUSES : LUCKNOW NOIDA JAIPUR INDORE

## *Definitions*

1. Aggrieved Woman - 'Aggrieved woman' in relation to a work place means, a woman, of any age whether employed or not, who alleges to have been subjected to any of sexual harassment by the respondent.
2. Employees - 'Employee' for the policy means a person employed in the institute for any work on a regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or called by any other such name.
3. Sexual Harassment - 'Sexual Harassment' shall mean and includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
  - i. Physical contact and advances, or
  - ii. A demand or request for sexual favors, or
  - iii. Making sexually colored remarks, or
  - iv. Showing pornography, or
  - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**CIRCULAR**  
**Internal Committee (IC)**  
**(Anti Sexual Harassment)**  
**2024-25**

**Subject :** Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10<sup>th</sup> June, 2016)

Internal Committee (IC) is constituted with the following members:

S. No.	Name of the Committee Member	Designation	Position	Mobile Number	Gender
1.	Dr P. Mary Jeyanti	Associate Professor	Chairperson	6379444733	Female
2.	Dr Himani Goswami	External Member	Member	9810245844	Female
3.	Dr Shubha Johri	Associate Professor	Member	9001847497	Female
4.	Dr Daneshwar Sharma	Professor	Member	9057283074	Male
5.	Dr Varun Chotia	Associate Professor	Member	7976160195	Male
6.	Dr Akash Dubey	Assistant Professor	Member	7755820850	Male
7.	Dr Aparna Mendiratta	Assistant Professor	Member	9829100270	Female
8.	Dr Oum Kumari	Assistant Professor	Member	9950473025	Female
9.	Hemant Baweja	Non-Teaching Employee	Member	9414069344	Male
10.	Ridhima Bhagat	Non-Teaching Employee	Member	7665257777	Female
11.	Unnati Lekhyani	Student	Member	8000830195	Female
12.	Abhilasha	Student	Member	9257455773	Female
13.	Allen Martin	Student	Member	8905913721	Male

Email id - [posh.jaipur@jaipuria.ac.in](mailto:posh.jaipur@jaipuria.ac.in)

Aggrieved party must submit their complaints in writing to the committee at the earliest.



**Dr Prabhāt Pankaj**  
 Director

Copy to: For information please

- |   |   |
|---|---|
| 1. Notice Board<br>2. Manager, Administration | 3. Members of the Committee<br>4. Vice Chairman, Jaipuria Group |
|---|---|

## **On-Campus Gender Sensitivity Norms**

1. Do not view or download obscene pics on mobile or laptop. This is traceable, and auditable.
2. Do not indulge in spreading any gender sensitive rumor, information, news, mms, sms, through public talks or through social or electronic media.
3. Display of affection or intimacy in open and public places in the campus is a big No, e.g. handholding, sitting too close, leaning etc.
4. Any physical touch amounting to awkward display of affection shall be considered obscene.
5. Do not use gender biased language or terminology on the campus.
6. Do not discuss openly your personal issues and of others with one another.
7. Do not comment or pass lewd remarks on others' attire or physical appearance.
8. Do not provoke others for indecent/unacceptable behavior.

Any violation of the above norms shall be considered indulgence in the act of obscenity and shall be punishable under the rules of the institute.

The Institute has constituted its Internal Committee to address and deal with any complaints amounting to sexual harassment or of the nature as stated above. Committee can also act *suo moto* in appropriate cases. The copy of circular notification of Internal Committee is provided in this section, which included the name and the mobile numbers of all committee members. Any person who feels aggrieved owing to sexual harassment can contact committee members and file their complaint for appropriate and timely action. The aggrieved person can also send his complaint to the email id - [posh.jaipur@jaipuria.ac.in](mailto:posh.jaipur@jaipuria.ac.in), also mentioned in the committee circular.

### **c) SC-ST Committee**

The Institute has constituted a Schedule Caste (SC) and Scheduled Tribes (ST) Cell for students as per the Schedule Castes and the Scheduled Tribes (Prevention of Atrocities) Act. The cell is entrusted with the responsibility of conducting regular remedial coaching classes on the life skills, personality development, writing assignment, making presentations and to undertake all necessary efforts for the overall development of students belong to the SC and ST categories. The copy of circular notification of SC/ST Cell for PGDM & PGDM (SM) students is provided in this section.

Circular/Director/2024-25/General/004

Date: 1 June 2024

**CIRCULAR**  
**SC/ ST Committee**  
**2024-25**

**Subject:** Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)

The Scheduled Caste (SC) and Scheduled Tribes (ST) Committee is constituted for SC/ST students. The committee comprises of following members:

Name of the Committee Member	Designation	Profession	Mobile Number	e-mail address	Caste Category	Gender
Dr Daneshwar Sharma	Chairperson	Professor	9057283074	daneshwar.sharma@jaipuria.ac.in	Other	Male
Dr Aparna Mendiratta	Member	Assistant Professor	9829100270	aparna.mendiratta@jaipuria.ac.in	Other	Female
Dr Priya Sharma	Member	Assistant Professor	9694334440	priya.sharma@jaipuria.ac.in	Other	Female
Rahul Meena	Member	Assistant Professor	9625203259	rahul.meena@jaipuria.ac.in	ST	Male
Ridhima Bhagat	Member	Deputy Manager	9950265022	ridhima.bhagat@jaipuria.ac.in	Other	Female
Priyanka Yadav	Member	Sr. Executive	9571266663	priyanka.yadav@jaipuria.ac.in	Other	Female
Urvashi Tanan	Member	Alumni	8209265564	urvashi.tanan.23j@jaipuria.ac.in	SC	Female
Neha Parihar	Member	Student	8770198526	neha.parihar.25j@jaipuria.ac.in	SC	Female
Vikas Barjatya	Member	Student	9602122485	vikas.barjatya.25j@jaipuria.ac.in	SC	Male

The committee may conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes. The committee also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

A manual (<https://www.aicte-india.org/bureaus/administration/scst-cell>) has been prepared in order to guide the students to optimally utilize benefits of the schemes offered by the Government of India.



**Dr Prabhakar Pankaj**  
 Director

Copy to: For information please

1. Notice Board
2. Manager, Administration
3. Members of the Committee
4. Vice Chairman, Jaipuria Group

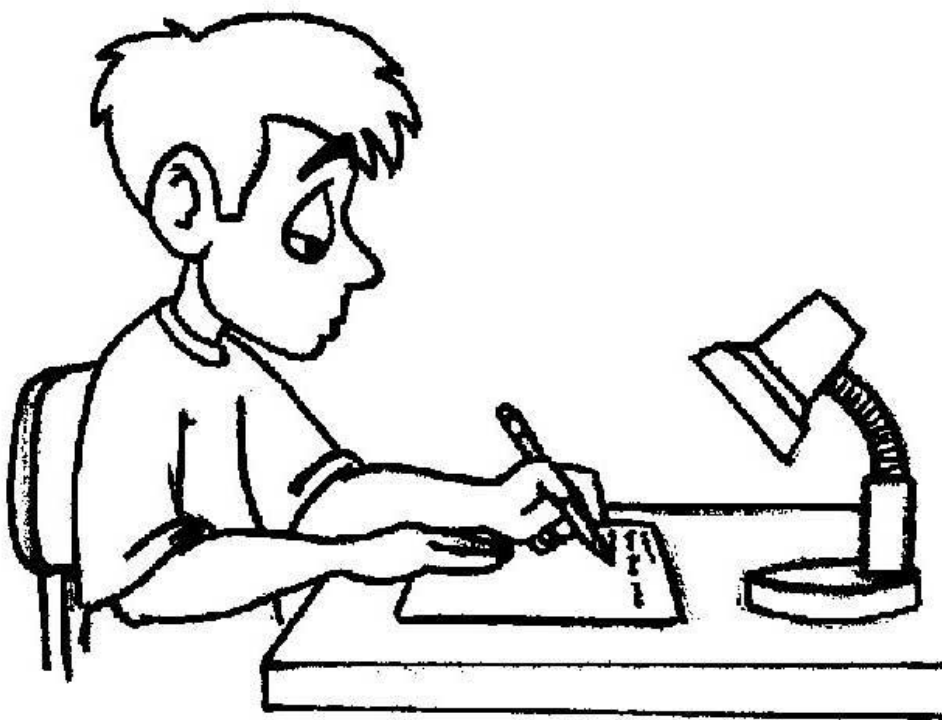


#### **d) Grievance Redressal Committee**

The Institute has set up a Grievance Redressal Committee in the campus in compliance with AICTE Regulations 2012, F. No. 37-3/Lega112012, dated 25.05.2012, with an objective of preventing unfair practices and to provide a mechanism to students, parents and others, for redressal of their grievances. Institute has also constituted ombudsman of external committee members in compliance of the AICTE regulation in this regard.

Any aggrieved student, parent and others can approach the Grievance Redressal Committee by filing an online complaint by visiting web link:<https://www.jaipuria.ac.in/grievance-redressal><https://www.jaipuria.ac.in/grievance-redressal-form-jaipur/form-jaipur/>. This link has been created for reporting grievances and for seeking redressal. Matter can be escalated to the Ombudsman of external committee in case complainant seeking redressal is not satisfied with the decision of the internal grievance redressal committee.

The copy of circular notification of Grievance Redressal Committee is provided in this section, which included the name and the email IDs of all committee members.





Circular/Director/2024-25/General/002

Date: 1 June 2024

**CIRCULAR**  
**Grievance Redressal Committee**  
**2024-25**

**Subject:** Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019) All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/AICTE/PGRC/ Regulation/2021dated 25.03.2021)

Grievance Redressal Committee is constituted for students, faculty and staff of Jaipuria Institute of Management, Jaipur with the objective of preventing unfair practices and to provide a mechanism to students, faculty and staff for redressal of their grievances. The committee comprises of following members:

**Internal Members**


S. No.	Name	Designation	Position	Mobile Number	E-mail address
1.	Dr Samar Sarabhai	Professor	Chairperson	9351111000	samar.sarabhai@jaipuria.ac.in
2.	Dr Daneshwar Sharma	Professor	Member	9057283074	daneshwar.sharma@jaipuria.ac.in
3.	Dr Rajesh Sinha	Associate Professor	Member	9571230332	rajesh.sinha@jaipuria.ac.in
4.	Dr Varun Chotia	Associate Professor	Member	7976160195	varun.chotia@jaipuria.ac.in
5.	Dr P. Mary Jeyanthi	Associate Professor	Member	6379444733	mary.jeyanthi@jaipuria.ac.in
6.	Dr Ramzan Sama	Associate Professor	Member	9978526575	ramzan.sama@jaipuria.ac.in
7.	Dr Akash Dubey	Assistant Professor	Member	7755820850	akash.dubey@jaipuria.ac.in
8.	Dr Aparna Mendiratta	Assistant Professor	Member	9829100270	aparna.mendiratta@jaipuria.ac.in
9.	Hemant Baweja	Chief Admin Officer	Member	9414069344	hemant.baweja@jaipuria.ac.in

**External Members**

Dr. R. L. Raina, Vice Chancellor at Jaipur National University, Jaipur and Former Dean IIM Lucknow is appointed as the Chairman of Ombudsman of External Committee.

S. No.	Name	Designation	E-mail address
1.	Dr R L Raina	Chairman	vcr@jnujaipur.ac.in
2.	Dr Anil Mehta	Member	mehta.2001@gmail.com
3.	Dr N.D Mathur	Member	mathur.naresh@rediffmail.com

All aggrieved students, faculty and staff may thenceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if anyone is not satisfied with the decision of the Committee, he/she may submit his/her appeal to the "Ombudsman" who shall exercise its powers to hear the grievance and will ensure its disposal within one month of receipt of the appeal. Online Grievance Redressal Mechanism is also available on the institute's website.

  
Dr Prabhakar Pankaj  
Director

Copy to: For information please

1. Notice Board
2. Manager, Administration
3. Members of the Committee
4. Vice Chairman, Jaipuria Group



## **About Jaipuria Institute of Management, Jaipur**

Jaipuria Institute of Management, Jaipur is a part of Jaipuria group of institutions established under the Integral Education Society. The Jaipuria group has a long heritage of providing educational excellence to the youth of India since the establishment of Seth Anandram Jaipuria College in Calcutta (now Kolkata) in 1945. The first management institute of Jaipuria was established in 1995 in Lucknow, followed by Noida (2004), Jaipur (2006), and Indore (2010).

The Institute has grown leaps and bounds from the time of its inception and has created a niche for itself in imparting quality management education. The Institute was ranked 81st in India Rankings 2022 in the Management Category by the National Institutional Ranking Framework (NIRF), Ministry of Education, Government of India. The Institute was awarded 'ZEE Edufuture Excellence Award' under the category of "Outstanding Business School - North" by Zee Digital. The Institute was ranked 18th in Top Eminent B-Schools of Super Excellence in India and 2nd in top Private B-Schools in Rajasthan in the business school survey conducted by CSR-GHRDC 2021. It was ranked 30th in India's top 100 Private B-School and 2nd in Rajasthan in top Private B-Schools in Higher Education Ranking in the Education World 2021, and it was ranked 75th in MBAUniverse.com. B School 2021. The Institute has recently been acknowledged as a "*Great Place to Work*" by the Great Place to Work Institute, a global management research and consulting firm dedicated towards enabling organizations achieve business objectives by building better workplace. This is an independent testimony of the work environment and indicates high level of commitment and motivations of the people working at Jaipuria Institute of Management, Jaipur.

The Institute strives not only to impart credible management education but also to change the lives of students by bringing significant value addition to them. With the sole focus on quality management education, the Institute strives to inculcate life-skills in students and provide them opportunity and assistance to accomplish their aspirations and goals. Jaipuria Institute of Management symbolizes as a student-centric and a learning focused Institution. IIM-Ahmedabad has written a case study on Jaipuria Institute of Management, Jaipur focusing on Institute's student engagement initiatives and its attempt to blend formal and informal learning system. The infrastructure, ambience, learning eco-system available at Jaipuria-Jaipur altogether provides excellent, conducive, and serene milieu for students to grow and realize their potential. There are four pillars of student centric learning model at Jaipuria Institute of Management, Jaipur, as mentioned below:

1. Deeper *industry interface* through sharing of learning, nurturing skills through MoUs, mentoring and internship
2. Blend of *formal learning & beyond classroom learning*, with a strong focus on an Individual Development Plans (IDPs) through mentoring system
3. Leveraging technology using flipped videos, LMS Moodle and dashboard, lecture capturing solution to provide *24\*7 learning Environment*, and
4. Emphasis on holistic development through strong social connect and global exposure.

Jaipuria, Jaipur makes concerted efforts to provide its students a gainful learning experience and meaningful engagement. These endeavors are directed to bring out the finest of human qualities in our graduating students along with improved employability and better placements prospects for them.

#### **a) Vision and Mission of the Institute**

##### Vision

To be an educational institution of choice for all stakeholders which promotes human wellbeing through continuous learning

##### Mission

To provide learner-centric education that focuses on developing learners as competent, ethical, and socially conscious management professionals through continuous improvement in the quality of the teaching-learning process and research

#### **b) OBE Philosophy**

The management education offered at Jaipuria Institute of Management has Outcome Based Learning (OBE) philosophy at its core. The unquestionable and robust test of quality of management education imparted by any business school, is the quality of human resource developed and nurtured by it and its acceptability in a wider job market. OBE philosophy works to achieve these benchmarks.

OBE in place at the Institute has two broad measurable and observable outcomes. First are Program Learning Outcomes (PLOs) which measures the learning achieved, at the end of the Program when students graduate from the Institute. Second set of outcomes are called Program Educational Objectives (PEOs)/ Program Goals (PGs), which are capable of being measured over the longer period (say 5-6 years) post qualification of the degree. This calls for laying a systematic procedure to formulate PEOs, PLOs and establishing the mechanism to implement OBE, which facilitates objective measurement of the outcomes. The Institute

has its Vision & Mission statements which convey to the outside world, about the aspirations and goals, which it strives to achieve and accomplish. The system and procedure followed is mission driven with specified set of values.

Students of our Program, while going through each subject course outlines, will find that each course has its own Course Learning Outcomes (CLOs) which are carefully mapped with PLOs and Graduate Attributes (GAs). All courses are taught and delivered with conscious thought of meeting requirements of OBE. The laid down OBE system ensures the compliance and is geared up to bring out the desired results.

### **c) Program Educational Objectives**

Program educational objectives also called Program goals, are broad statements that describe the career and professional accomplishments that the Program is preparing graduates to achieve. The graduates of the PGDM in three to five years after their graduation shall be able to achieve/ exhibit:

1. PEO1: Attain managerial positions in their organizations.
2. PEO2: Provide innovative and sustainable solutions to complex problems.
3. PEO3: Demonstrate emotional intelligence in socially and culturally diverse teams and settings.
4. PEO4: Engage in life-long learning to stay relevant in a dynamic business environment.
5. PEO5: Display entrepreneurial mindset.
6. PEO6: Effectively leverage technologies.
7. PEO7: Demonstrate ethical behaviour.

