Policy Documents

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1. STRATEGIC INTENT

Consequent upon a rethink of the Strategic Intent statements of the JIMS Group of Institutions, these were revised with effect from 7 February 2022. The revised statements are given below:

Vision

To be a globally recognised institution, nurturing leaders and creating social impact through excellence in education and research.

Mission

- Evolve as a globally recognized institution of learning providing high-quality education.
- Achieve academic excellence through curriculum up-gradation, faculty development, quality research and innovative learning.
- Nurture and develop future-ready students equipped with leadership skills and values essential to succeed in national and global business organizations.
- Create social impact through execution of projects and activities which change and improve lives of people and communities.

Core Values

- Integrity and Ethics
- Entrepreneurship and Diversity
- Transparency and Accountability
- Innovative Learning and Development
- Environment & Social Responsibility

1. Strategic Objectives

In consonance with the avowed objectives of the UGC's Education Policy for the Grant of Autonomy to affiliated colleges for the improvement of the quality of undergraduate education to bring it at par with international standards by unencumbering them from restrictive controls, it was proposed that JIMS, VasantKunj, New Delhi, should enunciate the following aims and objectives as an Autonomous College:

- To admit students with the highest cut offs in the university administered Common Entrance Test for BBA, BCA and BA(JMC)programmes.
- To achieve the overall grading of A+ in the 3rd Cycle of NAAC Accreditation
- To be ranked among the Top 100 HEIs in the country in the NIRF 2021

- To secure the best placement packages for our graduating students, which are at par with the salary packages of the top ranked HEIs in the country

- To enhance quality research output in terms of papers published in peer reviewed indexed journals with good impact factor

- To focus on international collaborations with leading foreign universities.

- To implement new and innovative teaching methodologies that facilitate independent learning and reinforcement of learning skills;

- To introduce examination reforms that test the real competency levels of the students and that are in concord with new and innovative teaching methodologies;

- To develop an ecosystem of tech-based entrepreneurship development under the auspices of the Institution Innovation Council and Business Incubation Centre in collaboration with the nearby Incubation Centre at IIT, Delhi.

- To intensify the engagement with the neighbourhood community by way of Institutional Social Responsibility(ISR) activities that include among others radio broadcasts on social and economic empowerment.

- To establish with funding from corporate sector and alumni, as a part of their corporate social responsibility, Research Centres that would reinterpret the cultural values of the Indian civilization and highlight their relevance for the resurgence of a new and resilient India as a vibrant economy anchored in the principles of time-tested principles of Dharma.

2. **The Strategic Plan (2020-25)**

As the institute has already been assessed for the grant of Fresh Autonomy by the UGC Peer Team and been recommended for the same, the institute plans to draw up its Strategic Plan for the years 2020-2025 on the basis of this development. To achieve these objectives in the period of five years from the date of implementation of the grant of autonomy, the institute will focus on the following key areas:

- Create a written document of Ordinances, Rules and Regulations which will serve as a guidepost for all activities.

- Create new governance systems that are aligned to the requirements of the functioning of an Autonomous College.

- Redesign the Organizational structure to reflect the changes in the governance plan.

- Draw up and implement the Student Admission Policy and Plan.

- Draw up and implement the Curricular Policy and Plan

- Devise and implement the Student Feedback system that will provide inputs on the initiatives taken.

- Draw up and implement the Internal & External Student Performance Evaluation System Policy and Plan.

- Draw up and implement the Financing Plan that can take care of the enhanced needs of an Autonomous College.

- Draw up and implement the Academic Programme Offering Plan

- Finalize and follow the Faculty Recruitment and Retention Policy and Plan.

- Draw up and implement the Research Policy and Plan

- Revisit and redraw the Co-curricular and Extra-curricular activities Plan including those related to Institutional Social Responsibility, with special emphasis on Sustainable Development Goals.

- Draw up and implement the Teaching & Research Partnerships and Collaborations Networking Plan

- Finalize and implement the Infrastructural Plan to meet the requirements of an Autonomous College.

- Draw up a Performance Management Policy to achieve the goals of autonomy.

- Draw up a training and development policy for faculty, staff and students.

- Enunciate a well-defined policy for Employees' working conditions.

- Revisit the HR Incentive/Rewards Policy.

- Have a clear Procurement Policy.

- Enunciate the Code of Conduct Policy for faculty, staff and students.

- Have a well-defined Plagiarism Policy for maintaining the highest standards of intellectual integrity in research and consultancy.

QUALITY POLICY

The Institute has formulated the following quality policy:

"We at Jagannath International Management School are committed to serving society by improving the quality of life through imparting high quality education and training in management and professional courses."

Implementation of Quality Policy

There are two committees in the institute which look after the implementation of the quality policy. These are the Internal Quality Assurance Committee and ISO Committee. The two committees work in close concert by supporting one another.

2. CURRICULAR POLICY

The Course Curriculum for each of the different teaching degree programmes at the institute incorporates the latest educational methodologies for course design and delivery, with the following as its integral components:

- Choice Based Credit System
- ICT based pedagogic models
- Student research
- Skill-based- practicum,
- Industry internships
- UN Sustainable Development Goals
- Innovation Eco System and

The course curricula of all the three programmes of study have been recently revised by the university in keeping with the thinking on the subject in the National Education Policy 2020. While the course curriculum of the Bachelor's degree programme in Journalism had already been revised on the same lines in 2016-17, those of BBA and BCA have also been revised now. The cafeteria (Choice Based Credit System) approach liberates student learning from the rigidities of a prescriptive and learner-insensitive course curriculum and invests it with a much desired diversity of subjects that takes into consideration the diverse learning needs of a student. As proved by various studies including the one by NAAC, Bangalore, such an approach removes the communication asymmetry in the teaching-learning process, by re-centring the learner in the educational system and process.

To suit the pace of learning to each learner's requirement, it is essential to integrate ICT-based pedagogic models, such as the flipped classroom teaching and blended learning. While the two methodologies were already being implemented on an experimental basis prior to COVID 19, the sudden outbreak of the pandemic towards the end of 2019 hastened the wholesale adoption of these methodologies. The institute laid emphasis on the extensive use of not just online learning platforms, but also on the production of e-content, which was posted on the institute's official YouTube Channel (JIMS VK Educational Channel).

Integration of research has been seen to be an effective instrument of facilitation of learning and its application to real-life problems. Each teaching programmehas a research component whereby every student has to write a Research Report and also to defend it in a presentation.Students are also co-opted into a few of the faculty research projects to give them a feel of the larger canvas of such projects.

At the undergraduate level, there is emphasis on integration of practical lab work to translate knowledge into effective skills. This should make the student placement-ready, should he/she desire to seek employment after graduation. To further reinforce the learning both in terms of knowledge acquired and skills cultivated, the curriculum of each teaching programme includes mandatory industry internship of a reasonable duration during the summer break. This helps the students to test out their learning, both theoretical and practical, in real life industry situations.