### **d) Graduate Attributes for Life Long Learning**

Graduate attributes describe what it means to be a student at the institute in terms of skills, abilities, attitudes and approach to learning and self-development and societal well-being. The graduate attributes are designed to be transferable beyond the context (program/discipline) in which they have been structured and the students are encouraged to take responsibility for developing them not only through curricular but extra-curricular activities as well. The management students graduating from the Jaipuria Institute are expected to imbibe the following attributes:

1. Self-Initiative - Students become a self-motivated, independent learners, and develop confidence in their learning and abilities.
2. Deep discipline knowledge- Students are committed to the pursuit of learning and take learning in its full detail. They are also able to apply knowledge to manage practical aspects of a business. This goes beyond memorization and leads to self-actualization.
3. Critical thinking and problem solving: Students do follow analytical and evaluative approaches to problem solving. Students inculcate scientific, research-based and impartial approaches.
4. Humility, team-building and leadership skills: Students are grounded and empathetic without being arrogant towards people and society. They develop the ability and resilience to work in a team and develop the attributes of gratefulness and empathy.
5. Open and clear communication: Students develop open, honest and transparent communication and also make sense of what they communicate.
6. Global outlook: Students develop a global understanding and mindset.
7. Ethical competency and sustainable mindset: Students develop and follow professional ethics in life as well as in the workplace. They do consider the environmental and social impact for the greater good of the society and planet.
8. Entrepreneurial and innovative: Students do engage in creative pursuit and develop entrepreneurial traits, which may also lead to real start-ups.

#### **e) Jaipuria Ethos**

##### **i. Jaipuria Code of Conduct**

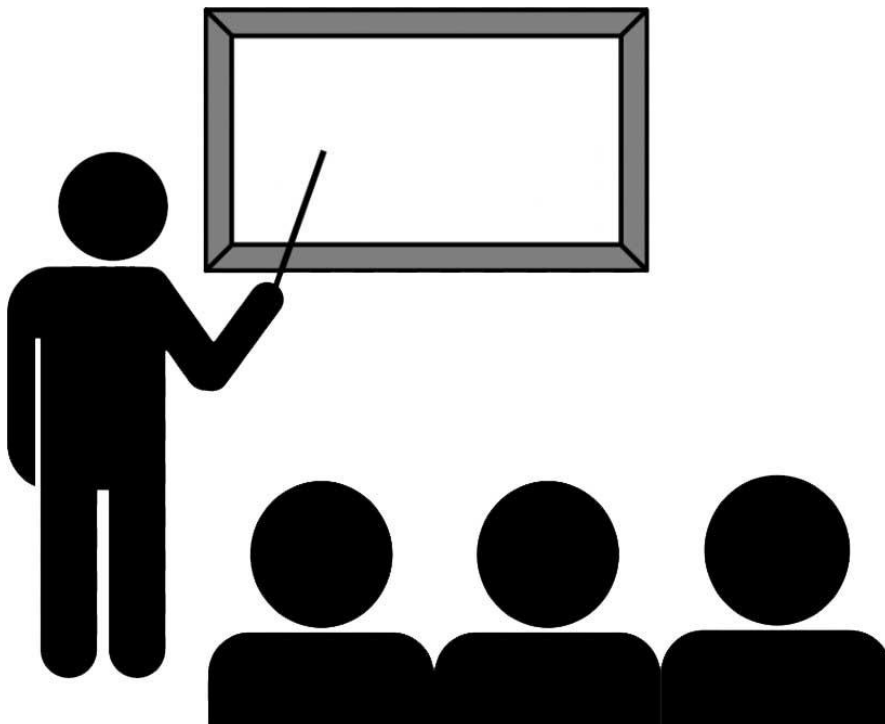
- I understand that I am responsible for my behavior and that I must uphold the highest standards of academic and professional integrity.
- I recognize that my purpose is to lead people and manage resources to create value that no single individual can create alone.
- I will manage my duties with loyalty and care, and will not advance my personal interests at the expense of the institute or society.
- I will refrain from corruption, unfair competition, or business practices harmful to society.
- I recognize that my decisions affect the well-being of individuals inside and outside my institute, today and tomorrow and I will strive to develop myself so that I can help our society, country, and the world at large in the pursuit of growth and happiness.

## **ii. Five Habits of Jaipuria, Jaipur**

- Cheerful Disposition: Be Happy, Be Grateful, Be Enthusiastic
- Dress Well: Be a Professional
- Integrity: Be What You Say, Say What You Do
- Punctuality: Be on Time, Be There
- Work Hard: Be Work Oriented, Be Patient, Be Consistent

## **iii. Four Pillars of Jaipuria, Jaipur**

- Pillar 1: Industry Connect
- Pillar 2: 24\*7 Learning Environment: Technology as Enabler
- Pillar 3: Beyond Classroom Learning
- Pillar 4: Global Exposure



## Chapter 1. About the Program

Jaipuria Institute of Management, Jaipur offers, two years, full time, AICTE approved Post Graduate Diploma in Management (PGDM) and Post Graduate Diploma in Service Management (PGDM-SM).

### I.1 About PGDM

PGDM is the flagship Program of Jaipuria, Jaipur which has been developed with Institute's vision to be an educational institution of choice for all stakeholders which promotes human wellbeing through continuous learning.

PGDM Program is a two-year full time Program with the objectives of:

- To groom students to become industry ready, and make our students responsible managers and leaders
- To develop global outlook and nurture skills to work into cross cultural environment.
- To understand and enrich the socio-economic, ecological, technological and political environment.

In brief, the PGDM Program objective is to bring out finest qualities of human being by making management graduates career ready and socially responsible with sense of ownership aimed at overall growth and progress of society.

The PGDM Program offered at Jaipuria, Jaipur has been designed to meet the following Program objectives.

#### i. Program Learning Outcomes (PLOs)

The graduates of the PGDM Program will be able to:

**PLO1:** Communicate effectively

**PLO2:** Demonstrate ability to work in teams to achieve desired goals

**PLO3:** Reflect on business situations and apply relevant conceptual frameworks

**PLO4:** Evaluate different ethical perspectives

**PLO5:** Comprehend sustainability issues

**PLO6:** Exhibit innovative and creative thinking

#### ii. Program Structure

The PGDM Program is of two-year duration, comprising of 110 credits. One credit is equivalent to 10 hours of active classroom engagement. One full subject course

is of 3 credits and involves 30 class contact hours delivered in 20 sessions of 90 minutes duration each. Further 110 credits are a combination of 102 credits of subject courses and 8 credits for the compulsory Summer Industrial internship (SIP – 6 credits) and Social Internship, i.e. Winter Internship for Societal Happiness (WISH) – 2 credits. Program courses are divided into core, elective, and liberal arts courses. In PGDM Program there are 23 core courses (including SIP and WISH) and 15 elective courses (including liberal arts courses). Core courses are compulsory in nature and to be taken up by all students, while elective courses depend on the area of specialization chosen.

All core courses are covered during trimester I, II and III. These courses are delivered through regular classroom teaching mode, along with some courses that are conducted in form of workshops and seminars. Elective courses are introduced partly during the III trimester of first year but majorly taught over trimester IV, V and VI of the second year of the Program. Most of core and elective courses are of full credit (3 credits); along with few one and half credit courses (1.5 credits). Students' performance evaluation for one and half credit courses, is usually through project reports submission/ presentations or any other mode other than hall examinations. For full credit and half credit courses the performance assessment criterion will be in accordance with the criteria as stated in respective subject course outlines, along with hall examinations.

PGDM Program offers dual specialization in the disciplines of Marketing, Finance, Human Resource, Operations Management, Business Analytics, and Business Strategy and Economics. Specialization disciplines are also often referred as academic areas or specialization areas. Dual specialization refers to the combination of two specialization disciplines, e.g. Marketing and Finance & Accounting or Marketing and Human Resource.

Student will study minimum of 6 elective courses from each of the selected specialization areas. Further one elective course from both of the chosen specialization areas will be taught in trimester III of the first year of the program and remaining five elective courses in each selected area of specialization will be covered during trimesters IV, V and VI, in the second year of the program.

Apart from this a student will study two courses from the liberal arts bucket and one course that will be available in the format of open electives (non-inclusive of courses from the liberal art buckets). The open elective course can be picked from any of the areas of specialization, including area of specializations originally chosen, but shall not be from the courses listed in liberal arts bucket. The open elective can be chosen by student in either of the 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> trimesters.

List of all the elective, liberal art and open elective courses, from all the academic areas, available for the subscriptions, will be notified by the Program Management Centre (PMC) during the third trimester of the program.

As a quick synopsis, there are in total 15 elective courses. These electives are broken down into specialization area electives (6 from specialization I + 6 from specialization II), elective courses from Liberal Arts Bucket (2 courses) and open electives courses (1 course).

It should be noted that students will study one compulsory elective course from each area of specializations of their choice in the third trimester. All students enrolled into the PGDM Program will be required to furnish their choice of specializations during the second trimester of the Program as and when a notification in this regard will be issued.

For the purpose of illustration, suppose a student has opted to do a specialization in combination of Marketing (as a specialization - I) and Finance (as a specialization - II). In this case, the student will study 1 compulsory elective from Marketing Area and 1 compulsory elective from Finance Area that will be offered in the third trimester, along with other core courses, that will be compulsory for all students, irrespective of their specialization streams. During the second year, the student will study 5 elective courses from marketing area and 5 elective courses from Finance area along with 2 additional electives from Liberal Arts Buckets and 1 course under the category of open elective.

During the run of second trimester, the Program Management Committee (PMC) will be organizing seminar where students will be briefed about all the specializations in offering, along with the list of specialization electives. PMC will



also issue the list of subjects during the third trimester, which will be offered as open electives and Liberal Arts stream courses, during the second year of PGDM Program. Although students are free to select any combination of 2 Liberal Arts courses and 1 open elective course, the choice of permitting the combination by the PMC, may get constrained due to the feasibility of the resources available in the Institute and from the point of view of the timetable management.

Apart from above courses, the students will undergo Summer Internship Program (SIP) which is equivalent to 6 credits, and Social Internship (WISH) which is equivalent to 2 credit. SIP is an off-campus hands-on learning engagement wherein students work with an industry, as an industry intern, on a given assignment/project under the guidance of faculty and industry mentor. The submission of SIP report is mandatory requirement of this Program. WISH is the Social Internship Program which carries an outbound engagement wherein students are deputed with partner NGOs and carry out the works/projects as delegated to them. In association with the partner NGOs, students essentially work for the betterment of the economically backward / medically challenged/ divyangs / under-privileged people, or other community services. Both internships are important and compulsory part of PGDM Program.

### **iii. Credit Structure**

The PGDM Program is of 110 credits out of which 57 credits corresponds to core courses and 45 credits correspond to elective courses (12 from two specializations + 2 Liberal Arts + 1 open electives). Apart from these, 6 credits are mandated for Summer Internship Program (SIP) and 2 credits for WISH Program. Any usual subject course is of 3 credits, consisting of 30 class contact hours (along with 60 additional hours of student work/case-studies/self-study/field work/working on project assignments and presentations etc.), which are delivered in 20 sessions of 90 minutes each.

**Table 1.1: Term-wise distribution of credit points for PGDM Program**

Term	No. of Courses	No. of Credits
I	7	19.5
II	7	19.5
III	8 (including 2 compulsory area electives)	21
IV	6 [ Specialization-I (2) + Specialization-II (2) + Liberal Art (1) + Strategic Mgt. (1)]	18
V	5 [Specialization-I (2) + Specialization-II (2) + 1 Liberal Art Course]	15
VI	3 [Specialization-I (1) + Specialization-II (1)] + Open Elective (1)	9
SIP & WISH	2	8
<b>Total</b>	<b>38</b>	<b>110</b>

**iv. Course Structure**

The Curriculum Structure of the PGDM Program, Batch 2024-26 is as follows:

**Table: 1.2 (a) First Year of the PGDM Program (Academic Year 2024-25)**

<b>Trimester I</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Accounting for Business	3
2	Managerial Economics	3
3	Statistics for Management	3
4	Organizational Behaviour	3
5	Critical Reading and Writing	3
6	Marketing Management-I	3
7	Design Thinking	1.5
<b>Total</b>		<b>19.5</b>

<b>Trimester II</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Marketing Management-II	3
2	Corporate Finance	3
3	Managing Human Resources	3
4	Operations Management	3
5	Macroeconomics and Economic Environment of Business	3
6	Essentials of Business Analytics	3
7	Entrepreneurship	1.5
<b>Total</b>		<b>19.5</b>

<b>Trimester III</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Business Research Methods	3
2	Business Ethics and Sustainability	1.5
3	Management Accounting and Control	3
4	Sales Management and Business Development	3
5	Emotional Intelligence	1.5
6	Elective-1 (from Specialization -I)	3
7	Elective-2 (from Specialization -II)	3
8	Public Speaking and Persuasion	3
<b>Total</b>		<b>21</b>

**Table: 1.2 (b) Second Year of the PGDM Program (Academic Year 2025-26)**

<b>Trimester IV</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Strategic Management	3
2	Elective-3 (from Specialization -I)	3
3	Elective-4 (from Specialization -I)	3
4	Elective-5 (from Specialization -II)	3
5	Elective-6 (from Specialization -II)	3
6	Elective-7 (from Liberal Arts basket)	3
<b>Total</b>		<b>18</b>

<b>Trimester V</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Elective-8 (from Specialization -I)	3
2	Elective-9 (from Specialization -I)	3
3	Elective-10 (from Specialization -II)	3
4	Elective-11 (from Specialization -II)	3
5	Elective-12 (from Liberal Arts basket)	3
<b>Total</b>		<b>15</b>

<b>Trimester VI</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Elective-13 (from Specialization -I)	3
2	Elective-14 (from Specialization -II)	3
3	Elective-15 (Open Elective)	3
<b>Total</b>		<b>9</b>
<b>Summer Internship Programme (SIP)</b>		<b>6</b>
<b>Winter Internship for Societal Happiness (WISH)</b>		<b>2</b>

**Table 1.3 Elective Courses Layout (Batch 2024-26)**

	<b>Specialization Area Electives</b>	<b>No. of Courses</b>	<b>Credits</b>
Term III	Specialization I	1	3
	Specialization II	1	3
TERM IV	Specialization I	2	6
	Specialization II	2	6
	Liberal Arts	1	3
TERM V	Specialization I	2	6
	Specialization II	2	6
	Liberal Arts	1	3
TERM VI	Specialization I	1	3
	Specialization II	1	3
	Open Elective	1	3
<b>Total Credits</b>			<b>45</b>

## **I.2 About PGDM Service Management (PGDM-SM)**

The PGDM-SM Program is of two years duration comprising of 110 credits. One credit is equivalent to 10 hours of active classroom engagement. One full subject course is of 3 credits and involves 30 hours of classroom engagements. Further 110 credits are a combination of 102 credits of subject courses and 8 credits for the compulsory Summer Industrial internship (SIP) and Social Internship (WISH). Program courses are divided into core and elective courses. In PGDM – SM Program there will 23 core courses (including SIP and WISH) and 15 electives. Core and Service Management elective courses are compulsory in nature and to be taken up by all students, while area elective courses depend on the area of chosen specialization.

All core courses are covered during trimester I, II, III & IV. These courses are delivered through regular classroom teaching mode, along with some courses will be taught in form of workshops and seminars. Elective courses are partly introduced during the III trimester of first year and are majorly taught over trimester IV, V and VI of the second year of the Program. Most of core and elective courses are of full credit (3 credits) along with few one and a half credit courses (1.5 credits). For full credit and half credit courses the performance assessment criterion will be in accordance with the criteria as would be stated in respective subject course outlines, along with hall examinations.

PGDM - SM Program offers dual specialization. Specialization disciplines are also often referred as academic areas or specialization areas. Dual specialization refers to the combination of two specialization disciplines, e.g. Service Management and Finance or Service Management and HR. Further, as this is a Service Sector Specialist Program, Service Management is by default one of the specializations for all the students enrolled into the Program. Second specialization can be chosen by the student from academic areas of Marketing, Finance, Human Resource, Operations Management, Business Analytics, and Business Strategy and Economics.

Student will study minimum of 7 elective courses from the Specialization – I i.e. Service Management and minimum of 6 electives from Specialization –II. Further one compulsory elective course from both of the chosen specialization areas will be taught in trimester III of the first year of the program and remaining elective courses will be covered during trimester IV, V and VI, in the second year of the program. Apart from this, a student will study two courses from the liberal arts bucket.

List of all the electives and liberal art courses from all the academic areas, available for the subscriptions, will be notified by the Program Management Centre (PMC) during the third trimester of the program.

As a quick synopsis, there are in total 15 elective courses. These electives are broken down into specialization area electives (7 from specialization I, i.e. Service Management + 6 from specialization II) and elective courses from Liberal Arts Bucket (2 courses).

During the run of second trimester, the Program Management Committee (PMC) will be organizing seminar where students will be briefed about all the specializations in offering, along with the list of specialization electives. PMC will also issue the list of subjects during the third trimester, which will be offered as open electives and Liberal Arts stream courses, during the second year of PGDM Program. Although students are free to select any combination of 2 Liberal Arts courses, the choice of permitting the combination by the PMC, may get constrained due to the feasibility of the resources available in the Institute and from the point of view of the timetable management.

Apart from above courses, the students will undergo Summer Internship Program (SIP) which is equivalent to 6 credits, and Social/ Rural Internship (WISH) which is equivalent to 2 credits. SIP is an off-campus hands-on learning engagement wherein students work

with an industry, as an industry intern, on a given assignment/project under the guidance of faculty and industry mentor. The submission of SIP report is mandatory requirement of this Program. WISH is the social internship Program which carries an outbound engagement wherein students are deputed with partner NGOs and carry out the works/projects as delegated to them. In association with the partner NGOs, students essentially work for the upliftment and betterment of the economically backward / medically challenged/ divyangs / under-privileged people, or other community services. Both internships are important and compulsory part of PGDM-SM Program.

### **Credit Structure**

The PGDM-SM Program is of 110 credits, out of which 59 credits corresponds to core courses and 45 credits correspond to elective courses (13 from two specializations + 2 Liberal Arts). Apart from these 6 credits are mandated for Summer Internship Program (SIP) and 2 credit for Social/ Rural Internship (WISH) Program. Any usual subject course is of 3 credits, consisting of 30 class contact hours (along with 60 additional hours of student work/case-studies/self-study/field work/working on project assignments and presentations etc.), which are delivered in 20 sessions of 90 minutes each.

**Table 1.4: Term-wise distribution of credit points for PGDM-SM Program**

<b>Term</b>	<b>No. of Courses</b>	<b>No. of Credits</b>
I	7	19.5
II	7	19.5
III	8 (including 2 Area electives)	21
IV	6 [ Specialization-I (2) + Specialization-II (2) + Liberal Art (1) + Strategic Mgt. (1)	18
V	5 [Specialization-I (2) + Specialization-II (2) + 1 Liberal Art Course]	15
VI	3 [Specialization-I (2) + Specialization-II (1)+	9
SIP & WISH	2	8
<b>Total</b>	<b>38</b>	<b>110</b>

**i. Course Structure**

The Curriculum Structure of the PGDM–SM Program, Batch 2024-26 is as follows:

**Table 1.5 First Year of the PGDM -SM Program (Academic Year 2024-25)**

<b>Trimester I</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Accounting for Business	3
2	Managerial Economics	3
3	Statistics for Management	3
4	Organizational Behaviour	3
5	Critical Reading and Writing	3
6	Marketing Management-I	3
7	Design Thinking	1.5
<b>Total</b>		<b>19.5</b>

<b>Trimester II</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Marketing Management-II	3
2	Corporate Finance	3
3	Managing Human Resources	3
4	Operations Management	3
5	Macroeconomics and Economic Environment of Business	3
6	Essentials of Business Analytics	3
7	Entrepreneurship	1.5
<b>Total</b>		<b>19.5</b>

<b>Trimester III</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Business Research Methods	3
2	Business Ethics and Sustainability (Simulation-based)	1.5
3	Management Accounting and Control	3
4	Sales Management and Business Development	3
5	Emotional Intelligence	1.5
6	Elective-1 (from Specialization -I)	3
7	Elective-2 (from Specialization -II)	3
8	Public Speaking and Persuasion	3
<b>Total</b>		<b>21</b>

**Table: 1.5 (b) Second Year of the PGDM Program (Academic Year 2025-26)**

<b>Trimester IV</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Strategic Management	3
2	Elective-3 (from Specialization -I)	3
3	Elective-4 (from Specialization -I)	3
4	Elective-5 (from Specialization -II)	3
5	Elective-6 (from Specialization -II)	3
6	Elective-7 (from Liberal Arts basket)	3
<b>Total</b>		<b>18</b>

<b>Trimester V</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Elective-8 (from Specialization -I)	3
2	Elective-9 (from Specialization -I)	3
3	Elective-10 (from Specialization -II)	3
4	Elective-11 (from Specialization -II)	3
5	Elective-12 (from Liberal Arts basket)	3
<b>Total</b>		<b>15</b>

<b>Trimester VI</b>		
<b>SN</b>	<b>Course name</b>	<b>Credit</b>
1	Elective-13 (from Specialization -I)	3
2	Elective-14 (from Specialization -I)	3
3	Elective-15 (from Specialization -II)	3
<b>Total</b>		<b>9</b>
<b>Summer Internship Programme (SIP)</b>		<b>6</b>
<b>Winter Internship for Societal Happiness (WISH)</b>		<b>2</b>

**Table 1.6 Elective Courses Layout (Batch 2024-26)**

	<b>Specialization Area Electives</b>	<b>No. of Courses</b>	<b>Credits</b>
Term III	Specialization I	1	3
	Specialization II	1	3
TERM IV	Specialization I	2	6
	Specialization II	2	6
	Liberal Arts	1	3
TERM V	Specialization I	2	6
	Specialization II	2	6
	Liberal Arts	1	3
TERM VI	Specialization I	2	6
	Specialization II	1	3
<b>Total Credits</b>			<b>45</b>



### I.3 Program Duration

The Post Graduate Diploma in Management and Post Graduate Diploma in Service Management comprises of 6 trimesters spread over a period of two years. An academic year is divided into three academic terms, called ‘trimester’, of approximately three months duration each, as stated below:

Trimester	Duration (Academic Year 2024-25)
I/IV	July 2024 – September 2024
II/V	October 2024 – January 2025
III/VI	February 2025-April 2025

The first-year students undergo outbound Summer Internship Program (SIP) which is industry interface training Program. The duration of SIP is of 6 to 8 weeks, which is carried out in the months of April to June. WISH Internship involves outbound initiatives carried out during weekends of I, II and III trimesters.

### I.4 Audit Courses

The Institute offers its students of PGDM/PGDM-SM Program to undertake and pursue additional courses apart (from the 38 courses), in order to broad base their learning and improve their placement prospects. These additional courses are termed as ‘Audit Courses’. The Audit Course(s) can be undertaken during second year of the Program in trimester 4th/ 5th. Not more than one Audit Course in a trimester and no more than two Audit Courses in the entire duration of the Program will be allowed to be undertaken by a student. Being additional course(s), Audit Course will be a non-credit, non-grade course. The enrollment in Audit Course is against the payment of nominal fee of Rs. 2000 per course, which will be in addition to the regular course fee of the Program. The PMC will allow any student to undertake desired Audit Course depending on the availability of seats in the particular course. The final discretion rests jointly with the course instructor and PMC. The fees will be payable in advance to the Accounts department and will be non-refundable after the commencement of the course. The rules of the Institute regarding attendance, participation and course evaluation for regular course students will apply in totality for the ‘Audit Course’ students as well.

On the successful completion of Audit Course(s), a certificate of completion will be awarded to the students. A student must score minimum of “B” grade, in the audit course(s) they have enrolled into for the purpose of award of certificate of completion. The list of Audit Courses that can be opted by the students will be duly notified by the PMC at an appropriate time.

### **I.5 Course Outlines and Structure**

The students will be given a detailed course outline for each course they will undergo and study, including a session plan. Course outlines for all the courses taught during each trimester will be made available to the students in the form of soft copies, through Learning Management System (LMS) at the beginning of trimester. The course outlines will have the following details:

- Course Information like, title of the course, number of credits, academic term, name of the instructor
- Course overview, Course Learning Outcomes (CLOs), Program Learning Outcomes (PLOs), Mapping of CLOs, with Graduate Attributes, list of topics /modules
- Prescribed text, recommended readings if any
- Assessment Scheme and rubrics for various assessment tools
- Session Plan, session learning outcomes, pedagogy, necessary and relevant instructions

### **I.6 Placement Oriented Certificate Courses**

The Institute offers bouquet of placement oriented - certificate courses for its students to cater to the growing need of the industries and job market, in new domain of skills and knowledge. These courses are of short duration, delivered by Institute in collaboration with top consulting firms/industry experts (like Grant Thornton, KPMG, Bombay Stock Exchange, Retail Association of India etc.). These certificate courses involve hands on training and expected to enhance the placement prospects as well as placement package and profile of our graduating students. Each student must undergo at least one of the certificate courses in the offering. These certificate courses are available against fee, which is exclusive of the tuition fee of the PGDM and PGDM-SM (Service Management). PMC in due course of time will notify the details of certificate courses in

offering and its fee details. The certificate course fee varies for different courses and exact fee for various courses in offerings will be communicated by PMC. All students, without exception, have to enroll into one certificate course of their choice and deposit the requisite fee with the Accounts Department before the commencement of the certificate courses.

#### **I.7 About Fellow Program in Management (FPM):**

The program is designed to help students complete their dissertation within a maximum period of five years. In the first year, students are required to complete coursework which exposes them to general management subjects, fundamental courses to gain an appreciation of management research, advanced courses in their respective areas of specialization and courses in research methodologies. In total a student has to earn 30 credits. Faculty guide would be allocated for each student in the first trimester. Based upon the guidance of the faculty guide, students are required to complete 3 stream specific courses in second trimester. In the third trimester, the student has to complete 2 seminar courses through rigorous literature review activities as per the guidance of the faculty guide. Registration of the topic of dissertation would start only after the completion of course work. To proceed further on their research journeys, students are required to submit their research proposal in their respective areas of specialization. Academic progress would be reviewed by the Research Advisory Committee every trimester. Submission of final research dissertation can be done with a minimum research work of 2 years after registration of topic (i.e. post completion of course work).

FPM dissertation can be done in following areas of specialization:

- Management
- Financial Management
- Human Resources Management and Organizational Behavior
- Operations Management
- Information Systems Management
- Decision Sciences and Business Analytics
- General Management and Strategy
- Economics and Public policy
- Any other area with due approval of FPM academic Committee

**i. Course and Credit Structure in FPM Program:**

The credit structure of courses offered in first year (three terms) is as follows: -

<b>Module/ Trimester</b>	<b>Course Name</b>	<b>Credit</b>
1	Research Methodology	3
1	Managerial Statistics	3
1	General Management	3
1	System Approach to Management	3
2	Stream Specific Course 1	3
2	Stream Specific Course 2	3
2	Stream Specific Course 3	3
2	Credit Seminar (General)	3
3	Expert Seminar 1	3
3	Expert Seminar 2	3
	<b>Total</b>	<b>30</b>

The student can earn 12 credits (from 4 courses of 3 credit each in module 1), 12 credits (from 4 courses of 3 credit each in module 2) and 6 credits (from 2 courses of 3 credit each in module 3). The participant has to secure minimum 60% marks to qualify these courses. The student must complete the courses work (with passing grade in all course) within maximum of 2 years from the commencement of the program.

**I.8 Centers of Sustainability and Happiness:**

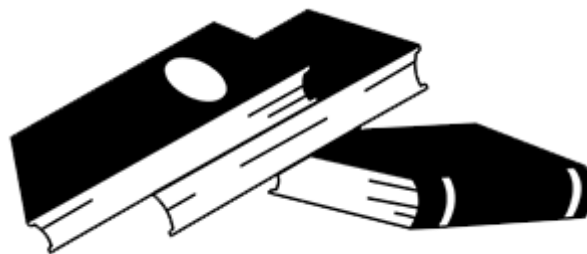
Sustainability – environmental, mental or otherwise – often comes as an afterthought in public planning or project planning, whereas it should cut across and permeate all policies and projects. There is an urgent need for building a sustainability conscious society through responsible lifestyle and consumption. Along with focusing on Sustainability, we need to align most important commodity i.e Happiness with Sustainability. Sustainable Happiness - happiness that contributes to individual, community or global well-being and does not exploit other people, the environment, or future generations is actually the need of the hour. Happiness being the building block of Nation's achievement, innovation and upliftment holds a key weightage if we are to move towards becoming a prosperous nation. With the above context, Jaipuria Institute of Management, Jaipur is proud to launch Center for Sustainability and Happiness to provide local and global solutions through cutting edge interdisciplinary research focusing on the dual aspects of Sustainability and Happiness. This Center intends to develop a network of

leading experts and researchers on Happiness and Wellbeing, a full credit curriculum course and host Sustainable Happiness (SH) Certificate programs and continue to develop strategies to integrate this concept into the curriculum.

**Major Objectives of the Center:**

- To review the State of art on Sustainability and Happiness and study their impact on society.
- To promote and enhance Academia - Industry interaction to integrate the existing body of knowledge, systems, structures, models and mechanisms associated with different types of sustainability and happiness and ultimately come up with solutions to achieve the same.
- To document and disseminate successful Case Studies and Lessons learnt in thrust areas of Societal Happiness (SH), and also to develop strategies to integrate this concept into curriculum.

The Center will initiate and support research on sustainability and Happiness issues, and identify, prioritize and lead sustainability and happiness related pain areas. The Center aims to explore and promote collaborative opportunities, catalyze research proposals on sustainability and societal happiness aspects and promote case writing and research publications. The Center will organize training programs and workshops on sustainable development and happiness related issues for professionals in industry, NGOs, and public officials. Through the Center, the institute shall undertake sustainability initiatives in its campus and promote individual and professional importance of happiness and well-being.



## Chapter 2. Academic Rules and Regulations

### 2.1 Induction Program

Every year, for the new batch, the two-year management program starts with an Induction Program. This Program can be seen as initiative from the Institute's side to hand hold the batch of freshly admitted students in the Management Program. Students are made aware about the vision, mission and the value system of the institute through series of interactions with them. Such efforts help the students to understand ecosystem of the institute. It also sets the ball rolling in the right direction with necessary pace. Students are made aware, how the two-year management program at Jaipuria Institute is quite different from their earlier forms of education. The students are exposed to the academic rigor needed for the program, and such interaction helps in expectation settings for the students.

The Induction Program spans for around 10 working days and it starts with registration of the students into the program. The Program Management Centre (PMC) carries out registration of the students into the first year of the Program.

### 2.2 Registration

#### i. Registration for First Year

Registration for first year of the two-year PGDM/ PGDM- SM Programs opens at beginning of the Induction Program. The Program Management Center (PMC) notifies about the registration date and venue through correspondence with the students who have been admitted in the Program. All students who secured admission into the PGDM/PGDM-SM Program should approach PMC to get themselves registered. To facilitate the registration process, all students are required to upload soft copies of their academic qualifications and work experience and other relevant documents, in the Institute's repository, beforehand on the link which is mentioned in the notification mail sent by Dean Academics. This is followed by presenting the original certificates before the PMC for the purpose of their cross verification with the uploaded soft copies of the certificates. Students who have not been issued final mark sheet/certificate of the qualifying university examination till the time of registration, may submit the same latest by 31<sup>st</sup> December 2024. Failure to submit the mark-sheets and/or not meeting the

eligibility requirements by the said date would automatically invalidate admission of the student and there will be no refund of fee.

Further, they are required to submit photocopies of the supporting documents relating to their academic qualifications and work experience (if any) with the PMC on the registration day itself.

**ii. Registration for Second Year**

The elective courses, to be taught in the second year, are announced in the third trimester of first year to facilitate pre-registration in courses of the chosen specializations. In response to notification for the purpose of selection of electives, all students are required to do online submission of their choice of electives, using their dashboards or as directed by the PMC. Once a student has registered for a set of elective courses, no change will be allowed. In order to facilitate students to take an informed decision about their choice of electives, the respective academic area faculty members will make appropriate presentations before the assembly of students, on the elective courses in offering. The schedule for presentation will be notified by PMC.

**iii. Requirements for Elective Courses**

Students are free to study elective courses of their choice from the pool of elective courses offered from the areas of chosen specializations.

**Minimum Number of Students' enrolments required for an Elective Course:**

Elective courses where the subscription received falls below 15 students, will not be offered. Students registered for such courses will be asked to re-register for other courses. The Institute may also decide not to offer a course in a particular term or otherwise, in case of unavoidable constraints it may face.

**2.3 Reorientation and Rejuvenation Program**

The Reorientation and Rejuvenation (RR) Program is organized at beginning of second and third trimesters of the Program. The RR is a kind of midcourse correction and stock taking initiative of the Institute. As management studies at Jaipuria are high paced and full of academic rigor, RR provides some pleasant breathers to our students. Some eminent personalities of repute are invited in the campus to interact with our students and to motivate them. Academic performance of the students in the previous trimesters

are discussed and top performers are acknowledged. The RR usually involves out bound excursion cum industry visits by all students and their faculty mentors.

*Important Note: As Induction, Reorientation & Rejuvenation Programs are much focused events and expected to meet various set objectives, it is mandatory on part of all students to attend them. Proper record of students' attendance in these Programs is maintained by Program Management Center (PMC). Any non-compliance or non-participation in any of the above events without reasons beyond one's control, will call for an appropriate disciplinary action.*

#### **2.4 Class Timings**

Program Management Center (PMC) is responsible for bringing out a fixed timetable for each trimester. Time tables are finalized and shared with all students well before the commencement of each trimester. Usual class timings at Institute are from 9 AM to 5.30 PM. Special lectures/sessions may be scheduled in evenings/off-days as well. Students are expected to be present in the class five minutes before the scheduled class timings. In special case, Institute may also call students for sessions during late evening hours.

#### **2.5 Class Discipline**

The Institute expects regular attendance and punctuality from all students in all classes. The attendance is taken in each session, by the concerned course instructor and shall be digitally recorded using LMS (Learning Management System) platform. This facilitates the real time recording of attendance and record keeping. The students should be attentive at the time of attendance and must reply to the roll call to get their presence recorded. In case of guest talks/ lectures organized in auditorium/ computer lab, or at a place other than designated lecture hall, Program Chair/ Class Representatives shall coordinate with the instructor to facilitate taking of attendance.

As per the attendance policy, each student is required to maintain minimum 80% attendance in each course. This means that every student is allowed 4 absents in a 3 credit course and 2 absents in 1.5 credit course. Any absence beyond these permissible limits shall be counted as an ABSENT only. Please note that there is no provision of medical leaves. Only in exceptional cases of surgery/hospitalization, the student can submit his/her application for medical leaves to concerned Program Chair. The Program Chair shall look into the request and if duly approved by Dean Academics, the medical



leaves shall be granted. No leaves shall be granted for family reasons (marriage/death of a family member etc.). The student should be prudent in planning and applying their leaves.