No academic curriculum can be a complete package unless it addresses the issues raised in the UN SDGs. To this end, the institute has integrated the research on the SDGs at the level of the faculty and student research. This initiative is being taken further by introducing courses on SDGs to make students to focus their knowledge and skills on these.

As most of the problems addressed by the SDGs are too intractable to be solved with traditional approaches, there is a need to foster Innovative ways of achieving the SDGs. To this end, the institute has already established JIMS Institution Innovation Council, under the aegis of the Innovation Cell of MHRD, Govt. of India. The institute has also established an Entrepreneurship Cell and tied up with CII Youth India to build business leaders of tomorrow and launch Student/Faculty Startups in the SDG space.

3. POLICY FOR THE MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college ensures optimal allocation and utilization of the available resources and the availability of latest equipment's and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

LIBRARY RESOURCES

- The institute will have a library equipped with physical and digital resources, which include books, journals, magazines and newspapers, as per the requirements of the affiliating university, GGS Indraprastha University, Delhi.

- These resources will be upgraded on an annual basis with new additions to ensure that the library holdings are up to date with the state of knowledge in the three programs of study at the institute.

- The institute will also take membership of various national depository/ library resource services to access the vast resources at the disposal of the national agencies.

- The library will also act as the nodal centre for the selective dissemination of information for all faculty members.

- The library will also serve as the custodian of various teaching manuals prepared by the faculty for teaching of various courses.

- The library will maintain a reference section to ensure that one copy of every book purchased always stays in the library for ready reference.

- The library will also have reading room facility for users to access newspapers, journals and magazines.

- Given below are the rules for the activation of these policy measures:
  - ✓ The matter related to library resources are discussed in the library committee meeting and put-up to the management for further action.
  - ✓ Weekly library usage report is prepared and submitted by the library committee to the Director.
  - ✓ The requirement and list of books is taken from the concerned departments and HOD's are involved in the process.

- ✓ The finalized list of required books is duly approved and signed by the Director.
- ✓ Catalogues of various publishers for the concerned requirements are to be obtained.
- ✓ Compare and prepare of consolidated statement for approval of top management.
- ✓ Appropriate purchase order is raised.
- ✓ Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- ✓ Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- ✓ There is annual stock verification of all library books in June & July.

IT INFRASTRUCTURE

In the modern world, literacy and education are inseparable from the New Information and Communication Technology resources as these are force multipliers of granting access to not only learning resources but also classroom learning experience as the pandemic has demonstrated. To this end, the institute lays the utmost emphasis on keeping its IT infrastructure well upgraded to the levels of requirement of the business and industry.

- Bearing this in mind, the institute will have all types of IT infrastructural resources as per the requirements of the affiliating university, GGS Indraprastha University, Delhi. These will include a computer centre comprising four computer labs with 30 computer systems in each lab, Mass Communication audio visual studio and post-editing video production lab with 12 iMacs, Radio Production and Editing Lab with two computer systems and other equipment, Print Journalism Lab with 18 computer terminals and other peripherals.

- Each of these labs will be upgraded from time to time to stay abreast of the changes in technology so that the students may be given training on the latest configuration of IT resources.

- The software requirements for each of these IT resources will be as per the demands of the academic curricula decided by the university for each of the three programs of study. These will be reviewed on a periodic basis to ensure that the software versions on these machines are the latest.

- The institute IT resources will have high speed broadband connectivity to facilitate online collaboration, accessing of online resources and in-house and external communication.

- The institute will also have Wi-Fi connectivity so that the faculty and students may be able to have seamless online connectivity to the Internet.

- The mode of purchase and maintenance of these resources given below:

  ✓ The matter related to IT resources is discussed in the IT Systems Maintenance committee and put-up to the management for further action.

  ✓ The Institute has appointed two system administrators and one systems manager to provide regular support services relating to computer hardware and software's.

  ✓ They also monitor the allotment of Wi-Fi passwords to students, faculty and staff members.

  ✓ Maintenance of complaint register and ensure that necessary action has been taken on the suggestions

  ✓ The IT requirement is taken from the departments and system administrators.

  ✓ The finalized list of required IT items is provided by the HOD IT and duly approved and signed by the Director.

  ✓ Quotations of various vendors for the concerned requirements are to be obtained.

  ✓ Compare and prepare of consolidated statement for approval of top management.

  ✓ Appropriate purchase order is raised.

  ✓ The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops and biometric attendance machine.

  ✓ There is annual stock verification of equipment's, Computer Labs, Mass Comm. lab, Editing lab and Radio Station equipment's.

PHYSICAL INFRASTRUCTURE

- A state of the art physical infrastructure that is conducive to the needs of all the users is very essential in the case of an educational institution.

- To this end, the institute premises will comply with all building safety norms as specified by the government agencies, which includes earthquake resistance, approved building plan with fire safety provisions such as fire exits and firefighting equipment, and facilities for the physically challenged.

- As water is a scarce natural resource, the premises of the institute will have ground water recharging and water recycling facility.

- As global warming is a major issue, the institute will install solar panels for harnessing this renewable resource and feed the grid with the power produced. Also, efforts will be made to conserve electricity through its frugal and optimal use.

- Greening of the campus will be undertaken through trees and plants.

- The campus will also have waste management system to ensure the recycling of waste.

- For the upkeep of the campus and purchase of materials, the following procedure will be put in place:

  ✓ The Administration department looks after the maintenance of Institute building, Security, purchase and maintenance of all furniture, fixtures, equipment and machines.

  ✓ The matter related to physical infrastructure is reported by the Admin Officer to the Admin Head and put-up to the management for further action.

  ✓ Maintenance of complaint register and ensure that necessary action has been taken on the suggestions

  ✓ The physical requirements are taken from the departments.

  ✓ The finalized list of required physical items is provided by the Admin Officer to Admin Head and duly approved and signed by the Director.

  ✓ Quotations of various vendors for the concerned requirements are to be obtained.

  ✓ Compare and prepare of consolidated statement for approval of top management.

  ✓ Appropriate purchase order is raised.

  ✓ For proper safety and security of the premises, 48 CCTV cameras have been installed in and around the campus.

  ✓ Solar panels have been installed on the rooftop from where 30 KV energy is generated which has substantially reduced our electricity bill.

  ✓ The Institute has Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of fire management system, water coolers, Air Conditioners, lift & Solar panel.

  ✓ The campus area is well maintained kept green as for as possible for which lawn, plants are well maintained for which we have a Gardener to maintain the lawns and plants of the Institute.

✓ The Housekeeping of the entire premises has been outsourced to a third party, who provide manpower to maintain cleanliness, hygiene and sanitation.

✓ All electrical installations are maintained by an Electrician.

✓ Security concerns of the Institute are takencare by the Security Guards who are on the rolls of an outside agency.

✓ All the sports activities and tournaments are arranged by the Institute on hired grounds. The seminars, conferences, workshops are arranged in the in the auditorium in the Institute also in outside auditoriums.

4. GRIEVANCE REDRESSAL POLICY

In order to redress the grievances and the stress related issues of the students/parents/faculty & staff members of our Institute, a Grievance RedressalCommittee has been constituted with the following four senior faculty members, one psychologist and three elected students, one from BBA, BCA &BA(JMC):

The Composition of Grievance Redressal Committee:

1. Director
2. Registrar
3. HOD Admin
4. HOD BA(JMC)
5. HOD BCA
6. HOD BBA
7. Student Counselor
8. Student Representatives (Elected)

The main responsibilities of the grievance redressal committee will be:

- To receive complaints and representation from the employees & students.
- To address the grievances of the employees & students by investigating the reasons for the grievances.
- To suggest grievance redressal mechanisms and measures.

Important Notes:

1. The procedure for redressing the Grievances of the students/parents/faculty & staff members has been uploaded on the website.

2. The Grievance redressal form has also been uploaded on the website and is also available at the reception.

3. In case you have any stress related issue/Grievance, you are advised to fill in and sign the Grievance Redressal form and submit the same to Head of the committee.

4. For redressing the Grievance and handle the stress related issue, a student counselor has been appointed, who will be available in the campus every Friday, starting from 8th November 2019 from 10 am to 4 pm in the counseling room on the third floor. It is to be noted that no student/parent/faculty/staff can approach/meet the counselor without submitting the Grievance form in writing to the Head of the committee.

5. The counseling session will be arranged with the Student Counselor only after the Grievance Redressal Committee's recommendation to the counselor.

The Grievance redressal committee holds at least one meeting in a quarter along with the Psychologist to discuss and redress the Grievances received in writing and the resolution of the Grievance is redressed with in a maximum period of one month from the date of receipt.

5. INTERNAL COMPLAINTS POLICY

The Core areas of functioning of Sexual Harassment Prevention Committee are:

- Sexual Harassment Committee (Comprising of Directors and a lady member) will deal with incidents of sexual harassment.

- Based on the recommendations of the committee the Management will initiate appropriate action.

- The committee will maintain complaints register keeping a track of complaints received, when the process began and closed.

- All complaints of sexual harassment reported should be investigated in a time- bound manner in accordance with principles of natural justice and a detailed report maintained.

- All complaints of sexual harassment shall be addressed in a confidential manner Any person to whom a complaint of sexual harassment is made is required to promptly inform in.

- Give wide publicity to the policy against sexual harassment and complaint redressal mechanisms put in place in each location.

- Respond sensitively to a complaint of harassment.

- Maintain absolute confidentiality of any inquiry and related matters regarding a sexual harassment complaint.

- Respect the privacy of your colleague.

- Keep records of all complaints and action taken.

- Provide advice on approaching the enquiry mechanism, when you receive a complaint.

- Take steps to prevent intimidation of any person who may have filed or may be planning to file a complaint for sexual harassment

Objective: JIMS is strongly committed for having a workplace that ensures Equal Employment Opportunity. JIMS endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor. JIMS recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior.

Definition: "Sexual Harassment" includes

- ✓ An unwelcome demand or request for sexual favors
- ✓ Unwelcome sexual advances, Innuendoes and taunts
- ✓ Gender based insults or sexist remarks
- ✓ Textual or graphic representations of a sexual nature, including display of pornographic or other offensive or derogatory pictures, cartoons, pamphlets
- ✓ Forcible physical touch or molestation
- ✓ Making remarks or comments of a sexual nature, about a person, to others.
- ✓ Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile and intimidating to a person belonging to the other sex or the same sex, on the ground of sex.

The policy on Sexual Harassment applies to men and women; to similar and opposite gender Relationships; to relationships between supervisors and subordinates; and peer relationships.

- **Policy Mandates:**
  - ✓ Sexual Harassment Committee (Comprising of Directors and a lady member) will deal with incidents of sexual harassment.

- ✓ Based on the recommendations of the committee the Management will initiate appropriate action.
- ✓ The committee will maintain complaints register keeping a track of complaints received, when the process began and closed.
- ✓ All complaints of sexual harassment reported should be investigated in a time- bound manner in accordance with principles of natural justice and a detailed report maintained.
- ✓ All complaints of sexual harassment shall be addressed in a confidential manner any person to whom a complaint of sexual harassment is made is required to promptly inform in.

- **Take care:**
  - ✓ Give wide publicity to the policy against sexual harassment and complaint redressal mechanisms put in place in each location.
  - ✓ Respond sensitively to a complaint of harassment.
  - ✓ Maintain absolute confidentiality of any inquiry and related matters regarding a sexual harassment complaint.
  - ✓ Respect the privacy of your colleague.

- **Responsibilities of service delivery heads:**
  - ✓ Keep records of all complaints and action taken.
  - ✓ Provide advice on approaching the enquiry mechanism, when you receive a complaint.
  - ✓ Take steps to prevent intimidation of any person who may have filed or may be planning to file a complaint for sexual harassment.

The Composition of Internal Complaints Committee:

1. Director
2. Registrar
3. HOD Admin
4. HOD BA(JMC) (Coordinator)
5. HOD BCA
6. HOD BBA
7. Faculty Member
8. Legal Representative
9. One External Member

6. ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India. As per the UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER   EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following:

> "Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student."

The following acts will be regarded as acts of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- All other offences following from the definition of "Ragging"

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

Actions to be taken against students for indulging and abetting ragging in the Campus:

The punishment to be meted out of the students found to indulge in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of ragging a First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

a. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

b. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under: -

- ✓ Cancellation of admission
- ✓ Suspension from attending classes
- ✓ Withholding/withdrawing scholarship/fellowship and other benefits
- ✓ Debarring from appearing in any test/examination or other evaluation process
- ✓ Withholding results
- ✓ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ✓ Suspension/expulsion from the hostel
- ✓ Rustication from the institution for period ranging from 1 to 4 trimesters.
- ✓ Expulsion from the institution and consequent debarring from admission to any other institution.
- ✓ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The Composition of Anti-Ragging Committee:

1. Director
2. Representative of Police
3. Representative of Civil Administration
4. Representative from Media
5. Representative from NGO
6. Dean
7. Faculty
8. HOD
9. Parent Representative

Responsibilities of Anti-Ragging Committee:

The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.

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

The Composition of Anti-Ragging Squad:

1. Director
2. Registrar
3. HODs
4. Faculty Member
5. Manager Admin.

6. Library Head

Responsibilities of Anti Ragging Squad:

- The member of the squad shall remain alert, mobile and active at all times in the campus.

- The squad is required to make surprise raids in the Cafeteria, the area near Generator, back side of the Cafeteria and other places vulnerable to incidents and having the potential for ragging. The visit report is required to be submitted to the Anti Ragging Committee.