Exemption from attending classes will be granted only in exceptional cases like deputation of student on official duties, representing Institute in competitions /seminars/ workshops, etc. being organized outside the Institute.

Students are also expected to adhere to the following guidelines:

- Using mobile phone or any other electronic device like laptop in lecture hall is strictly prohibited unless same is expressly permitted by faculty. Any noncompliance will attract disciplinary action.
- All lecture halls (for academic year 2024-25) will have designated sitting place for each student, with their names placed in front of desk. Students must seat themselves accordingly.
- Sitting at other places or changing the planned sitting arrangement or any other non-compliance will be construed as breach of class room discipline.
- All students are expected to come prepared for their all classes, doing necessary pre- reads of texts / cases, watching prescribed flipped videos, etc. Further, students are expected to actively participate in all class room deliberations and activities as per direction of the course instructor.
- Students coming late to the classes, engaging in cross talks, or any kind of misbehavior in the class, tampering with the gadgets/ infrastructure, putting graffiti on walls, or any other act of similar nature, all amount to indiscipline and will attract appropriate disciplinary proceedings. Any losses/damages caused to gadgets/infrastructure will be recovered, along with penalty from person(s) responsible.
- Class Representative has important role to play to facilitate smooth functioning of classes and all students of respective classes are expected to follow the instructions/ information shared by them. Any form of non-cooperation, in this regard will amount to indiscipline and would call for appropriate action.
- All Students should report for their classes on time. In fact, they should reach 5 minutes before the scheduled commencement time. Institute discourages late

coming to class and in case any student is found reporting late he/she is not permitted to attend the class. In such a situation, non-complying student will sit in the library for self-studies. No attendance will be granted for any class missed due to late reporting in the class.

## 2.6 Dress Code

The Institute has a prescribed dress code which strictly needs to be adhered to. The Institute has prescribed two categories of dress codes, Institute's Formal and Formal which students will wear as per the schedule given below:

**Table 2.1: Dress Code**

Day	Dress Code
Monday	Institute's Formals
Tuesday	Formals
Wednesday	Formals
Thursday	Institute's Formals
Friday	Formals
Saturday	Formals

### **Institute's Formal**

**Men:** Shirt, trouser, blazer, tie as prescribed by the institute. Institute will make necessary arrangement for stitching of these outfits. Leather shoes with socks. Black western suits / blazers (if worn) in winters.

**Women:** Shirt, trouser, blazer, tie as prescribed by the institute. Institute will make necessary arrangement for stitching of these outfits. Toe covered leather bellies with socks, sarees with toe covered bellies, black western suits (if worn) in winters.

### **Formals**

**Men:** Tucked in Shirt (matching tie if worn) with trousers and leather shoes with socks. Black western suits / blazers (if worn) in winters.

**Women:** Tucked in Shirt with trousers and toe covered leather bellies with socks. Sarees with toe covered bellies. Black western suits (if worn) in winters.

**Strictly not allowed** – without collar shirts / t-shirts, shorts, capris, distressed/ripped jeans, sandals, slippers and flip-flops.

**Please note that it is compulsory to wear institute's formals during special events (as conveyed by Program Management Center) and Placement processes (as notified by Career Management Center).**

Student coming to the Institute wearing without - collar shirts, t-shirts, shorts, capris, sandals, slippers and flip-flops (or any similar casual attires) will not be allowed to stay in campus and will be turned back. On such repetitive behavior, appropriate disciplinary action will be initiated against such student.

## **2.7 Attendance Guidelines**

Following norms/ guidelines are to be adhered in respect of attendance:

- The Institute requires regular attendance and punctuality from all students in all classes.
- Coming late to class is a serious breach of discipline. The students will not be permitted to come late to the class or leave early. In any case, no student is allowed to leave the classroom without permission of the faculty. The faculty shall have right to cancel attendance of students for the period during which he/she engages, for indifference or for late coming in the class.
- Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise / assignment on time and coming late to the classes, shall be considered indifference to studies.
- No student(s) shall in any manner prevent any other student or students from attending his/her or their classes or prevent doing his/her/their lawful duty.
- Parents/guardians are expected to be mindful of attendance compliance by their wards.

## **2.8 Penalty Provisions for Absence from Class**

- If absence from classes (defined as number of classes in the course minus physical attendance minus deemed attendance) of a course is up to 20% (or 4 classes in case of full credit courses; 2 classes in case of half credit courses), a student does not require applying for leave of absence. There will be no penalty imposed on the student in terms of grade drop in the course.

- If absence from classes of a course is more than 20% and does not exceed 35% (i.e., 4 to 7 classes, in case of a full credit course, i.e. 3 credits; 2 to 3 classes, in case of half credit course i.e. 1.5 credits), a student will be subject to grade drop in the course in accordance with the ‘penalty for not-fulfilling the minimum attendance criterion’ specified in table 2.2.
- If absence from classes of a course is > 35% (more than 7 classes in a full credit course of 20 sessions; more than 3 classes in a half credit course of 10 sessions), a student will be awarded an ‘FA’ grade in the course in accordance with the ‘penalty for not-fulfilling the minimum attendance criteria’ specified in Table 2.2 and will not be allowed to appear in the End-Term Examination of that course. Such student will be eligible, to appear in the Improvement Examination of the concerned course with an upper limit of ‘C+’ on the final grade in the course that could be awarded after improvement examination.

**Table 2.2: Penalty for Not-fulfilling Minimum Attendance Criterion**

Penalty Provision for insufficient attendance in case of full credit course (3 credits) of 30 contact hours, delivered in 20 sessions of 90 minutes each			
Attendance (A) in classes	Maximum number of sessions missed	Minimum number of session attended	Penalty
$A \geq 80\%$	4	16	Nil
$70\% \leq A < 80\%$	5	15	One Grade Drop (e.g., A+ to A)
$65\% \leq A < 70\%$	7	13	Two Grades Drop (e.g., A+ to A-)
$A < 65\%$	More than 7	Less than 13	‘FA’ grade (equivalent to ‘F’ grade) will be awarded in the course. Student will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to appear in Improvement Examination.

Penalty Provision for insufficient attendance in case of one and half credit course ( 1.5 credit) of 15 contact hours, delivered in 10 sessions of 90 minutes each			
Attendance (A) in classes	Maximum number of sessions missed	Minimum number of session attended	Penalty

$A \geq 80\%$	2	8	Nil
$70\% \leq A < 80\%$	3	7	One Grade Drop (e.g., A+ to A)
$65\% \leq A < 70\%$	3	7	Two Grades Drop (e.g., A+ to A-)
$A < 65\%$	More than 3	Less than 7	'FA' grade (equivalent to 'F' grade) will be awarded in the course. Student will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to appear in Improvement Examination.

## 2.9 Attendance norm for attending the guest talks/in house conferences/seminars/symposiums

The Institute occasionally organizes guest talks, conferences, seminars and other activities of academic nature with a view to facilitate overall development of its students and build their understanding, thus enabling them to develop their own perspectives about happenings on geo-economics, geo-political, geo-social and other relevant domains. It is mandatory for all students to attend such activities as and when they are organized. Appropriate notification in this regard is issued by the PMC for complete compliance.

In order to motivate students to attend such events, a positive incentivization has been introduced. **For every guest talk/conference/seminar etc. attended, a student will earn 0.20 event attendance for each session of 90 minutes. All such event-attendances will be accumulated to the credit of student and can be used to make up for shortage of attendance in any subject, maximum to the limit of 10% of total classes (two in case of 3 credit courses and one in case of 1.5 credit courses).** For this purpose, the attendance of 5 events will be considered equivalent to "1", academic attendance, i.e.  $5 \times 0.20 \text{ Event Attendance} = 1 \text{ Academic Attendance}$ .

PMC will maintain the record of all event attendance for all students. Student facing shortage of attendance in any subject which may result into grade drop, may forward a request to PMC, to set off the short attendance against event attendances standing credit in her/his account. Such set off will be permitted, provided there are sufficient numbers

of event attendances (integer multiples of 5) and maximum to the limit of 10% of total classes.

Above provision is introduced with an intent to motivate and encourage students' participation in various non-credit academic events. Any wrongful claim or abuse of the provision by any student / group of students, will call for a disciplinary action.

## 2.10 Academic Leave

Academic leave may be granted in advance on case-to-case basis, by an appropriate authority, to a student on the following grounds:

- Authorized participation in conferences, seminars, events, inter-Jaipuria Programs and activities;
- Participation in his/her own placement process (summer internship or final);
- Deployment on official duty related to final or summer placement; and
- Deployment on official/institutional duty within or outside the Institute

Dean-Student Affairs, Chairperson-Placements or the concerned faculty/task head, as the case may be, can approve the leaves applied by the student on Moodle. The Program Chairperson shall incorporate these leaves as 'Deemed Attendance' while calculating the class attendance of a course, for each student.

Generally, not more than 3 leaves per course, per term shall be granted. **Please note that all leaves put together (academic or placement in nature) are submersed into the 3 leaves per course provision. Student to apply for placement leave on Moodle, maximum within 48 hours of the event.**

## 2.11 Long Duration Medical Leave

In case student is absent from classes only due to surgery/hospitalization., a student may apply for grant of medical leave by submitting a written application to the concerned Program Chair. Such application should be submitted within 7 calendar days or latest by the last day of teaching classes in the trimester, whichever is earlier.

**Medical leave will be considered only in two cases – either the student has been hospitalized or in case he/she has undergone any kind of surgery.** In cases of normal cold or fever or any kind of usual sickness, medical leaves shall not be granted. All necessary & relevant documents in support of his/her medical incapacity that prevented a student from attending teaching sessions on regular basis should be

submitted in such cases. Relevant documents necessarily constitute MBBS qualified medical practitioner's prescription, test reports, relevant medicine bills, hospitalization and discharge reports as the case may be, and fitness certificate. After going through the medical records submitted by the student, the Program Chair if find appropriate, may grant the medical leaves. **Dean (Academics) reserves the right of approving/rejecting the leaves as per the merit.**

### **2.12 Academic Integrity**

Students of the Institute are expected to display academic integrity and refrain for plagiarizing and falsification in preparation of their assignments, project reports, and summer internship reports. Students are expected to ensure that their work is original in content, and the words used are their own. A declaration to this effect must accompany all student submissions. All information must be appropriately cited/referenced to acknowledge its source. The Institute will notify appropriate guidelines and sensitize the students in this regard. These guidelines will be applicable to all student submissions i.e. assignments/project reports/SIP reports.

### **2.13 Course and Institutional Feedback**

Institute strongly believes in the process of collecting regular feedback from all students to ensure quality delivery of courses, adherence to necessary compliances and to improve upon existing system. The Institute takes students' feedback for each course before mid-term & end-term examinations during each trimester. It is mandatory on the part of each student to provide his/her honest and unbiased feedbacks for all courses, he/she is studying during a particular trimester, on time through their dashboard function, failing which he/she will not be allowed to take the examinations.

Further, there may be a requirement of furnishing feedback about the Institute – concerning infrastructure and availability of various facilities and provisions. In such cases, PMC will duly notify all students, explaining modalities and timeframe for furnishing their feedback accordingly and all students are expected to comply with such requirements.

### **2.14 Eligibility for Award of Diploma and Circumstances of Academic Dismissal**

- A student must have minimum 3.50 permanent CGPA and maximum 3 permanent 'F' equivalent (FE) for the award of diploma.

- If a student gets an 'F' grade in a course, the 'F' equivalent (FE) of the course is calculated by dividing the credit value of the course by three. Accordingly, FE of a 3- credit course is 1; FE of a 1.5-credit course is 0.5; and FE of a 2-credit course is 0.67.
- A student who accumulates more than 2.00 permanent 'F' equivalents (even after the improvement examinations) at any point of time during the first year will be subject to academic dismissal from the Programme/Institute. It implies that a student can carry maximum 2.00 permanent 'F' equivalents to the second year.
- A student who accumulates more than 3.00 permanent 'F' equivalents at any point of time during the second year will be subject to academic dismissal from the Programme/Institute.
- A student who gets less than 2.75 permanent TGPA (even after the improvement examination) at the end of I trimester will be subject to academic dismissal from the Programme/Institute.
- A student who gets less than 3.00 permanent CGPA (even after the improvement examination) at the end of II / III trimester will be subject to academic dismissal from the Programme/Institute.
- A student who gets less than 3.25 permanent CGPA (even after the improvement examination) at the end of IV trimester will be subject to academic dismissal from the Programme/Institute.
- A student dismissed from the Programme/Institute may re-join the Programme in the next academic year in the concerned trimester by paying the requisite fee and with due approval from the Director.
- In case a student fails to fulfil the eligibility requirements for the award of diploma at the end of the two-year duration of the programme, he/she can re-join the programme in IV or V trimester in the immediate next academic year after giving a written undertaking/understanding that he/she will be permanently out of the Programme if he/she will not fulfil the eligibility requirements for award of the diploma in the extended year.



### **2.15 Completion of the Program**

Normal period to complete requirements of PGDM/PGDM-SM is two years. A student must secure minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3, for award of diploma. However, students who fail to meet the minimum academic requirements may be allowed to complete the Program in one more year, subject to given rules and regulations. No further extension will be granted beyond this duration.

### **2.16 Convocation & Award of Diploma**

The "Post Graduate Diploma in Management" or "Post Graduate Diploma in Service Management", as the case maybe, will be conferred on all the students who fulfill all the conditions and requirements for award of the Diploma at the Institute's Annual Convocation. Students failing to participate in convocation' but otherwise eligible for award of diploma' can collect their diplomas from Program Management Center after convocation ceremony for the corresponding batch is over.

### **2.17 Award for Academic Excellence**

The Institute looks forward to acknowledge academic excellence of its students. The Institute has a tradition of conferring Chairman's Gold Medal, Vice- Chairman's Silver Medal and Director's Bronze Medal as awards for scholastic performance to the students who get top three positions in terms of Cumulative Grade Point Average (CGPA) in the overall Program subject to minimum CGPA of 7.0.

Apart from these, merit certificates are awarded to the students securing top positions in respective areas of specialization, like Finance, Marketing etc. subject to minimum CGPA of 7.0. These awards are presented during convocation ceremony of the graduating batch. Top Ten, Term Grade Point Average (TGPA) scorer in each trimester, are given certificates of appreciation post declaration of the result of each trimester.



## **Chapter 3: Assessment and Examination Policy**

### **3.1 Assessment Structure**

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progress. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and applications illustrated and discussed in the respective courses as per the assessment plan provided in the respective course outlines. The purpose of assessment is measurement of learning which are both of formative nature as well as of summative nature. In Post Graduate Programs, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking, and practical insight.

### **3.2 Assessment: Tools and Techniques**

Various techniques/tools are used for assessment of academic performance of students. Basket of tools include mid-term and end-term examinations, and a variety of components of continuous evaluation such as,

- i.** Class Participation
- ii.** Quiz (Announced or Unannounced)
- iii.** Take Home Assignments
- iv.** Project Assignments
- v.** Individual/Group Presentations
- vi.** Oral Examination (Viva-voce)
- vii.** Essay Writing
- viii.** Classroom exercises/ Quiz based on flip videos
- ix.** Case Analysis
- x.** Reflective Notes
- xi.** Discussion Forum

Above components are illustrative in nature and not exhaustive.

### 3.3 Proportion of weightage to assessment components

The proportion of weightage to different assessment components varies from course to course. The details of the assigned weightage for different assessment components can be found in the respective course outlines. Broadly assessments are categorized as hall examinations and continuous assessments. Hall examinations includes mid-term and end-term examinations, whereas continuous assessments come in different format likes quizzes, project assignments, role plays, class performance, discussion forum, and these are evenly spread over the entire trimester duration. Broad breakup of the weightage is provided in the table 3.1.

**Table 3.1: Assessment components and their weightage**

Component	Comments	Weightage*
End-term Examination	This component shall be based on the entire syllabus of the course. However, the first half and the second half of the syllabus will have around 40% and 60% weightage, respectively.	40%
Continuous Assessment	The instructor will select various Continuous Assessment Tools	60%

Further it is provided that no component, except End-Term examination, will have more than 20% weightage. There will be no make-up assessment for the assessment component missed by student, on their own account (e.g. student fail to take his/her quiz will not be given another chance). In case of students could not appear in given time bound assessment due to his/her academic/placement depositions by the institute/compelling medical reasons (with medical leaves duly approved by concerned authorities), they will be given a chance to make up for the missed assessment, by the concerned course instructor. For this the timely request need to be made by the students to the course instructor along with a copy marked to the Program Director.

### 3.4 Duration of Centralized Examinations

The duration of mid-term and end-term examination is given in table 3.2.

**Table 3.2: Duration of Centralized Examinations**

Name of Examination =>	End-term
Duration =>	120 minutes

### **3.5 End Term Examination**

Appearing in end-term examinations of all the courses subscribed by a student during a trimester is mandatory. If a student, who is otherwise eligible, misses end-term examination of a course without sufficient reasons, he/she will be awarded '*permanent F*' grade and will not be allowed to appear in Repeat Examination.

### **3.6 Eligibility for appearing in the End term examination**

- Student must satisfy/fulfill the minimum attendance criterion norm
- Student must have given the course/faculty feedback for all the courses studied during the concluding trimester
- Student must not have any pendency regarding tuition fees, hostel fees, Mess charges, certification course fee, or other charges/dues
- Student must not have been debarred from appearing in end term examination by Discipline Committee of the Institute on account of non-compliant behavior.