- The squad is to conduct an on-the-spot enquiry into any incidents of ragging referred to it by

- The Head of the Institute

- Any Faculty Member

- Any Staff Member

- Any Student

- Any Parent or Guardian

- Any Employee of the service provider

- Any other person

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

- On the spot enquiry should be conducted by observing a fair and transparent procedure and the principles of natural justice.

- The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.

- The members are required to take preventive Anti-Ragging measures.

7. CODE OF CONDUCT POLICY

Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

Study at the Institute presents opportunities for interacting with other members of the Institute community. The Institute recognises and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair

and transparent manner. In return, they are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- High standards of Ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

Ethics of the Education Profession in India

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

Principles of Professional Conduct for Senior Management

The Senior Management of the institute comprising Director General, Director, Dean and HODs are required to act in accordance with the highest standards of personal and professional integrity, honesty, ethical and legal conduct, when acting on behalf of the Institute's or in connection with the Institute's operations or at social events.

An honest conduct is considered as such when a conduct is free from fraud or deception. We consider ethical conduct to be conduct conforming to the accepted professional standards of conduct and include ethical handling of actual or apparent conflicts of interests between personal and professional relationships. The Senior Management shall Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a

professional, & courteous and respectful manner. Act in the best interests of the Institute and in a manner to enhance and maintain the reputation of the Institute and fulfil their fiduciary duties to the stakeholders of the Institute. Act in good faith, with responsibility, due care, competence, diligence and independence;

- Avoid any activity or association that creates or appears to create a conflict between the personal interests and the Institute's business interests.

- Decline to work for or receive payments for services from any competitor, customer, distributor or supplier of the Institute without approval of the Chairman/Board.

- Avoid as a general rule conducting institute business with a relative or with an entity in which a relative is associated in any significant role. In case of conflicts, disclosure shall be made to the Chairman/Board

- Avoid accepting lavish gifts or gratuities or any offer, payment, promise to pay, or authorization to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise personal or professional integrity.

Code of Conduct for Faculty Members

The following disciplinary rules shall constitute the Principles of Professional Conduct for the faculty members:

a) **Obligation to the student requires that the faculty:**

- ✓ Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

- ✓ Shall not unreasonably restrain a student from independent action in pursuit of learning.

- ✓ Shall not unreasonably deny a student access to diverse points of view.

- ✓ Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

b) Obligation to the public requires that the faculty:

- ✓ Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- ✓ Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- ✓ Shall not use institutional privileges for personal gain or advantage.
- ✓ Shall accept no gratuity, gift, or favor that might influence professional judgment.

c) Obligation to the profession of education requires that the faculty:

- ✓ Shall not make malicious or intentionally false statements about a colleague.
- ✓ Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- ✓ Shall not misrepresent one's own professional qualifications.
- ✓ Shall not submit fraudulent information on any document in connection with professional activities.

Code of Conduct for Students

- Personal conduct

All students must:

- ✓ treat all faculty, staff, members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- ✓ maintain a cooperative and collaborative approach to inter-personal relationships;
- ✓ act honestly and ethically in their dealings with faculty, staff members of the public and other students;
- ✓ respect the privacy of other students;
- ✓ ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- ✓ ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

- Academic Conduct

All students must:

- ✓ ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- ✓ read all official correspondence from the Institute, including email;
- ✓ act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- ✓ avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- ✓ behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- ✓ use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.

8. PLAGIARISM POLICY

- **Preamble:**

  In accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the Plagiarism Policy of the institute has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work carried out by its faculty or the students.

- **Definition:**

  'Plagiarism' is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

  Self-Plagiarism

  Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

  Methods of Plagiarism:

- Quoting directly another person's language, data, illustration, tables, etc.

without due acknowledgement of the source.

- Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.

- Buying, stealing or borrowing assignments, experiments/results.

- Paragraphing the work of others without due acknowledgements.

- Using ideas of someone else without crediting the originator.

- Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

- **Golden Rule to avoid the Plagiarism:**
  - ✓ Always give the due credit to the original author (s) and give the proper citation and proper reference.
  - ✓ Place the sentence in inverted commas, if you quote text verbatim.

- **Detection of Plagiarism:**
  - ✓ Candidate shall submit the report generated on the plagiarism checking software like Turnitin/ Ithenticate / Viper / or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.
  - ✓ He shall also submit a declaration (Annexure-I) to be recorded on the plagiarism report obtained from the software.
  - ✓ He shall also submit an affidavit (Annexure -II) of plagiarism free and original PhD research work.

- **Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

  - ✓ All quoted work reproduced with all necessary permission and/or attribution.
  - ✓ All references, bibliography, table of content, preface and acknowledgements.
  - ✓ All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It

shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.

- **Levels of Plagiarism**

  Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

  - ✓ Level 0: Similarities up to 10% - Minor similarities, no penalty
  - ✓ Level 1: Similarities above 10% to 40%
  - ✓ Level 2: Similarities above 40% to 60%
  - ✓ Level 3: Similarities above 60%

- **Detection/Reporting/Handling of Plagiarism**

  If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the College.

  The authorities of the Institute can also take suomotu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the institute on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

- **Departmental Academic Integrity Panel (DAIP)**

  All Departments in the institute shall notify a DAIP whose composition shall be as given below:

  - ✓ Chairperson - Head of the Department
  - ✓ Member - Senior academician from outside the department, to be nominated by the Director.
  - ✓ Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

  The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for themeetings shall be 2 out of 3 members (including Chairman).

  The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

✓ The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

✓ The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

2. Institutional Academic Integrity Panel (IAIP)

The institute shall notify a IAIP whose composition shall be as given below:

✓ Chairman – Director of the institute.

✓ Member - Senior Academician other than Chairman, to be nominated by the Director.

✓ Member - One member nominated by the Director from outside the Institute.

✓ Member - A person well versed with anti-plagiarism tools, to be nominated by the Director.

The tenure of the Committee members shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

✓ The IAIP shall consider the recommendations of DAIP.

✓ The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

✓ The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the institute.

✓ The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

✓ The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

- **Procedure for reconciliation of plagiarism reports**

    If a draft thesis is found plagiarized and is reported to Departmental Research Committee, then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in mind the following guidelines:

✓ The similarity between documents is within the limit (not more than 10%) for

putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.

✓ Self-plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate- Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

✓ Low- level plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.

✓ Mid- level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

✓ High- level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate's registration may be cancelled.

The thesis resubmitted as recommended by the Departmental Research Committee will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him/her in the thesis.

- **Plagiarism reported after the of Award of Degree**
  - ✓ In case, any plagiarism is reported to the Institute after a Ph.D. degree has already been awarded, the Director may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
  - ✓ The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
  - ✓ The Director will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

- **Penalties**

  Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Institute only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

- **Penalties in case of plagiarism in submission of thesis and dissertations**

  Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

  i.   Level 0: Similarities up to 10% - Minor Similarities, no penalty.

  ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

  iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

  iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

  Note 1: Penalty on repeated plagiarism

  Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained

If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

Penalties in case of plagiarism in academic and research publications

  i. Level 0: Similarities up to 10% - Minor similarities, no penalty.

 ii. Level 1: Similarities above 10% to 40%

  - ✓ Shall be asked to withdraw manuscript.

iii. Level 2: Similarities above 40% to 60%

  - ✓ Shall be asked to withdraw the manuscript.
  - ✓ Shall be denied a right to one annual increment.
  - ✓ Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D.
  - ✓ Student/scholar for a period of two years.

 iv. Level 3: Similarities above 60%

  - ✓ Shall be asked to withdraw manuscript.
  - ✓ Shall be denied a right to two successive annual Increments.
  - ✓ Shall not be allowed to be a Master's/PhD supervisor for 3 years

Note 1: Penalty on repeated plagiarism

Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

9. SCHOLARSHIPS/FINANCIAL ASSISTANCE POLICY

Students belonging to low-income families find it difficult to pursue higher studies. But with the changing time and the introduction of scholarship schemes and grants pursuing higher education has become possible. The government and the Institute have initiated various measures to help out such talented but financially weak aspirants. The needy students only needs to apply for these grants before the deadline and meet the required eligibility. Here are the schemes that help students to chase their dreams:

1. **National Scholarship Portal (Sponsored by Central Govt.)**
   a) Post Matric Scholarships Scheme for Minorities.
   b) Merit Cum Means Scholarship for Professional and Technical Courses

https://scholarships.gov.in/

2. **E-District Delhi (Sponsored by Delhi Government)**
   a) Merit-cum-Means Income Linked Financial Assistance Scheme of Delhi Higher Education Aid Trust.
   b) Post Matric Scholarship for OBC Students (PMS-OBC).
   c) Post matric Scholarship schemes for SC.
   d) Reimbursement of Tuition Fees for Students Belonging to SC/ST/OBC/Minority Category.

https://edistrict.delhigovt.nic.in/

3. **Financial Assistance to the Students Under Economically Weaker Section (EWS) Scheme (Sponsored by GGS Indraprastha University, Delhi) - http://164.100.158.135/ews/Login.aspx**

4. **JIMS Financial Assistance Scheme to financially weaker students. In order to avail this scheme the students have to approach their respective Head of the Department.**

5. In view of stressful economic conditions in the country in the wake of COVID 19 pandemic the college has instituted Installment Payment Option Scheme in order to reduce the financial burden of parents and partial fee remissions in deserving cases.

10. EXAMINATION POLICY

Rules regarding the conduct of Academic Programmes:

The following are the rules regarding the conduct of the academic programmes taught at the institute:

- ✓ As per the University Statutes and Regulations, the academic programmes will be run in two semesters: odd and even.

- ✓ The institute will follow the academic calendar of the university in respect of the programmes running here.

- ✓ The odd semesters will begin in August and the even semesters will begin in January.

- ✓ The odd semester will begin with Orientation for the newly admitted students, in which the students will submit their biographical details, along with information about their parents.

- ✓ Every student will be issued an identity card by the end of the first month of admission.

- ✓ All newly admitted students will be given copies of student's handbook as well as copies of timetable, syllabus and the first set of assignments to be completed in the semester.

- ✓ Students will have to deposit their fees by the 14th of the first month of odd semester.

- ✓ Course manuals will have to be prepared by the end of June/middle of December and the same will be submitted to the library for safe keeping for the odd and even semester respectively.

- ✓ Subject files and timetable will have to be prepared by the middle of July and end of December for the odd and even semester respectively.

- ✓ The first student feedback about the faculty will be taken by the end of first month of every semester.

- ✓ The second student feedback about the faculty will be taken by the end of third month of every semester.
- ✓ There will be one Class Test of 15 marks in every semester and 10 marks will be reserved for class participation. In all theory papers there will be internal assessment for 25 marks in each paper.

Rules regarding examinations and evaluation:

In accordance with the university statutes and Rules and Regulations. In respect of examinations the following rules shall be observed during the conduct of examinations.

- ✓ A candidate may not be admitted into the examination hall, if he fails to present to the officer-in-charge of the examination his admission ticket or to satisfy the officer that it will be produced within a reasonable time.
- ✓ The Officer-in-Charge of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.
- ✓ Permission to appear at a Institute examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Controller of Examinations, justifies the candidates exclusion.
- ✓ Students are required to write their roll no. on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- ✓ Digital diaries and mobile phones are not allowed inside the examination hall.
- ✓ Do not tear off any sheet from the answer sheet.
- ✓ Rough work may be done on the last page of the answer book and if a separate sheet is taken for rough work it must be attached to the answer book.
- ✓ Students should not take the question paper outside the examination hall before submitting the answer book.
- ✓ No student will be allowed to leave the examination hall before the half time.
- ✓ Late Entry into the examination hall will not be permitted. However, under exceptional circumstances, a student may be allowed entry upto 30 minutes after commencement of the examination after obtaining approval from Director.
- ✓ The student should not use mobile during the exam. There is provision of confiscation of mobile phone for 15 days in case it has been used for unfair means.

Procedure for Compilation and storage of answer sheets

- ✓ On receipt of evaluated answer sheets from faculty, Controller of Examinations is to place answer sheets, along with attendance sheet and award list, of each subject in a separate envelope.

- ✓ The above individual subject envelopes are thereafter to be arranged in a single bundle for each class and sent to the concerned HOD for verification.

- ✓ The HOD will check each class bundle containing answer sheets, award list and attendance list subject-wise and ensure that all these are in conformity. The HOD thereafter will counter sign each subject and class bundle and return same to Controller of Examinations for onward dispatch to store.

The Administration Manager is to purchase suitable racks to store the answer sheets bundles in a systematic manner so that in future any batch/class answer sheets are easily retrievable for reference.

Rules regarding the award of scholarships, medals, prizes and fee remissions

The students who excel in academics by achieving the overall first, second and third ranks in the combined examination results of the UG first and second and third year will be awarded Gold, silver and Bronze medals. They will also be awards cash prizes by the institute. These medals and prizes will be awarded to students at the annual Convocation Ceremony.

11. RESEARCH POLICY & PLAN

- **Objective**

    The primary objective of our research policy is to motivate faculty members Institute to undertake quality research, consultancy and other research related activities.

- **Scope**

    The scope of the policy covers following aspects:

    - ✓ To motivate faculty members to concentrate on research related activities, in addition to teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.

    - ✓ To make efforts to come out with books and monographs published by International and National publishers of repute.

    - ✓ To evince interest in collaborative research projects with faculty in reputed foreign Universities.

✓ To encourage faculty members to submit proposals and secure funded research projects from various funding agencies (like DST, AICTE, MSME, EDI etc) in India and Abroad.