### **3.7 Examination Schedule and Notification**

The Institute follows the system of continuous assessments of the students' learning and provide a regular feedback to its students about their academic performance. The course instructor usually uses at least three continuous assessment components. End-term examinations are compulsory in all courses. Mid-term examinations will be conducted for the courses, where the course outlines provide for the same in the assessment criterions. For the courses taught in the 6th trimester, there will be no mid-term examinations.

The slots for hall examinations, i.e., mid-term and end-term examinations, will be published in the academic calendar. The schedule for mid-term and end term examinations shall be announced by the Office of Controller of Examination (OCE), while the dates for other continuous assessment components shall be decided by the instructors of the respective courses. Normally the sixth week of the Term shall be the week for mid-term examination, while the end-term examination shall be conducted during the thirteenth week of the Term. Towards the end of each term, the OCE shall publish the dates for end-term examinations for all subjects, offered during the concluding term.

*The CoE in consultation with Dean (Academics) and Program Academic Committee members may decide to conduct online examinations in lieu of hall examinations in any course or in all the courses of any given trimester. The CoE will carry out the necessary and timely notification in this regard.*

### **3.8 Grading System**

The grading system is based on a concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. Numeric marks are awarded to each of the evaluation components. The total score is obtained by taking the weighted average of the numeric marks of the various components as specified in the course outline. The total marks thus received are converted to a letter grade, based on the relative performance of the student. The letter grades are on a 10-point scale with the grade 'A+' being the highest and 'F' being the lowest or a fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 3.3.

**Trimester Grade Point Average (TGPA):** The performance of a student in a particular trimester is measured by Trimester Grade Point Average (TGPA), which is a weighted average of the grade points secured in all the courses taken in trimester and scaled to 10. TGPA is computed up to two decimal places.

**Example:** Suppose a student is registered for four 3-credit courses and two 1.5-credit courses during a trimester (that is, total of 15 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the particular courses, his/her TGPA will be computed as follows:

$$TGPA = \frac{9 \times 3 + 7 \times 3 + 6 \times 3 + 4 \times 3 + 10 \times 1.5 + 3 \times 1.5}{15} = \frac{97.5}{15} = 6.50$$

**Cumulative Grade Point Average (CGPA):** Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all courses subscribed by a student up to the trimester for which the results are last available.

#### **Conversion of CGPA into Percentage of Marks**

Jaipuria Institute of Management follows a combination of absolute and grading systems which is based on concurrent assessment. Numeric marks are awarded in each of the assessment components of a course. The total numeric marks of a student in a course is computed by taking the weighted average of numeric marks of various

assessment components as specified in the course outline. The total numeric marks thus computed are converted into a letter grade. Letter grades and the corresponding grade points are given below:

**Table 3.3: Grading Model**

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Remark</b>
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	---
C	3	Eligible for Improvement Examination (with upper limit of B+ on final grade)
C-	2	Eligible for Improvement Examination (with upper limit of B+ on final grade)
D	1	Eligible for Improvement Examination (with upper limit of B+ on final grade)
F	0	Eligible for Improvement Examination (with upper limit of B+ on final grade)
FA	0	Eligible for Improvement Examination (with upper limit of C+ on final grade)
I	0	Awarded in case of absence from the End-term examination if the decision on final grade is pending

The course faculty abides by the following guidelines while converting numeric marks into letter grades:

- A. A student who scores less than 35% numeric marks in a course is awarded an ‘F’ grade.
- B. The cutoff numeric marks for other grades is decided by the course faculty considering the distribution of numeric marks in the course and the overall performance of the class, subject to the following restrictions:

- i. At least 10% of students in a course must be awarded C+ or lower grades (i.e., C, C-, D, or F grades).
- ii. Total 'A' grades (including A+, A and A- grades) cannot exceed 20% of students in a course.

In view of the blended grading system and imposition of the maximum limit on 'A' grades and minimum requirements on C+ and lower grades, it is to be construed that a CGPA of 5.00 is equal to 60%. Hence, the formula for conversion of CGPA into Percentage of Marks is as follows:

$$\text{Percentage of Marks} = 60 + [8 \times (\text{CGPA} - 5.00)]$$

### 3.9 Re-Examination

- Repeat examination will be held within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result. Normally, repeat examination shall be combined with the improvement examination.
- Repeat examination will be held only for end-term examination. Those students who could not appear in end-term examination may be permitted to appear in Repeat Examination subject to the conditions laid out below. Reasons for missing the end-term examination of one or more course(s) during a trimester may include:
  - i. Student's participation in his/her own placement process
  - ii. Being on duly approved official/institutional duty
  - iii. Personal reasons such as major sickness of self, death in close family, etc

No fee will be charged for appearing in the Repeat examination, subjected to fulfillment of above eligibility criterion.

- In case of (i) and (ii) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Program Directors, within 7 calendar days of completion of the end-term examination. Subject to approval from the Program Director, such students will be permitted to appear in the repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course.
- In case of (iii) above, the student has to represent his/her case in writing to the Program Director along with supporting documents within 7 calendar days of

completion of the end-term examination. Program Director will put up the case before the Program Committee. The Program Committee will examine the case to assess its merit/genuineness. If satisfied, the Program Committee, may allow the student to appear in Repeat examination. Otherwise, the ‘permanent F’ grade awarded to the student in the course

- If a student does not appear in the repeat examination, the ‘permanent F’ grade awarded to him/her in the course.
- Normal grade drop due to attendance criterion will be applicable to repeat examination as well.

### **3.10 Improvement Examination**

Improvement examination will be scheduled within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result.

- If a student gets ‘C-’ or ‘C’ or ‘D’ or ‘F’ or ‘FA’ grades, in any course in a trimester, he/she can appear in Improvement examination in the concerned course to improve the grades. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.
- If a student fails to secure 35 percent marks in the end-term component of any course in which an end-term examination has been held, then he or she shall receive an ‘F’ grade. Further, he or she is eligible to give an improvement examination in that course after the submission of fees for improvement.
- The student appearing in the Improvement examination of a course will not lose his/her grade(s) obtained in the end-term examination. The best of the grade obtained in the improvement examination or one obtained in the regular end term examination, will be considered for the incorporation in the final TGPA
- OCE will notify on the official batch email IDs the list of eligible students for improvement examination along with the timeline for submission of written application and the requisite fee.
- For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE. Fee for improvement examination in case of FA grades will be Rs. 10,000/- per course.



- In courses with no end-of-term components and students who are debarred owing to low attendance, students who get above C+ will receive only C+, while students who earn C+ and less than C+ will receive D, and F grades to remain F.
- Office of CoE, will announce the schedule of improvement examination.
- If a student does not apply and/or submit the requisite fee for improvement examination on or before the due date or does not turn up for the improvement examination after submission of fee, it will be assumed that he/she is not interested in appearing in the improvement examination.
- Only one chance of appearing in Improvement examination of a course will be given.
- If a student appears in improvement examination of a course, the mid-term and end-term marks originally obtained by him/her will be treated null and void.
- The marks scored in Improvement examination will be scaled up to the combined weightage of mid-term and end-term components of the respective course (i.e., 60%). The resulting weighted marks will be added to the marks originally scored in continuous evaluation components to arrive at the final grade.
- Grade obtained by a student in a course after the Improvement examination will be considered as final and 'permanent' grade in the course. If a student does not apply/appear for improvement examination, the original grade obtained by him/her in main/repeat examination will be treated as final and 'permanent' grade in the course.
- TGPA obtained by a student after the Improvement examination will be treated as final and 'permanent' TGPA in the trimester. If a student does not apply/appear for improvement examination, the original TGPA obtained by him/her in main/repeat examination will be treated as final and 'permanent' TGPA in the course.
- Grade drop due to attendance criteria will not be applicable in case of improvement examination but the highest grade that a student can earn in the improvement examination is B+.
- In case, a student appears in Improvement examination due to 'FA' grade in a course, the upper limit of 'C+' on the final grade in the course will be applicable.

**Note:** It is responsibility of a student to regularly share his/her academic performance including results and all relevant notices issued by the Institute with his/her parents/guardians. Nevertheless, the Program Management Center will send the

attendance and academic performance report to all parents/ guardians at the end of each trimester.

### **3.11 Examination Code of Conduct**

The students enrolled at the Institute shall maintain the highest standards of academic honesty. They have the responsibility to make known the existence of academic dishonesty to their course instructors and, if necessary, to the Program Chairperson. Academic dishonesty includes, but is not necessarily limited to, the following:

- a. Cheating - Giving or receiving unauthorized assistance in any academic exercise of examination which includes using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.
- b. Plagiarism - Representing the ideas or language of others as one's own.
- c. Falsification - Falsifying or inventing any information, data or citation in an academic exercise.
- d. Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.
- e. Complicity - Facilitating any of the above actions or performing work that another student then presents as his or her assignment.
- f. Interference - Interfering with the ability of a student to perform his or her assignments.

If a situation of academic dishonesty arises that is not covered in the above section [section (ii)], the Examination Committee shall make a recommendation to the Director, who, in turn, shall initiate the action.

Exam Admit Card will be issued by Exam Department to each student after ensuring that she/ he fulfills the following criterion:

- Meeting minimum attendance norm ( $\geq 65\%$ )
- Must have submitted course/ faculty feedback before mid/ end term exam
- Must not have any fee/ any other dues, outstanding
- Not debarred from appearing in examination by Discipline Committee.

### **3.12 Compliance to plagiarism policy**

All project reports and course-related assignments, etc. need to be submitted through dashboard interface within the prescribed time limits. All submissions will be screened for plagiarism check and will call for resubmission/ rejection (within the extended time frame as will be notified) in case of submission found plagiarized for more than 30 percent or beyond the limits specifically prescribed by the course instructor.

### **3.13 Handling of Cases of Cheating in Hall Examinations**

- I. The invigilator shall seize all the incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. The invigilator shall then issue a new answer script and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall be reported to the Controller of Examination with all relevant documents on the same day, which, in turn, will refer it to the Examination Committee for initiating appropriate action against the delinquent.
- II. The student reported using unfair means / possessing incriminating materials will then be allowed to appear in subsequent examinations of that term. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that trimester, he/she shall be expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/malpractice.

### **3.14 Sanctions**

Any student found guilty of academic dishonesty may, for the first offence, receive one or a combination of the following penalties:

- a. Failure for the academic exercise in component for which academic dishonesty was found.
- b. Grade drop in the course.
- c. Any other punishment recommended by the Examination Committee.

For second offence of academic dishonesty, a student may be subject to any combination of the above penalties and, with concurrence of the Director, suspension from the Institute for one year.

Further to above if any student who is holding the post of honor/ responsibility like member of Student Council /Committee head etc. and found involved in any act of academic dishonesty or found guilty of use of unfair means during the examination, will be stripped of his/her position in the council/committee.

### **3.15 Grievance Redressal**

- The grievance of a student shall be taken sympathetically and the student shall be given a fair chance to state his/her viewpoint. If the grievance is genuine, it must be redressed immediately. If an instructor feels that he/she needs time to reconsider his/her decision, the student must be informed accordingly.
- Any grievance related to the assessment is to be first reported verbally to the course instructor by the aggrieved student. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.
- In case the student is not satisfied with the response forwarded by the course instructor, he then reports the matter in writing to the concerned Program Chairperson, who then shall mediate and speak with the concerned instructor and if required with Dean (Academics). It is expected that the rest of grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.
- If the issue is not resolved to the satisfaction of the student, the student can approach the Director and give the grievance in writing. The Director shall respond to it within two weeks in writing. Director's decision in the matter will be final.

### **3.16 Course Feedback**

Institute will take the students' feedback for each course before mid-term & end-term examinations. It is mandatory on the part of each student to provide all the feedbacks for all courses on timely basis through their dashboard, failing which they will not be allowed to take their examinations.

### **3.17 Declaration of result**

- The Office of Controller of Examinations will declare the Provisional Trimester Result as per the time line stated in academic calendar.

- Result of repeat examination and improvement examination, in form of final and permanent course grades, will be declared within 7 days of the last day of repeat and /or improvement examinations.
- The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the Provisional Trimester Result) within 7 days of declaration of result of repeat and/or improvement examination.
- At the end of each trimester, an ‘Academic Performance Summary’ of that trimester will be given to the student by the Institute.
- At the end of the Program the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue to the student an official grade sheet of his/her performance.

### **3.18 Convocation and Award of Diploma**

The “Post Graduate Diploma in Management” will be conferred on all the students who have fulfilled all the conditions and requirements for the award of the Diploma at the Institute’s Annual Convocation. Students failing to participate in convocation but otherwise eligible for award of diploma can collect their diplomas from Program Management Center after the convocation.

### **3.19 Transcripts**

Transcript in printed format will be issued to the students only after the completion of the course. If some information is required for some official purposes like bank loans, summer training, placements, etc. a provisional academic progress report will be issued. We also send a comprehensive feedback to the parents twice during the trimester. The feedback is holistic, covering all aspects ranging from academic performance to participation in institute’s activities, communication, discipline and attendance by all the faculty of the institute.

### **3.20 Awards and recognitions for scholarly performance during annual convocation**

The institute confers various awards and recognition to the students for their outstanding and meritorious academic performance. Top three student in each program scoring the highest overall CGPA are awarded with the chairman’s gold medal, vice chairman’s silver medal and director’s bronze medal, in descending order of their ranks.

Similarly, the certificate of merit is presented to the students who scores the maximum grade point average (GPA) in specialization area. For specialization area topper (only one position for each specialization) all the elective courses completed by the student in specific specialization area, exclusive of open area elective courses and liberal art courses, will be considered for computing the GPA. Further the minimum CGPA/ GPA score, to qualify for meritorious award/ medals/ certificates and recognition must be at least of 7.00. These awards and recognitions are conferred/ presented during the convocation ceremony of the graduating batch.

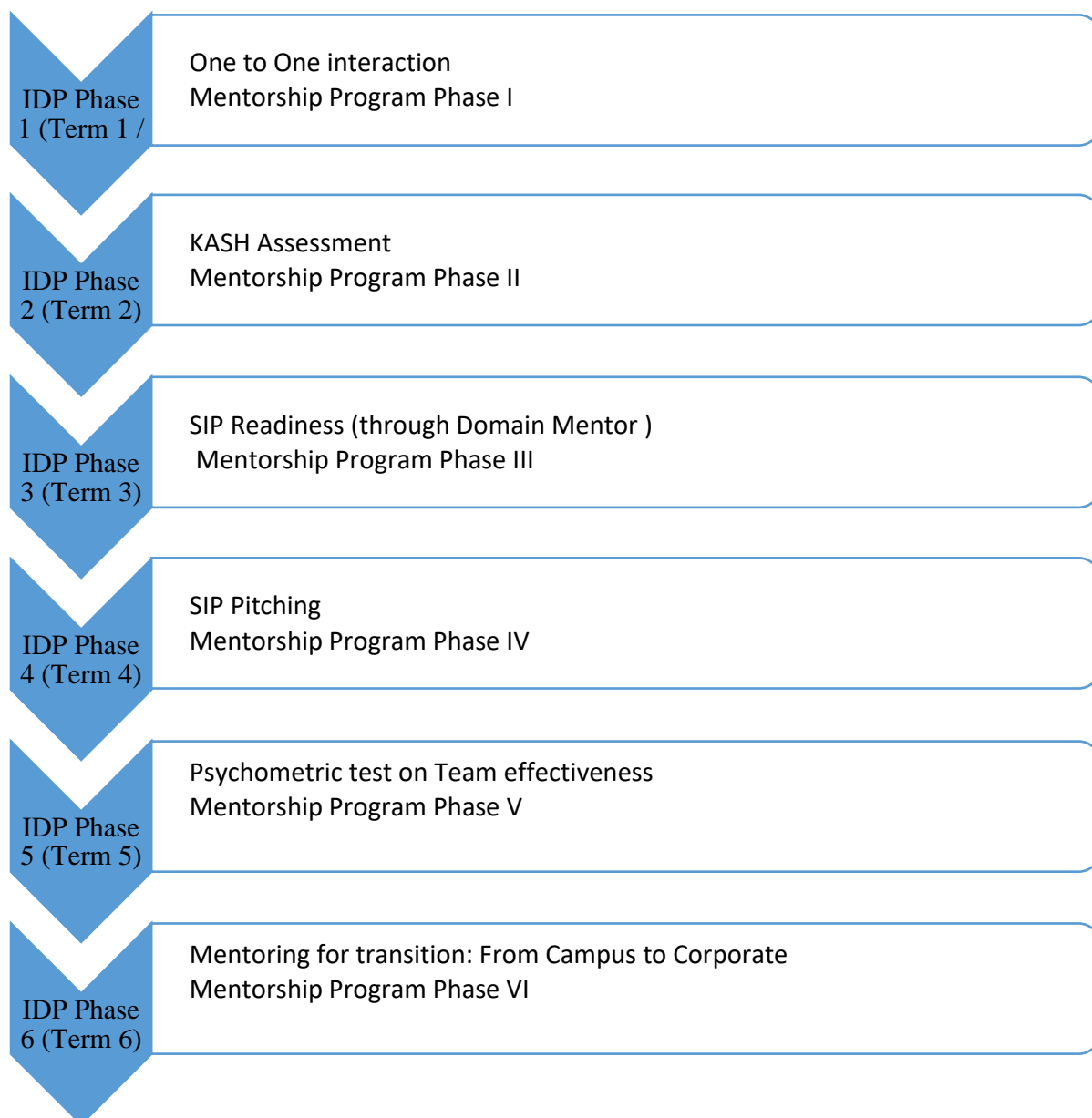
## **Chapter 4: Clubs, Committees & Councils**

### **IDP (Individual Development Plan)**

The individual development program adds unique value to the curriculum of the program; and it is nested in the belief that student development and student's outcome attainment are positively related. During the course of their study, students attend various courses to build their domain understanding and skills. However, individual courses have their own limitation in addressing the twin challenges of assessing the unique developmental needs of the students and addressing them with meaningful interventions, feedback and engagement. This will be six phased program based on activities and measurements. The program is aimed at developing self-awareness, creating a KASH (Knowledge, Attitude, Skills and Habit) portfolio suited to the all-round development of a student. It also includes preparing the students for summer internship and final placements. There will be six sets of mentoring interventions (one in each trimester). The broad objectives of this program are to make the students understand their strength and weaknesses; analyse the gap between own aspirations and performance. Also, to prepare the students for developing and effectively communicating their point of view on a given scenario; to help create a path for progressing towards their career goals and prepare them for effectively contributing to the teams they are part of.