✓ To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.

✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

- **Research Publications**

  ✓ Each faculty is expected to publish at least one research paper in an academic year

  ✓ Faculty members can consult as well as co-author research papers with other faculty members from JIMS Family or outside from other Universities/Institutions to improve collaboration and lend credibility to research.

  ✓ The award money for publishing research papers in prominent journals such as Scopus, ABDC and Emerald are given below:

    i.   Research Paper published in 'A' Category Journal - Rs. 50,000

    ii.   Research Paper published in 'B' Category Journal -   Rs. 15,000

    iii. Research Paper published in 'C' Category Journal -   Rs. 7,500

- Research publications of faculty will be considered only if they are indexed in Web of Science, Elsevier, Taylor & Francis, Science Direct, Scopus, Humanities International Complete, Emerald, EBSCO Host, Dare Database-International Social Sciences Directory Thomson Reuters etc. If the paper is contributed by more than one author, the credit points and incentive will be shared equally by all the authors.

- **Publication of Books**

  Faculty members are encouraged to write and publish books or monographs. Following and incentives will be given:

Description	Publisher	Incentive
Full book	Renowned international publisher	Rs 10,000
Full book	Renowned National publisher	Rs 5000
Contribution ofChapters	Renowned International/NationalPublisher	Rs 2000
Monographs	National level/Int. level	Rs 2000

- **Collaborative Research Project with Foreign University/ Agency**

    Any Collaborative research project undertaken by the faculty with a foreign University with tangible outcome, will be eligible for incentive of 20% of the project grant. The tangible outcome shall be assessed by the Research Committee.

    If the project involves more than one faculty from the Institute, then incentive (20%) will be shared among the participating faculty members. The incentive will be disbursed proportionately, only when project grant is released by concerned Agency. Any publication arising out of this collaborative research will also be eligible for incentives as per the norms of the publication.

- **Generation of Research Grants**

    Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment specific to the research study or conducting of surveys etc. The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency. Since the amount will be released in phases, the incentive(s) paid will be proportional to the amount received by the Institute.

- **Undertaking Consultancy Projects**

    ✓ If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resources of the institute (like laboratory, computer, software etc. are utilized), the members involved in the consultancy project will take 60% of the total value of the consultancy amount received and 40% will go to the Institute.

    ✓ If the resource of the Institute such as laboratory facilities, computing facilities, drafting and other facilities are utilized in the consultancy project, the share of the Institute will be 60% of the total consultancy amount received and 40% will go to the faculty and other staff involved in the consultancy work.

- **Presenting Research Papers at National & International Conferences**

    a) Reimbursement of registration fee will be granted for a maximum of two national Seminars/ Conferences.

        ✓ For first Seminar/Conference full reimbursement of fee subject to maximum of Rs. 3,500/-

✓ For Second Seminar/Conference full reimbursement of fee subject to maximum of Rs. 2,500/-.

b) In case, the paper is co-authored by 2 or more than 2 faculty members, only one among them will be granted Academic leave and reimbursement of registration fee as per the above clause. From the Institute side, preference will be given to the first author. For the purposes of participating in National Conferences being held in India, the institute will grant 50% of AC two tier fares or full to and fro fare in case of travel by AC 3 tier.

c) In the case of faculty who has completed two years of service, the Institute shall pay full registration fee (maximum ceiling of Rs. 15,000/- per conference for attending and presenting a research paper in an International Conference held abroad). The Conference should be hosted by a reputed organization. The maximum ceiling will not apply when the travel expenses have been provided for in the research project. Preferably, such expenses should have been factored into the project/research grant. For Faculty who has not yet completed two years of service, the Institute shall pay 50% of registration fee (maximum ceiling of Rs. 5000/- per conference).

d) Reimbursement of the Cost for participation in International Seminars/Conferences/Refresher Courses will be 50 percent of the Air Fare.

- **Faculty/Staff Development Programme (FDP):**
  ✓ Members of the faculty are encouraged to participate in Workshops/STPs/FDPs or Orientation programs as may be decided by the Institute from time to time.

  ✓ Faculty members attending a program of more than five days' duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs organized by NITs, IITs & IIMs.

  ✓ Eligibility for such programs shall be restricted to one faculty members per semester from a department. In general, programmes sponsored by AICTE/ISTE/DST and other institutions where the host institution takes care of a significant portion of the training cost, the faculty will be granted official duty for that period.

  ✓ Faculty may also attend outstation FDPs of three weeks' duration, in which case two weeks will be counted as official duty and one week will be adjusted against annual summer leave of 15 days due to faculty.

- ✓ The reimbursement of the registration fee will be allowed for only one FDP of one week or more duration in a year maximum to the extent of Rs.3500/-
- ✓ Faculty applying for reimbursement of FDP registration fee should have put up in at least one year of service in the institute.

- **Best Researcher Award**
  - ✓ Best Researcher award of Rs. 10,000/- with letter of appreciation to be given to faculty with the best research publication during the year. The Best Research paper is to be circulated to all faculty members for information/guidance

- **Grant of Academic Leave**
  - ✓ Academic leave up to 06 days may be granted to faculty for attending/presenting papers in Seminar/Conferences.

- **Honors (Awards) and recognition received by faculty members.**
  - ✓ Faculty members who are recipients of awards/fellowships will be granted an incentive of Rs.5000/- for each award. (Research Committee to recommend grant of incentive)

- **Development of e-contents by faculty members.**
  - ✓ If any faculty member develops e-content under SWAYAM, MOOCS, NPTEL etc., he/she will be granted an incentive as recommended by Research Committee)

- **Other Conditions / Guidelines for Research Papers**
  - ✓ When a research publication has multiple authors, the cash incentive shall be divided equally among the all authors.
  - ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal. He has to produce a printed copy of the SCOPUS or other evidence and the research committee of the Institute should attest that.
  - ✓ The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of incentives paid earlier and loss of faculty position at the Institute.
  - ✓ An application form is already prescribed for this purpose will be available with Coordinator, Research Committee. The faculty member is expected to submit duly filled

in application as per the prescribed format attaching copies of evidence duly countersigned by the HOD.

- **Other Incentives:**
  - ✓ In order to encourage and motivate faculty members to exhibit higher work commitment, proactive orientation, team spirit and result-based output a number of attractive incentives have been introduced in areas of Placement, Examination, and Admissions.

- **Incentives for Placements**
  - ✓ For BBA, BCA &BA(JMC) programmesRs. 1 lakh will be awarded to the Placement team provided 90 percent students are placed; at average salary of Rs. 4.5 lakhs and minimum salary of Rs. 2.5 lakhs. Also summer training to be arranged for all the students along with guest lectures and industry visits as per norms of the institute.