### **Structure and Flow of the program**

The IDP program is planned keeping in mind the above objectives. The core element of the program is a) Setting self-development agenda and plan of action; b) intermittent assessment of student performance on key performance indicators (psychometric assessment; domain and aptitude test and personal interview with a panel consisting of an industry expert, mentor of the student and an alumnus). Both a) and b) will be inputs for the interview panel.



### **Mentoring:**

Mentoring is a USP at Jaipuria Jaipur with an objective of facilitating the overall development of its students in a focused manner under the guidance of designated mentor. For this purpose, the class students are divided into small equal sized group called Student Study Group (SSG).

We cultivate and nurture dreams of our students, and assist them in transmission of knowledge and skills and develop reflective practice. Industry personnel and faculty members offer the students a mentoring environment, and sustainability through process which provides them with an opportunity to achieve academic success and



healthy development of themselves. Here, dreams and ideas get exchanged and celebrated. The mentoring helps students to work in variety of settings, integration of theory into practice, and holistic career development.

### **Role of a Student as Mentee**

The responsibilities of mentee would be:

- I. To meet with the mentor regularly
- II. To keep mentor informed as regards to the requirements and his/her progress towards meeting those requirements
- III. To ask for feedback
- IV. To take responsibility for own growth and success
- V. To ask his/her mentor for guidance and assistance whenever it is needed
- VI. To attend all T & D, guest lectures and industry related sessions
- VII. To maintain a portfolio
- VIII. To provide the mentor with an up-to-date portfolio
- IX. To enhance one's employability skills
- X. To inculcate global mindset and,
- XI. To participate in every activity that makes mentoring process more effective.

### **Co-Curricular and Extra-Curricular Activities**

The institute organizes various co-curricular and extra-curricular activities keeping the following objectives in mind:

- To enhance personal and professional development of the students
- To give students an opportunity to work in teams
- To let students actualize their potential
- To learn about management situations by doing

The institute organizes ABHYUDAYA, the annual cultural fest. Music, drama, poetry and appreciation of the rich Indian cultural heritage is developed through a series of Programmes organized in the campus every year. The students are engaged in managing cultural as well as corporate events. To create entrepreneurial instincts and spreading awareness institute celebrate entrepreneurship week which includes various creative and intellectual Programmes along with outreach opportunities. To promote students

interest in sports and games, the sports committee organizes various sporting events. Students are nominated for participation in co-curricular and extra-curricular activities of the other institute and professional bodies. The students participating in co-curricular and extra-curricular activities are given consideration for their absence from the teaching sessions on account of such activities. Such leaves would be treated as academic leave and would, in normal course, be recommended by Dean (Student Affairs) and approved by respective Programme Directors. The granted academic leaves should fall within the maximum number of 3 total leaves, per course, per trimester.

### **Jaipuria Student Council & Clubs:**

#### **Jaipuria Student Council**

Jaipuria Jaipur has a system of Student Council wherein students are made representative of various committees and through variety of function they can be a partner in the progress and management of the institute. Each committee have three – ten members from first year which is led by elected member from second year. Detail information on Student Council process will be provided separately.

The various committees under the student Council are as follows:

- 1. Academic Programme & Research Committee:** The members of this committee will help in maintaining the discipline & decorum during the class hours with respect to attendance, proper grooming and uniform/formal wear, students carrying ID cards; encourage the students for newspaper reading & *gyan* sessions. They would also deal with checking and informing whether the classes are happening as per the session plans, helping the PGP team in Academic Audit etc. Also they would help the coordinators with respect to the different classes held, feedback of students, any extra sessions or activity based study required for the class. They would also coordinate with the PGP Chairperson / Dean / CRC Team to arrange for lecture by eminent academicians as well as industry people for visiting / guest sessions.

This committee would also help in publishing in-house magazines with intellectual research papers and articles from students & faculty. Also it would update on the current affairs and the general knowledge tips as required by all.

- 2. Placements and Corporate Relations Committee:** Member students need to be highly pro-active, positive and enthusiastic. They are expected to be very good in communication, presentation, behavior, and ethics. These students will be interacting with the companies for job opportunities and exploring new companies in different ways. This committee will be responsible for getting corporate at different level like Sr. Executive's, Assistant Managers, Managers, VP's, CEO's and the Celebrities on campus for the different guest sessions, seminars, conferences and indirectly helping the Placements Team with recruiters for summer internships and final placements. The team should also engage companies for LIVE Projects, small assignments etc., and will assist in final placements and internships, in addition to it, they will also be assisting in making recruiter's guide, placement brochure etc.
- 3. Conferences & Events Committee:** Here student's main responsibility will be exploring & cultivating the new & innovative ideas to have corporate events / seminars / conferences on and off campus. It will include hospitality, sending invites, front and back stage arrangement, budgeting for the event with the concept note, and discipline during the event in the said venue arranging for a pre and post media publicity in coordination with Media & PR Committee
- 4. Social Responsibility Committee (SRC):** Jaipuria Institute of Management, Jaipur recognizes the need for Social engagement and hence through its Social Responsibility Committee (SRC) is engaged in developing social acumen and conducting various outreach Programmes and activities. SRC undertakes all the Social engagement activities of the campus and contributes for the improvement and upliftment of the society. The flagship programme introduced by the SRC is 'Mindbloom' where Jaipuria Jaipur has adopted the nearby government school - Rajkiya Prathmik Vidyalaya. As the name suggests, under this programme, SRC students are blooming the minds of the school students by grooming their personalities and imparting knowledge limited to not only books, but beyond. The SRC also works in association with twelve reputed Non-Governmental Organizations (NGOs) and annually organizes the Winter Internship for Societal Happiness (WISH) programme. The objective of the Wish program is to inculcate awareness about various social issues amongst the students. The whole batch is divided between these NGOs as a part of their Winter Internships, coordinated by the SRC. The SRC also conducts activities like Tree Plantation drives, War against

hunger campaigns, Poster making competitions for sensitizing students about Sustainable Development, Blood donation camps etc. and fulfills its objective of Social Responsibility.

- 5. Media Relations Committee:** This committee will be responsible for the media-related documentation and capturing of major college events such as seminars, college fests, conferences, interviews and placement interviews. Candid photoshoot of students is captured and further coordinated with Corporate Office which are used for admissions, placements, brochure development and other marketing activities. The team is responsible for handling pre and post coverage of campus events in several print media platforms. College magazine 'Jaipurians World', a bi-annual publication captures different management related articles from students and faculty alike. In addition, the team captures students' testimonials about their campus experience, placement experience, lived experiences, best moments in Jaipuria, convocation and the like. It also includes handling college links and blogs on different social media channels like Facebook, Instagram, and LinkedIn.
- 6. Alumni Relation Committee:** The committee will wholly be responsible for maintaining relationship with the alumni of institute. They shall be invited for events, seminars, and alumni enriching events etc. as well as to mentor the students as and when required. A complete and whole updated data of the same shall be maintained by each institute and also a new initiative such as JIM Alumni page on LinkedIn, Facebook etc. should be incorporated.
- 7. International Relations Committee:** Member students are expected to help in finding out possibilities for different MOUs with top Universities / B-Schools worldwide that would benefit them for the student / faculty exchange Programme collaborating with their respective institutes. They would also assist regarding the visits / international tours / international immersion Programmes / international conferences for the students, staff & faculty. Their responsibility will also include inviting foreign delegates for sessions/ events/ seminars and conferences etc. Students will also organize different country level events and international student's day for a wider and brighter scope of understanding the traditions, cultures and values of different countries etc.
- 8. Extra-Curricular Committee:** This committee is responsible for conducting social and semi-official events on campus like management fests, sports, debate competition, cultural Programme; movie screening that would make the student all-

rounder with academics. They would be wholly responsible for making the budget, concept note, objective of the event and back & front stage arrangements with proper hospitality services to the guests and judges of the events.

- 9. Sports Committee:** This committee is responsible for conducting various sports events (Indoor/Outdoor) on campus etc. They would be wholly responsible for making the budget, concept note, objective of the event and back & front stage arrangements with proper hospitality services to the guests and judges of the events. They would also be responsible for selecting teams to participate in various sports events outside the college.
- 10. Student Welfare & Disciplinary Committee:** This committee will have the responsibility of welfare of students in campus and off campus. It will also deal with the disciplinary issues in the institute in the non-working hours. This committee will help to get the grievances of the students to the management in specific to infrastructure, or any other as the case may be.
- 11. Hostel Welfare Committee:** This committee will have the responsibility of the welfare of the hostel students in campus and off campus. Working with all other committees of the student council, this committee will promote student welfare, engagement and learning in the hostels. The committee will apprise the management of the student grievances, manage the mess menu, additional hostel facilities (common rooms, gymnasiums, sports, etc.). The committee will also conduct Life After 6 related activities for the hostel students on weekdays and weekends.
- 12. Innovation & Entrepreneurship Cell:** This Cell would need special attention. Students who have brilliant ideas of starting their small businesses and operations must be guided and nurtured well. This would bring about integrated qualities of all the specializations and nurture mental ability to think differently with an entrepreneurial bent of mind. This Committee will also further the collaboration with NEN, WADHWANI Foundation, Tie etc. to help, support, coordinate the endeavor, organizing B-Plan workshops / competitions, promoting Social entrepreneurship etc.
- 13. Decoration Committee:** This committee is responsible for decorating the institute at various events/functions/conclave /conferences/FDP/MDP/celebrations etc. They would be wholly responsible for making the budget, concept note, theme of beautification of campus, Rangoli etc.

**14. Student Training & Development Committee:** The role of this committee would be to assist in all the activities associated with TIIP, IDP, Mentoring and overall training of students in all the Trimesters. The team members would be a part of planning and execution, assessment along with follow-up as and when required. The training cell along with the committee members would ensure the smooth conduct of training activities throughout the Programme.

**15. Life After 6 Committee:** The Life After 6 committee is actively engaged into enhancing students' learning experience through its informal learning approach. The students enrolled under the committee will be responsible for ensuring the scheduling of various activities, developing write-ups and reports of various activities, ensuring the coverage of activities, acting as Assistant Editor to the Life After 6 Bulletin published weekly.

**16. MDP Committee:** The members of the MDP committee will help in coordinating the MDP programs on campus. They would be attending to the guests who would come for training. They would also coordinate with the MDP Team to arrange for sessions by faculties as well as industry people. They will help in ensuring smooth flow of sessions. The MDP committee will also conduct some training sessions of industry's management practices for the students.

**17. Online Engagement & Outreach (OEO):** The members of OEO committee will help in Podcast, Jaipuria Talks, Jeunesse Magazine and Online Student Engagement Activities.

Under the guidance of faculty chair, the council head will conduct online student engagement activities and responsible to create content for the same, increase the outreach of activities on digital platform.

#### **Club and its Rules and Regulation:**

Our campus has a culture of forming several clubs to promote holistic learning in the students. Students can be members of the club. The club will be governed by their respective club rules, and advised by respective faculty coordinators.

1. **Niche - Marketing Club:** Niche is conceptualized as marketing club. It instills a passion for marketing among the students, making them understand that marketing is a way of life, an orientation and a philosophy. Enhancing their marketing quotient are also some of the aspects that the club inquires upon.

2. **Concern - HR Club:** This club endeavors to inculcate interest in Human Resource related activities among students. Here it is believed that the need of the hour is to use the HR concepts in real life situations. The club organizes activities to develop interpersonal and other HR skills necessary to survive in the corporate world.
3. **Desert Devil (Sports Club):** This club offers the students an opportunity to participate in a wide variety of sports and recreational activities. All programs are based on student interest and designed to enhance the experience by creating an environment where students can unite in diverse groups to achieve common goals and objectives while encouraging healthy lifestyles.
4. **DRASIC (Art, Literature, Drama, Culture, Debate & Theater Club):** Art and Culture are the strings we are born with. Preserving and forwarding the essence and vitality of our rich tradition are an indispensable part of Jaipuria life. The agenda of incorporating this club is to provide a platform to students for the fun and life changing opportunities. The club focuses on broadening their knowledge, skills, communication, networking and to indulge in their passion. Promoting and re-living that culture strengthens our bond with nature and people all around. This club provides a platform to re-invent selves, re-imagine contexts and nurture the hidden talent of our students.
5. **Sadbhav (Spirituality, Human Values and Wellbeing Club):** This club is a platform to discuss the real purpose of human existence. Discourse on the importance of spiritual principles and human values in personal and professional life are there, which helps in the holistic development of the students making them responsible citizens.
6. **Number Crunchers – Economics, Finance & Investment Club:** Activities in this club are so designed that the students learn and discuss the topics related to economics and finance in an informal setting. This club also provides the students a forum to remain updated with the recent happenings in the field of economics and finance.
7. **Alliance of Sustainability (AOS):** The future depends on the sustainable work we do embedded in the way we work. This club will aim to imbibe and achieve all the 17 Sustainable Development Goals given by United Nations in the campus premises and to promote environmental friendly solutions for the chore activities

leading to become a Sustainable Institution. The Club shall also focus on writing academically oriented discussion papers focusing on Sustainability and related areas.

8. **Ek Bharat Shreshtha Bharat Club:** The main purpose of this club is to enrich and enhance the tradition and culture of the country. Our partnering Institute is Girijananda Chowdhury Institute of Pharmaceutical Science (GIPS), Assam. We will connect to our partnering Institute on monthly basis and both will promote the rich tradition of each other through events like song and dance festivals, food festivals, book festivals, tour and travel, literacy events and many more. Faculty, staff and students of both Institute will know about the different traditions, culture, and practices of Assam and Rajasthan.
9. **Analytic X Club:** The vision of the club is to achieve the best reputation with prestigious, analytics-based, and decision intelligence-focused business programs. The mission of the club is to facilitate learning of multifaceted analytics as per the need of the Current era and represent Jaipuria through events, activities, and competencies. The major activities of the club are: Transformation of Knowledge sharing, Implementation of Real world Application, Job Trekking, etc.
10. **Operations Club:** This club bridges the gap between classroom teaching and practical application in various field of Operations - Operations Strategy, Logistics and Supply Chain Planning, Constraint Management, Inventory Management etc through Simulation Games, Case Competitions, Quizzes, Live Projects, Industry Visits and Conclave. The operations club also strives to foster interest in Operations Research and Supply Chain Management.
11. **SMAC Club:** SMAC (Service Management Activity Club) is a club meant for organizing and conducting activities & workshops specially for the purpose of gaining knowledge and insights of service related organizations.  
Initiatives under SMAC-
  - R- Readiness for industry
  - I- Entrepreneurial & Problem -solving
  - S- Subject Proficiency
  - E- Effective interpersonal & soft skills



### ➤ **General Rules and Regulations for Clubs**

- These clubs are part of life @ Jaipuria Jaipur campus.
- Each student has to be necessarily a member of any two clubs on campus.
- We have total 11 CLUBS in campus.
- Each club will consist of 1 or 2 coordinators from 2<sup>nd</sup> year and few students can join as members from 1<sup>st</sup> year or Second Year.
- Membership is open every year up to 31st August for all the clubs. Students can give their choices to the respective club faculty coordinators.
- Each club will conduct one activity in each month.
- Non-performing/participating behavior in the clubs will be taken seriously by the club coordinators and it may result into expulsion from the membership of the club

Each club will also plan its succession team in the month of March every year.

### **Life After 6**

The importance of social interactions, freewheeling discussions on hot topics, learning a new art form, a new language or just plain engaging in intellectual pursuits with a flair of fun is well understood post classes get over and for such activities, Jaipuria has its own share of Life after 6. All of these sessions will be planned and conducted by Jaipuria students only through various committees and clubs of student council. The list below indicates how life after 6 initiatives can actually help your transformation and add immense value.

#### **Hobby Classes:**

**Hobbies** play a very important role in our lives. They occupy our minds when we are free and also make us happy. Main benefits of having a hobby is that it is a major stress-buster. You actually enjoy doing it and it satisfies your soul. In Life After 6 we have come with hobby classes like Music, Self Defense Classes, Dance Practice, Caricature, WAVE, Hot Coffee, Research Seminar and many more. Few of them are listed below for your perusal:

- (a) Music: If you have your own guitar/Flute/Casio and you are passionate to learn or continue practice, this is exactly meant for you.