12. FINANCIAL MANAGEMENT AND RESOURCE PLANNING

As the institute is self-financing, the sourcing of funds for the academic programmes running and planned to be launched is as follows:

1. **Society Contribution**

   The entire initial capital expenditure has been borne by the Society. This includes the purchase of institutional land on lease and the construction on it of ready to move in functional institutional premises, with state of the art facilities, along with initial expenditure on getting clearances from various statutory bodies for the opening of the higher educational institute on the premises.

2. **Student Fees**

   The revenue expenditure for running various academic programmes on hiring of human resources, buying of books and journals and relevant lab equipments, and other related expenses for the upkeep and maintenance of building and equipment, including consumables and various services, are met through Student fees.

3. **Grants & Donations**

   The expenditure on setting up of advanced research facilities and for offering fellowships and/or scholarships for facilitating high quality research are met through grants and donations from national and international donor agencies interested in stimulating advanced research in the country.

13. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES POLICY

JIMS has always been known for the number of co-curricular and extra-curricular activities it has been organizing. The institute will continue with this tradition through the aegis of the vibrant Student Clubs, Community Radio Station and Departmental Committees.

- **Co-curricular Activities**

  In keeping with this tradition, the institute organizes the following Co-curricular activities:

  i.   International Conference

  In collaboration with its International Academic Partners, the institute will organize one International Conference in every block of 2 years on a subject of topical importance. The institute has organized in the past six International Conferences in collaboration with National and International Agencies in which distinguished speakers from India and abroad have participated.

  ii.   Seminars

  The institute will continue to organize one seminar in each department in one academic session.

  iii. Faculty Development Programmes (FDPs)

  The institute will also continue to organize long duration faculty development programmes as in the past. Each department will continue to organize at least one FDP per academic session.

  iv.   Guest Lectures by Corporate Leaders

  The institute will continue to follow the practice of organizing one guest lecture per month per class to help the students to relate what they have learnt in their formal classes with the state of the practices in the industry.

  v.   Industry Visits

  The institute will also continue to follow the practice of sending each class once every Semester to a business house/factory/ media organization so that they may have a firsthand experience of how the processes take place there and to relate these to the inputs received in the class.

vi. **Summer Internship of 4 to 6 weeks' duration**

To bolster the learning curve still further, students will be sent for 4 to 6-weeks' Summer Internship during the Summer Break at different business/media organizations. The entire programme will be structured in a way to ensure that students learn from it and the learning outcomes are enunciated and evaluated in the form of the Summer Internship Reports.

vii. **Student Power Point Presentations**

It will be mandatory for all students to make one power-point presentation per each Semester on a subject of their choice subject to approval by their respective Class Coordinator. For this purpose, one period per week per class will be integrated in the Time Table. The presentations made by the students will be evaluated by the respective Class Coordinators in the class to help them learn from their mistakes.

viii. **Soft Skills/ Personality Development workshops including GD/Mock Interview sessions**

The institute will continue to organize in each class soft skills/ personality development workshops in each class in each Semester. These sessions will be delivered by reputed Soft Skills trainers. Feedback will be taken from the students of each session to ensure that quality is not compromised at any stage.

ix. **Campus to Corporate Special Lectures**

The Campus to Corporate Lecture series started over three years ago to familiarise students with the expectations of the industry will be continued so that they might align their learning objectives with these expectations. These will be delivered by senior persons in business and industry.

x. **Weekly Quizzes**

The institute will follow the established practice of organizing a Quiz per week per class in the specially scheduled period for the purpose of increasing the general awareness level of the students in regard to the world of business/media.

xi. **JIMS Annual Distinguished Leader Lecture**

The institute lays great emphasis on grooming students into young and responsible leaders of tomorrow. To this end, we will continue with the practice of organizing JIMS Distinguished Leader Lectures on an annual basis. The institute has invited to

date eminent personalities like ShriArunJaitley, Late ShriAbid Hussein, Shri Soli Sorabjee, Smt. Sheila Dikshit, ShriTejendraKhanna, ShriNavin Jindal and ShriPritam Singh.

xii. **Competitions/Contests**

Apart from the co-curricular activities outlined above, the students will be given the opportunity to participate in a number of Competitions to make the whole learning process exciting and fun filled. These competitions will be evenly spaced out over the two Semesters and will be scheduled in the College Activities Calendar. The institute will organize in every academic session following competitions:

- ✓ Inter-Class and inter-College Debate Competition
- ✓ Inter-Class and inter-College Case Study Competitions
- ✓ Inter-Class and inter-College Business Plan Competition
- ✓ Inter-Class and inter-College Quiz Competition
- ✓ Inter-Class and inter-College Summer Project Presentation Competition
- ✓ Inter-Class and inter-College Poetry Recitation Contest
- ✓ Inter-Class and inter-College Essay Writing Contest
- ✓ Inter-Class and inter-College Story Writing Competition

- **Extra-curricular Activities**

    The institute will focus on extracurricular activities under the three subheads of: institutional social responsibility in pursuance of the goals of the UNGC, New York, of which it is a part, and sports and cultural activities.

A. Institutional Social Responsibility (ISR) activities:

- **Rotaract Club:** Following Institutional Social Responsibility (ISR) activities will be organized under the auspices of JIMS Rotaract Club:
    - ✓ Programme On Personal Hygiene And Sanitation For Women Of EWS Category
    - ✓ Sewing & Tailoring Course
    - ✓ Beauty Culture Course
    - ✓ Old Clothes Donation Drive
    - ✓ Teachers' Day Celebrations at the Sewing and Beauty Culture Centre
    - ✓ Say No to Crackers this Diwali" Campaign
    - ✓ Lakshmi Puja on Eve of Diwali at the Sewing and Beauty Culture Centre

- ✓ SwachhtaAbhiyan
- ✓ Planting Programme
- ✓ Computer Literacy Programmes for children of EWS
- ✓ Digital Financial Literacy Campaign (VittiyaSakshartaAbhiyan)
- ✓ Earth Hour Campaign
- ✓ Blood Donation Camp
- ✓ All India Essay Writing Competition

- **JIMS Community Radio Station 90.4 MHz:** Under the auspices of JIMS community radio 90.4MHz, the following Institutional Social Responsibility (ISR) activities will be organized:
  - ✓ Production, Editing and broadcast of 4 signature programmes: 'Aatm-chintan', 'Mansha', 'Jeevan-disha', and 'Baat Pate Ki'.
  - ✓ Production, Editing and Broadcast of Radio Mathematics Programmes.
  - ✓ Production, Editing and Broadcast of other social responsibility community based programmes.
  - ✓ Broadcast of DAVP Sponsored PSA Spots
  - ✓ Community based feedback surveys of JIMS Community Radio Programmes.