- (b) Self-Defense Classes: This is your opportunity to stay fit, learn defensive technique, remove stress, and earn certification. Classes are supervised and conducted by known expert.
- (c) Dance Practice: This is your opportunity to learn popular dance styles and pursue your hobby by regularly practicing various dance styles in the presence of expert.
- (d) Caricature: This activity will enable the participants to understand the basics of developing the caricature followed by the hands on practice of developing the same.
- (e) WAVE: It stands for Written and Verbal English. This is a forum wherein you have the opportunity to enhance your spoken English, conversation skill through role plays and practices.
- (f) Hot Coffee - Hot Issue: This forum is really hot over issues of current interest. You have opportunity to learn & share analysis over a cup of coffee.
- (g) Research Seminar: This is a public seminar forum wherein your opportunity is to address the entire community on specific well researched topic of interest. A good seminar can earn you a certificate and credential.

Along with these forums, Life After 6 will also conduct the following workshops and activities regularly:

- Photography Workshops and Photo Walks
- Content and caption writing workshops and competitions
- Meditation and Yoga Workshops
- Meet your Alumni Sessions
- Personal Grooming Workshops
- GD and PI Workshops
- Theater Workshops
- Anchoring and MC Workshops
- Open-Mics
- Discussion Forums
- Research Roundtables
- E-Talks (entrepreneur talks)
- Ideation Workshops
- Model United Nations

- B-Plan Competitions

### **Aptitude & Skill Based Courses**

Aptitude & Skills Based Courses denote the set of abilities required to perform a specialized activity. We focus on student development where aptitude and skill based courses plays vital role to build skills or abilities in students to perform a particular task in a better way.

- Data Analysis using Ms-Excel

This course takes your knowledge and operational ability of working on Excel to the next level. You can learn how to conduct data analysis using Ms-Excel. Also you can earn a certification upon completion of specified number of hours.

- Business Mathematics

The course will focus on enhancing the business mathematics skills of students.

### **Hostel Accommodation:**

A hostel is a place where we give students a healthy, hygiene, safe and a social gathering experience. We follow all the safety protocols SMS (Social Distancing, Mask and Sanitizer) to keep our student healthy and fit. Hostel is full equipped with all modern facilitates like Iron Stand, Hot Water Kettle, Washing Machin, Coffee Machines, Surprise Parties. We have separate Girls and Boys Hostel within the campus premises.

#### **i. Hostel Rules**

- The general management of hostel is vested with the Faculty-in-charge, Hostel Wardens, and also by student coordinators. The rules for the residence in the hostels are given in the following paragraphs. 'HOSTEL' would mean any residential accommodation provided to a student.
- The students residing in the hostel shall be required to abide by the hostel rules and other instructions issued by the hostel authorities from time to time, any breach of hostel rules and instructions will render a student liable to disciplinary action.
- On admission, each student shall have to deposit the prescribed room rent and mess charges. The Hostel In charge shall make the allotment of rooms on receipt of

memorandum of admission from the PMC Office. No change of rooms shall be allowed.

- The institute shall provide the hostel rooms in ready shape with all amenities properly functioning, in the event of any damage occurring during the time of occupancy the occupants shall be liable to pay the due amount to get it changed/repared by institute administration. On the day of allotment/check in student should satisfy herself/himself for the functioning of the amenities.
- The hostel wardens are responsible for the implementation of hostel rules and regulations with the help of institute administration.
- Every hosteller is required to attend college regularly on time without any fail; no hosteller will stay back in hostel during class hours, unless specifically permitted by the PMC office.
- Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/ indirectly in in-disciplinary activities like theft/ragging/ fighting/ quarrelling/ abusive language /misbehaving with fellow students within hostel/campus premises, the disciplinary action shall be initiated against him/her.
- To carry utensils from the mess in the hostel room is strictly prohibited.
- Lending/borrowing money/expensive gadgets from co-hostellers is strictly prohibited.
- Students cannot vacate hostel during academic year and in case some student wants, he/she is liable to pay full hostel fee of that particular academic year.
- Parents are requested to keep in regular touch with their wards, to know their class timings and their whereabouts after class timings.
- Notices for the guidance of the students shall be displayed on the notice boards. Students are advised in their own interest to read the notices regularly. Ignorance of regulations and instructions shall not be an excuse for non-compliance.
- No club or society shall be formed without the permission of faculty-in-charge of Hostels and no meeting except Mess Committee, shall be held in the hostel nor shall outsiders be invited to such meetings without the permission of the Hostel Warden.
- Parties or entertainments shall not be held in the hostel premises without the permission of the Hostel Warden.
- No dogs or other pets or firearms or radios (other than battery operated transistor radios) are permitted to be kept in the rooms. The volume of radios/musical instruments should be kept low so as not to disturb fellow residents of the hostel.

- The students shall keep their rooms clean and tidy. Cleanliness must also be observed in bathrooms, common rooms.
- An indiscipline register shall be maintained by the Hostel Warden. Where the names and signatures of the defaulters will be mentioned and in case of repeated indiscipline necessary action will be taken as per the rules of the Institute. All the cases of Indiscipline shall be reported to the Disciplinary Committee.
- Strict disciplinary action shall be taken for the students found under influence of liquor within the institute/hostel premises. Possession or consumption of liquor and alcohol within the hostel and Institute premises is strictly prohibited. If any student is found positive in consuming such substances he/she will be punished as per the rules of the institute.
- All cases of illness must be reported immediately to the Hostel warden and Programme Management Center.
- Students must not incur any debts. The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens or outside shops etc., incurred by the student.
- Parents and guardians are allowed to the hostel, but they are not allowed to stay overnight in the hostel. Visitors must leave the hostel by 8 pm in winter and 9 pm by summer or as per latest notice
- Visitors to the girls' hostel shall remain limited to her mother and female relatives whose names have been given by the parents at the time of admission and in case of boys' hostel only mother is allowed.
- Guests and friends of the hostel students should be entertained in the Institute campus only.
- Day scholars will not be permitted to stay in hostel under any circumstances. Hostellers, both girls and boys shall not entertain any of their day scholar friends to stay with them in hostel.
- No outside student present or past shall be allowed to enter the campus premises after 7 pm.
- No male visitors including the father/brother etc. are allowed inside the room of the girls' hostel. Similarly, no female visitors including mother/sister etc. are allowed inside the room of boys' hostel.
- Male students are not allowed to visit the girls hostel any time. Similarly, female students are not allowed to visit the boys' hostel any time.

- A complaints register shall be maintained in each hostel. The Hostel warden shall examine the register weekly, take remedial/corrective actions and bring the problems to the notice of the Faculty-in-charge/Administrative Department.
- The hostellers are required to leave the hostel at 8:50 AM positively for classes. The hostel attendant shall report to PGDM office and Hostel wardens if the students are found in their rooms during class hours.
- Students shall be fully responsible themselves for their conduct and wellbeing while moving out of campus after the out pass is issued on their request. Any mishaps occurring within and outside the campus shall not be under the purview of the institute management and it will be the sole responsibility of the students to take care of themselves.
- The students shall be personally responsible for their sound behavior and conduct, not leading to any unpleasant incident, causing damage of any nature to self or others in the campus. The institute shall not be responsible for any occurrence to the student while in campus because of his or her conduct which is unhealthy, unsound or unsafe.
- Student shall inform the administration in case of any medical illness.
- In the night, Campus main door closed at 11.00 pm and Hostel building door closed at 12.30 am.

## **ii. Vacation of Rooms in the Hostel**

Students are not allowed to stay in the hostel during the vacation/summer internship period. They will hand over the charge of their rooms to the hostel warden with all fully functional amenities and Hostel warden/institute administration will testify it.

## **iii. Electricity**

1. Use or possession of electric heaters or other electric appliances including electric iron in the hostel rooms is not permitted. A fine of Rs. 1000/- shall be levied, the appliance will be confiscated and disciplinary action will be taken for violation of this rule, including cancellation of hostel allotment.
2. Fans and lights in the rooms must be switched off before leaving the rooms. Occupants are liable to be fined Rs. 300/- when found defaulting on this account. The hostel attendant/hostel warden will monitor it and sudden inspections can take place by hostel committee/institute administration.

#### iv. Common Room

Furniture and other articles/equipment from the hostel shall not be removed under any circumstances.

#### v. Mess Timing & Rules

Hostel shall be managed by a committee by the Dean Student Affairs, Faculty Coordinators, Hostel Wardens, Administrative Officers and Student Representatives.

- Mess timings for breakfast, lunch & dinner are to be strictly adhered to. No change is allowed without written permission from the Hostel In charge.

<b>Mess Timing</b>	
Breakfast	8.15 am to 9.30 am
	9.30 am to 10:30 am (Sunday)
Lunch	1.00 pm to 2.00 pm
	1:30 pm to 2:30 pm (Sunday)
Evening Tea	5.00 pm to 6.00 pm
Dinner	8.30 pm to 9.30 pm
Milk Time	9.30 pm to 10 pm

- Mess fee will be charged in advance as decided by the institute mess contractor with due approval of mess committee. The fee shall be revised as per the decision of mess committee if situation warrants.
1. Mess Fee as applicable for the academic session 2024-25 shall be deposited in one installment. It has to be paid within one week after joining the hostel. A late fee of Rs. 50/- per day will be charged for defaulters.
  2. Hostel and mess fees is payable for the complete month, irrespective of the day of joining the hostel.
  3. The mess menu will be decided by the mess committee and notified as and when required.
  4. Lunch for day scholars will be served in the cafeteria on payment basis. Day scholars are not entitled to take lunch in the hostel mess. Similarly, food for hostel boarder will be served in hostel mess and in no circumstances it can be transferred to cafeteria.

**vi. Hostel Affairs Committee Members (2024 - 2025)**

Hostel shall be managed by a committee includes Dean, Student Affairs, Faculty Coordinators, Hostel Wardens, and Administrative Officer and Student Representatives. The Names of the Members are as followings:

<b>Hostel Committee Members</b>	
<b>Dean (Student Affairs)</b>	
Prof. Daneshwar Sharma	9057283074
<b>Faculty In charge</b>	
Dr. Ajit Kumar Singh (Boys Hostel)	8319793351
Dr. Himanshi Pandey (Girls Hostel)	9932505122
<b>Administrative Department</b>	
Hemant Baweja	9414069344
<b>Wardens</b>	
Manraj	9041439727
Gurpreet Kaur	8112970914
<b>Students Members of Committee</b>	
Jai Nandlal Radadiya	9725402343
Akshita Vijay	9079027437

**The role of student members of committee is as under**

- Students should check the quality and quantity of food on daily basis.
- Students should check the cleanliness of cafeteria and suggest the Mess Contractor to make it hygienic and clean on daily basis.
- Suggestions and feedback should be conveyed to the Hostel warden on daily basis.

**vii. Health Experts and Facilities at the Hostel**

Jaipuria Jaipur hostels have engaged follow Health Experts for the service of hostel students. Students can avail these services as per the rules and regulations. First Aid Kit is available at reception desk. Apart from this the institute has a medical room on ground floor. A male and female doctor, also visit the institute on Thursday & Sunday of each week. These doctors are also available on call round the clock in case of medical



emergency. A psychological counsellor will also visit once a week. The institute has its own transport facility for taking students to empaneled hospitals. In case of any such need students must contact reception desk/ Admin Officer.

Medical Consultant	Contact Number
Dr. Anil Choudhary	9414795104
Dr. Suman Choudhary	7073466493
Mrigtrishna Rathore (Psychiatrist & counsellor)	9782169011

Circular/Director/2024-25/General/007

10 June 2024

### **Circular**

#### **Sub: Appointment of Counsellor for Psychological Counselling**

This is to inform that Ms. Mrigtrishna Rathore has been hired as counsellor to help and guide with respect to psychological counselling related to mental health. Students, faculty, and staff may contact her phone no: 9782169011 for any help.



**Dr Prabhat Pankaj**  
Director

### **viii. Reservation of Rights**

The management reserves the right to modify or alter any of the rules/ provisions, mentioned in this handbook, if it finds it necessary to do so.

- i. However, such changes will be discussed at a faculty body meeting (involving any other staff who may have the requisite knowledge of the matter) and implemented after a faculty resolution.
- ii. Such changes will be notified and administered with prospective effect and will, then on, be binding on all students of the PGDM Programme.

### **Facilities at Campus**

We have certain facilities at campus for recreational activities for students.

- **Cafeteria**

The campus has a modern cafeteria well furnished to cater to students' tastes, besides beverages and snacks; it has a provision for serving meals to day boarding as well. The students are not allowed to sit in the cafeteria during classes.

- a) **Sports Room**

To achieve quality physical education and sports programs allocation we have come up with sports room including pool, table tennis, chess, carom etc.

- b) **Student Lounge**

Student Lounge is a space for relaxation and study for students. You will find helpful resources and information designed to help and enhance your educational experience. It is fully equipped with books, music system, TV and Magazines.

24 hours Wi-Fi connectivity is available in academic and hostel area.

**Annexure I**  
**Academic Calendar for AY 2024-25**  
**PGDM and PGDM-SM, Batch 2024-26**

	<b>Date(s)</b>	<b>Day(s)</b>	<b>Faculty Coordinator</b>
Registration	1 <sup>st</sup> July 2024	Monday	PMC Team
Induction Program	2 <sup>nd</sup> July - 12 <sup>th</sup> July 2024	Tuesday-Friday	Dr. Samar Sarabhai, Dr. Varun Chotia, Dr. Aparna Mendiratta and PMC Team
<b>Term I (15<sup>th</sup> July 2024 – 29<sup>th</sup> September 2024)</b>			
Commencement of Trimester I	Start Date – 15 <sup>th</sup> July 2024 End Date 29 <sup>th</sup> September 2024	Monday-Sunday	-
National Conference on Agribusiness Opportunities and Challenges	23-24 August 2024	Friday- Saturday	Dr. Oum Kumari R
18 <sup>th</sup> Foundation Day	28 <sup>th</sup> August 2024	Wednesday	Dr. Prashant Gupta
HR Conclave-24	6 <sup>th</sup> September 2024	Friday	Dr. Niranjan Rajpurohit
E-Week	9-13 September 2024	Monday	Dr. Anshita Agarwal & Dr. Shubham Singhanian
IDP-I	16 <sup>th</sup> -20 <sup>th</sup> September 2024	Monday-Friday	Dr. Akash D Dubey, Dr. Niranjan Rajpurohit & Dr. Priya Sharma
SIP Presentation Competition-24	23 <sup>rd</sup> September 2024	Monday	Dr. Lokesh Vijayvargy
15 <sup>th</sup> Thought Leadership Lecture Series	27 <sup>th</sup> September 2024	Friday	Dr. Prashant Gupta & Dr. Samar Sarabhai
End Term Examinations	30 <sup>th</sup> September-05 <sup>th</sup> October 2024	Monday- Saturday	-
Term Break	6 <sup>th</sup> -13 <sup>th</sup> October 2024		
<b>Term II (14<sup>th</sup> October 2024– 19<sup>th</sup> January 2025)</b>			
Commencement of Classes (Term II)	14 <sup>th</sup> October 2024	Monday	-
Declaration of Term-I result ( Re-orientation & Rejuvenation (R&R-I)	18 <sup>th</sup> October 2024	Friday	Dr. Samar Sarabhai
AI and Analytics Conclave-24	16 <sup>th</sup> October 2024	Wednesday	Dr. Ramzan Sama & Dr. Navin

Finance Conclave-24	28 <sup>th</sup> October 2024	Monday	Dr. Shubham Singhania & Dr. Rajesh Sinha
Operation Conclave-25	7 <sup>th</sup> November 2024	Thursday	Dr. Lokesh Vijayvargy & Dr. Srikant Gupta
8 <sup>th</sup> National Seminar In the series "Rajasthan 2030"	11 <sup>th</sup> November 2024	Monday	Dr. Varun Chotia & Dr. Aparna Mendiratta
18 <sup>th</sup> Annual Youth Fest "Abhyudaya"	28 <sup>th</sup> -29 <sup>th</sup> November 2024	Thursday- Friday	Dr. Daneshwar Sharma
IDP- Term II	13-14 December, 2024	Friday- Saturday	Dr. Akash D Dubey, Dr. Niranjan Rajpurohit & Dr. Priya Sharma
14th Alumni Meet 24	21 <sup>st</sup> December 2024	Saturday	Dr. Lokesh Vijayvargy & Dr. Anvay Bhargava
Specialization Seminar - I (Area wise)	6 <sup>th</sup> January 2025	Monday	Area Chairs and PMC Team
Marketing Conclave	17 <sup>th</sup> January 2025	Friday	Dr. Usha Badhera & Dr. P Mary Jeyanthi
End-Term Examinations (Term II)	20 <sup>th</sup> January-25 <sup>th</sup> January 2025	Monday-Saturday	-
Term Break	27 <sup>th</sup> January-02 <sup>nd</sup> February 2025		
<b>Term III (3<sup>rd</sup> February-20<sup>th</sup> April, 2025)</b>			
Commencement of Classes (Term III)	3 <sup>rd</sup> February 2025	Monday	-
Budget Conclave	3 <sup>rd</sup> February 2025	Monday	Dr. Varun Chotia & Dr. Oum Kumari R
12 <sup>th</sup> National Sports Meet 2025	6 <sup>th</sup> – 7 <sup>th</sup> February 2025	Thursday-Friday	Prof. Rahul Meena, Mr. Devesh Vashistha & Ms. Priyanka Yadav
12 <sup>th</sup> International Youth Conference	13 <sup>th</sup> -14 <sup>th</sup> February 2025	Thursday-Friday	Dr. Daneshwar Sharma, Dr. Ramzan Sama & Dr. Akash D Dubey
Declaration of Term-II result (R & R Programme-II)	21 <sup>st</sup> February 2025	Friday	Dr. Samar Sarabhai
Specialization Seminar –II (Elective wise)	11 <sup>th</sup> April 2025	Friday	Area Chairs and PMC Team
End-Term Examinations (Term III)	21 <sup>st</sup> April-26 <sup>th</sup> April 2025	Monday-Saturday	-
Convocation	May- June 2025		Dr. Samar Sarabhai, Dr. Lokesh Vijayvargy

**Annexure II**  
**Academic Calendar for AY 2024-25**  
**PGDM and PGDM-SM, Batch 2024-26**

<b>Jaipuria Institute of Management, Jaipur</b> <b>Annual Student's Activity Calendar 2024-25</b>			
<b>Date</b>	<b>Day</b>	<b>Club &amp; Committee Activity Calendar</b>	<b>Faculty Coordinator</b>
1-12 July, 2024	Monday- Friday	Jaipuria Got Talent	Dr. Daneshwar Sharma
10 August, 2024	Saturday	Wish Day – 1	Dr. Varun Chotia
15 August, 2024	Thursday	Independence Day/ JSC- 2024 Oath Ceremony	Dr. Daneshwar Sharma
23-24 August 2024	Friday- Saturday	National Conference on Agribusiness Opportunities and Challenges	Dr. Oum Kumari R
28 August, 2024	Wednesday	18 <sup>th</sup> Foundation Day	Dr. Prashant Gupta
28 August, 2024	Wednesday	5 <sup>th</sup> M. R. Seth Jaipuria Memorial Debate	Dr. Daneshwar Sharma
30 August 2024	Friday	Fresher's Welcome	Dr. Daneshwar Sharma
31 August, 2024	Saturday	Wish Day – 2	Dr. Varun Chotia
1-4 September, 2024	Sunday- Wednesday	Leadership Development Program, Jaipuria Student Council	Dr. Daneshwar Sharma
5 <sup>th</sup> September, 2024	Thursday	Teacher's Day Celebration	Dr. Daneshwar Sharma
7 September, 2024	Saturday	Wish Day – 3	Dr. Varun Chotia
14 September, 2024	Saturday	Wish Day – 4	Dr. Varun Chotia
21 September, 2024	Saturday	Wish Day – 5	Dr. Varun Chotia
18 October, 2024	Friday	Re-orientation & Rejuvenation (R&R)- I	Dr. Samar Sarabhai
19 October, 2024	Saturday	Wish Day – 6	Dr. Varun Chotia
11 November, 2024	Monday	8 <sup>th</sup> National Seminar Rajasthan 2030	Dr. Varun Chotia & Dr. Aparna Mendiratta
28-29 November, 2024	Thursday-Friday	18th Annual Youth Fest Abhyudaya	Dr. Daneshwar Sharma
16-21 December, 2024	Monday-Saturday	Wish Week (Days 7 to 12)	Dr. Varun Chotia
23 December, 2024	Monday	Christmas Celebration	Dr. Daneshwar Sharma
2 January, 2025	Thursday	Traditional Day Celebration	Dr. Daneshwar Sharma
4 January, 2025	Saturday	Wish Day – 13	Dr. Varun Chotia
4 January, 2025	Saturday	Faculty & Staff Day Celebration	Dr. Daneshwar Sharma
10-11 January, 2025	Friday- Saturday	12 <sup>th</sup> National Sports Meet 2025	Prof. Rahul Meena, Mr. Devesh Vashistha & Ms. Priyanka Yadav
13 January, 2025	Monday	Uttrayan & Lohri Celebration	Dr. Daneshwar Sharma
26 January, 2025	Sunday	Republic Day	Dr. Daneshwar Sharma
13-14 February, 2025	Thursday- Friday	12 <sup>th</sup> International Youth Conference	Dr. Daneshwar Sharma, Dr. Ramzan Sama & Dr. Akash D Dubey
14 February, 2025	Wednesday	Basant Panchami	Dr. Daneshwar Sharma
21 February, 2025	Friday	Re-orientation & Rejuvenation (R&R)- II	Dr. Samar Sarabhai
21-22 February, 2025	Saturday	Clash of Corporate	Dr. Akash D Dubey & CMC Team
3-20 March, 2025	Monday	Jaipuria Student Council Elections 2025-26	Dr. Daneshwar Sharma
10 March, 2025	Monday	Jaipuria Art & Literature Festival	Dr. Daneshwar Sharma
17 March, 2025	Monday	Health & Happiness Conclave	Dr. Daneshwar Sharma & Dr. Niranjan Rajpurohit
10 April, 2025	Thursday	Annual Prize Distribution	Dr. Daneshwar Sharma
27 April, 2025	Sunday	Farewell 2025	Dr. Daneshwar Sharma

### **Annexure III**

#### **List of Open Electives**

1. Service Marketing (Marketing Area)-IV
2. Financial Institutions and Markets (Finance Area)-IV
3. Business Intelligence & Decision Making (Business Analytics Area)-IV
4. ESG Reporting and Risk Analysis (Economics & IB Area)-IV
5. Consulting For Managers (Strategy and General Management Area)-IV
6. Customer Relationship Management (Marketing Area)-V
7. Data Visualization (Business Analytics Area)-V
8. Technology and Innovation Strategy (Strategy and General Management Area)-V
9. Diversity and Inclusion at Workplace (HR & OB Area)-VI
10. Project Management (Operation Area)-VI
11. Strategy Mergers & Acquisitions and Strategic Alliance (Strategy and General Management Area)-VI

### **Annexure IV**

#### **List of Liberal Arts Electives**

1. Introduction to Philosophy
2. Society and Culture
3. Elementary French Language
4. Positive Psychology and Happiness

**Annexure V**

**Fee & Payment Schedule**

**Fee Structure for PGDM and PGDM SM - Batch 2024-26**

S.No	Particulars	I At the time of admission	II 09th September, 2024	III 09th December, 2024	IV 10th March, 2025	V 09th September, 2025	VI 09th December, 2025	Total (In Rs.)
		Amount	Amount	Amount	Amount	Amount	Amount	
1	Tuition Fees	230,000	210,000	210,000	225,000	200,000	200,000	12,75,000
2	Security Refundable	10,000	-	-	-	-	-	10,000
<b>Total (In rupees)</b>		<b>240,000</b>	<b>210,000</b>	<b>210,000</b>	<b>225,000</b>	<b>200,000</b>	<b>200,000</b>	<b>12,85,000</b>

**Hostel Fee Structure for Academic Year - 2024-25**

Sr. No.	Particular's	I At the time of admission	II 10th March, 2025
		Amount (In Rs.)	Amount (In Rs.)
1	A.C. Hostel Fee (Single Occupancy)	170000	Will be decided
2	A.C. Hostel Fee (Double Occupancy)	115000	Will be decided
3	Hostel Security Fee (Refundable)	10000	-

**Note: - Hostel fee will be increased in 2<sup>nd</sup> year, based on the information provided in the month of February, 2025.**



**Annexure VI**  
**Telephone Directory**

<b>Telephone Directory - Jaipuria, Jaipur</b>				
<b>Name</b>	<b>Designation</b>	<b>Extn.</b>	<b>Mobile</b>	<b>Email ID</b>
<b>Reception (Front Office)</b>				
Ms. Shalini Saxena	Executive	203-4	9672751220	shalini.saxena@jaipuria.ac.in
<b>Director's Office</b>				
Dr. Prabhat Pankaj	Director	201	9799771222	prabhat.pankaj@jaipuria.ac.in
Ms. Priyanka Yadav	Senior Executive	202	9571266663	priyanka.yadav@jaipuria.ac.in
<b>Dean's Office</b>				
Dr. Samar Sarabhai	Dean - Academics	221	9351111000	samar.sarabhai@jaipuria.ac.in
Dr. Daneshwar Sharma	Dean - Student Affairs	244	9057283074	daneshwar.sharma@jaipuria.ac.in
Dr. Ramzan Sama	Associate Dean - Research	227	9978526575	ramzan.sama@jaipuria.ac.in
<b>PGDM Office</b>				
Dr. Akash D Dubey	Program Chairperson - II Year	247	7755820850	akash.dubey@jaipuria.ac.in
Dr. Varun Chotia	Program Chairperson - I Year	246	7976160195	varun.chotia@jaipuria.ac.in
Dr. Aparna Mendiratta	Program Chairperson - SM	248	9829100270	aparna.mendiratta@jaipuria.ac.in
Mr. Deepak Jain	Deputy Manager	208	8077346552	deepak.jain@jaipuria.ac.in
Mr. Gourav Singh	Assistant Manager	243	8209960554	gourav.singh@jaipuria.ac.in
Mr. Pankaj Kumar	Senior Executive	226	9694139203	pankaj.kumar1@Jaipuria.ac.in
Mr. Himanshu Sharma	Senior Executive	241	9694768747	himanshu.sharma1@jaipuria.ac.in
<b>Faculty</b>				
Dr. Prashant Gupta	Professor	234	9818687840	prashant.gupta1@jaipuria.ac.in
Dr. Samar Sarabhai	Professor	221	9351111000	samar.sarabhai@jaipuria.ac.in
Dr. Lokesh Vijayvargy	Professor	225	9460986769	lokesh.vijayvargy@jaipuria.ac.in
Dr. Daneshwar Sharma	Professor	244	9057283074	daneshwar.sharma@jaipuria.ac.in
Dr. Swati Soni	Professor	215	9829218660	swati.soni@jaipuria.ac.in
Dr. Santosh Kumar	Associate Professor	264	8077951445	santosh.kumar1@jaipuria.ac.in
Dr. P Mary Jeyanthi	Associate Professor	224	6379444733	mary.jeyanthi@jaipuria.ac.in
Dr. Varun Chotia	Associate Professor	246	7976160195	varun.chotia@jaipuria.ac.in
Dr. Sandeep Varshneya	Associate Professor	239	9871307187	sandeep.varshneya@jaipuria.ac.in
Dr. Ramzan Sama	Associate Professor	227	9978526575	ramzan.sama@jaipuria.ac.in
Dr. Shubha Johri	Associate Professor	223	9001847497	shubha.johari@jaipuria.ac.in
Dr. Rajesh Sinha	Associate Professor	268	9571230332	rajesh.sinha@jaipuria.ac.in

Dr. Anvay Bhargava	Assistant Professor	211	9414926623	anvay.bhargava@jaipuria.ac.in
Dr. Pankaj Chamola	Assistant Professor	219	9412110093	pankaj.chamola@jaipuria.ac.in
Dr. Usha Badhera	Assistant Professor	261	9414455499	usha.badhera@jaipuria.ac.in
Dr. Akshay Kumar Mishra	Assistant Professor	240	9608030741	akshay.mishra@jaipuria.ac.in
Dr. Srikant Gupta	Assistant Professor	250	9045510543	srikant.gupta@jaipuria.ac.in
Dr. Akash D Dubey	Assistant Professor	247	7755820850	akash.dubey@jaipuria.ac.in
Dr. Vijay Prakash Anand	Assistant Professor	267	9918564999	vijay.anand@jaipuria.ac.in
Dr. Himanshi Pandey	Assistant Professor	222	9932505122	himanshi.pandey@jaipuria.ac.in
Dr. Rajdeep Kumar Raut	Assistant Professor	265	8092614661	rajdeep.raut@jaipuria.ac.in
Dr. Niranjana Rajpurohit	Assistant Professor	212	8600008642	niranjana.rajpurohit@jaipuria.ac.in
Dr. Aparna Mendiratta	Assistant Professor	248	9829100270	aparna.mendiratta@jaipuria.ac.in
Dr. Oum Kumari R	Assistant Professor	263	9950473025	oum.kumari@jaipuria.ac.in
Dr. Navin Kumar	Assistant Professor	213	8700991625	navin.kumar@jaipuria.ac.in
Prof. Rahul Meena	Assistant Professor - II	236	9625203259	rahul.meena@jaipuria.ac.in
Dr. Ajit Kumar Singh	Assistant Professor - II	229	8319793351	ajit.singh@jaipuria.ac.in
Dr. Shubham Singhania	Assistant Professor - II	224	9711924415	shubham.singhania@jaipuria.ac.in
Ms. Ashima Agrawal	Research Scholar	266	9001788595	ashima.agrawal.fpm21j@jaipuria.ac.in
Ms Vishakha Kumari	Research Scholar	266	9079335535	vishakha.kumari.fpm22j@jaipuria.ac.in
Ms Devvandya Mishra	Research Scholar	266	8690166755	devvandya.mishra.fpm23j@jaipuria.ac.in
<b>Admin. Office</b>				
Mr. Hemant Baweja	Senior Manager	242	9414069344	hemant.baweja@jaipuria.ac.in
Mr. Vijay Srivastava	Assistant Manager	209	9953390284	vijay.srivastava@jaipuria.ac.in
Mr. Manraj	Hostel warden - Boys	-	9041439727	manraj.daksh@jaipuria.ac.in
Ms. Gurpreet Kaur	Hostel warden - Girls	-	8112970914	gurpreet.kaur@jaipuria.ac.in
Mr. Dharmveer	Senior Executive	209	9358280768	dharm.veer@jaipuria.ac.in
<b>HR</b>				
Ms. Ridhima Bhagat	Deputy Manager	238	9950265022 / 7665257777	ridhima.bhagat@jaipuria.ac.in
<b>Accounts</b>				
Mr. Devesh Vashishta	Senior Manager	214	9414845444	devesh.vashishta@jaipuria.ac.in
Mr. Arun Soni	Executive	262	9636761657	arun.soni@jaipuria.ac.in
<b>Examination &amp; MRC</b>				
Mr. Shrey Srivastava	Assistant Manager	217	7727048313	shrey.srivastava@jaipuria.ac.in

<b>IT</b>				
Mr. Raj Prakash Singh	Deputy Manager	205	9887283825	raj.singh@jaipuria.ac.in
Mr. Vishal Swami	Senior Executive	205	8233771101	vishal.swami@jaipuria.ac.in
Mr. Rohit Jangid	Executive	205	8005978632	rohit.jangid@jaipuria.ac.in
<b>Library</b>				
Dr. Kishorchandra Sakariya	Librarian	206	9227443830	kishor.sakariya@jaipuria.ac.in
Ms. Rashi Maheshwari	Library Assistant	206	7088659605	rashi.maheshwari@jaipuria.ac.in
<b>Admissions &amp; Marketing</b>				
Mr. Narender Yadav	Asst. General Manager	230	9982533338	narender.yadav@jaipuria.ac.in
Mr. Harshvardhan Singh Shekhawat	Deputy Manager	218	7665440333	harshvardhan.shekhawat@jaipuria.ac.in
Mr. Abhinav Gour	Assistant Manager	254	8952015577	abhinav.gour@jaipuria.ac.in
Ms. Shreya Chandra	Senior Executive	255	9887480072	shreya.chandra@jaipuria.ac.in
Ms. Dimpal Malhotra	Senior Executive	252	8619039815	dimpal.malhotra@jaipuria.ac.in
Mr. Avik Chakraborty	Senior Executive	218	8619846465	avik.chakraborty@jaipuria.ac.in
Ms. Manisha Meena	Executive	252	8619906745	manisha.meena@jaipuria.ac.in
<b>Training, Placements &amp; Corporate Relations</b>				
Mr. Prafful Jain	Manager	235	9950199714	prafful.jain@jaipuria.ac.in
Dr. Priya Sharma	Manager	237	9694334440	priya.sharma@jaipuria.ac.in
Ms. Peeyushama Pareek	Assistant Manager	260	9412892685	peeyushama.pareek@jaipuria.ac.in
Mr. Shirish Pareek	Assistant Manager	258	9057090363	shirish.pareek@jaipuria.ac.in
<b>MDP, Training &amp; Consultancy</b>				
Dr Tina Jain	Manager	251	8005916188	tina.jain@jaipuria.ac.in
Mr Kuldeep Raiwar	Assistant Manager	231	9057852515	kuldeep.raiwar@jaipuria.ac.in
<b>Support Staff</b>				
Mr. Raghuveer Singh	Driver		9887609759	
Mr. Rakesh Sharma Jr.	Driver cum Office Boy		9982956760	
Mr. Khemraj	Electrician		9351927832	
Mr. Pramod	Office Boy		9991898379	
Mr. Hemraj Meena	Office Boy		9785275861	
Mr. Jagdish Bairwa	Office Boy		9571363807	
Mr. Prajapat Shaitan Singh	Office Boy		7878293724	
Mr Jeetu Sharma	Office Boy		7374055247	
Mr. Harsahay	Gardener		9694882214	
Mr. Chetan Meena	Office Boy		9887023391	
Mr. Kalyan Sahai Bairwa	Electrician		8890367201	

Mr Narendra Kumar Naraniya	Office Boy		7727800589
<b>Services</b>			
Security (Main Gate )		210	
Cafeteria		207	
Horticulture	Mr. S.R.Sharma		9414044166
Housekeeping	Mr. Jitendra		8058134405
Courier (First Flight )	Mr. Chandresh		7374000221 /204
<b>Medical Room (1-2PM)</b>			
Dr. Anil Choudhary	Medical Consultant - Thursday		9414795104

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