- **JIMS Eco Club activities:** Under the auspices of JIMS Eco Club, the following Institutional Social Responsibility (ISR) activities will be organized:
  - ✓ SwacchtaAbhiyan
  - ✓ Planting Programme
  - ✓ Earth Day: Teaching Students To Preserve The Environment
  - ✓ "Say No To Crackers This Diwali" Campaign
  - ✓ Minimal Waste Generation and Disposal of Waste

B. Cultural Activities

The institute will organize the following competitions at the college and inter-college levels in every academic session:

- Vocal music
- Instrumental Music
- Solo singing
- Group Singing

- Western Singing

- Drama: One act play

- Short Film making

- Street Play

- Dance – Solo, Group

- Mono Acting

- Painting

- Collage

- Clay Modelling

- Cartooning

- Rangoli

- Fashion Show

C. Sports Activities

The institute will also continue to lend support to the sporting activities of the students. To this end, it will organize tournaments at the college level by hosting them at the sports grounds available in the neighbourhood community.

- Intra-campus and Inter-College Football Tournament

- Intra-campus and Inter-College Cricket Tournament

- Intra-campus and Inter-College Volleyball Tournament

- Intra-campus and Inter-College Basket Ball Tournament

- Intra-campus and Inter-College Badminton Tournament

- Intra-campus and Inter-College Table Tennis Tournament

- Intra-campus and Inter-College Chess Tournament

- Alumni Sports Meet

- Athletics

14. PERFORMANCE MANAGEMENT POLICY

1. Introduction

Decisions concerning career development, promotion, succession planning and compensation depend on information provided through effective performance management. Employees in JIMS must understand the requirements of their jobs as well as the expected

results. The actual assessment of how well they have done will be undertaken at the end of each year through a comprehensive appraisal of their performance in relation to these expectations.

2. Objectives

The Performance Management policy will be undertaken with the following objectives:

- ✓ Review performance of the staff against assigned tasks and responsibility
- ✓ Identify the areas of weaknesses and provide positive feedback to the staff on their individual and team performance;
- ✓ Identify the areas of strength in each staff
- ✓ Identify staff who can be developed to take up increased responsibilities
- ✓ Identify the staff training needs
- ✓ Plan for the following year
- ✓ Feedback Analysis

3. Responsibilities of HODs

HODs are responsible for conducting substantive discussions and taking conclusive performance-related actions. These actions include selecting or developing performance plans, communicating outcomes and expectations to employees, establishing employees' development plans, providing performance-related feedback to employees at prescribed intervals, preparing end-of-cycle summaries, and discussing the summaries with employees.

4. The Performance Management Process

a. Performance planning

A Performance Plan is a written document between an employee (and team) and his or her senior. The performance plan describes what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured. This part of the plan is based primarily on the goals of JIMS and the employee's job description.

b. Monitoring

Monitoring is the process of making accurate and objective performance observations based on the outcomes and expectations contained in an employee's performance plan. In addition, the Director/HOD will provide timely feedback throughout the performance cycle to encourage employees to maximize their performance. Performance observations will be provided from multiple sources.

Employee's role: Provide self-evaluation twice per performance cycle, and provide upward feedback once during the performance cycle. If applicable, provide performance input as a peer, customer, or key members of cross functional teams/interface groups.

HOD's role: Collect data, provide feedback, make performance observations, document results, and manage overall process.

Application to teams: When using this process in a team setting, the following need to be considered:

- ✓ Team has a strong peer input feedback mechanism in place.
- ✓ Each team member must be willing to supply self-evaluation of the team's performance.

Managing unacceptable performance: If at any time during the performance cycle the employee is not performing to the level agreed upon in the performance plan, the employee is placed into an opportunity to demonstrate performance, or any other applicable performance improving tool in an attempt to bring the employee's performance up to an acceptable level.

c. Performance summary

The performance summary is a consolidation, discussion, and acknowledgement of employee accomplishments and effectiveness throughout the performance cycle.

- ✓ Provides an assessment of actual achievements based on the outcomes and expectations contained in the performance plan.
- ✓ Includes a synopsis of formal feedback received during the performance cycle.
- ✓ Contains highlights of developmental activities undertaken during the period.

The performance summary represents the review of record for the performance cycle.

Purpose: Performance summaries may be used for:

1. Identifying developmental needs.
2. Determining compliance with the agreed upon performance plan.
3. Analyzing individual [or team] performance.
4. Basis for individual recognition.
5. Basis for team acknowledgement/recognition.
6. A point of consolidation of feedback from the performance cycle.

Frequency: Typically the performance summary is an annual process of documentation and discussion between a Head of Department and an employee. This discussion shall occur within 30 days from the end of the performance cycle.

There are several conditions under which a performance summary may occur more frequently. They include instances where

1. The performance plan represents a cycle shorter than a year.
2. The performance plan changes significantly during the year.
3. An employee transfers to another job, department, section, team, division, etc.

Time under performance plan: An employee must be in his or her current performance plan for 90 days to receive a performance summary. This 90-day requirement also applies to details. If a performance cycle includes a detail of 90 days or greater, the performance summary for the performance cycle may include the performance summary for the detail period.

Documentation: A narrative discussion of the individual performance compared to the outcome(s)/expectations(s) as spelled out in the performance plan. The summary is a narrative describing employee accomplishments of the agreed upon outcomes/expectations in the performance plan. The relationship of the narrative and the plan represents the employees' annual performance review.

Recordkeeping requirements: The performance summary of record shall be maintained in the Personnel File.

Relationship to performance based pay systems: The performance summary may be used as a factor in determining eligibility for a pay increase in a performance based pay system.

Application to Teams: Teams can receive performance summaries; however, the accomplishments of a team cannot be a primary or secondary outcome of an individual's performance plan. Additionally, a team performance summary does not eliminate the requirement for an individual performance summary.

Requirements for departing/transferring HODs: A departing/transferring HOD should provide a performance summary for each of his or her employees before leaving. In a situation where a Dean/HOD leaves his or her position within the last 90 days of a performance cycle, the departing/transferring Dean/HOD should close out the current performance cycle by completing and providing a performance summary for each of his or her employees. As a result, the new performance cycle may cover up to 15 months.

5. **Recognition**

A means of acknowledging employees for sustained outstanding performance/service and providing incentives to continue provide outstanding performance/service. Recognition should be linked to performance outcomes. For example, employees should be recognized/rewarded for being results-oriented and customer-focused. Other contributing factors could be increased morale, contribution to team cohesiveness, contribution to the success of the performance management process.

a) **Pay Revision and Promotion:**

Teaching Staff:

- All promotions from Asst. Professor to Assoc. Professor) to Professor to Professor shall be in conformity with the procedure and qualifications laid down by the statutory bodies.
- Pay revision shall be done as per UGC regulations.

For non-teaching staff:

The performance appraisal of non-teaching staff shall be done on the basis of the inputs/ confidential report of their immediate superior; self-assessment report and the report of the controlling officer.

Pay revision shall be done as per the prevailing scales of pay.

b) **Annual Confidential Reports**

- Annual Confidential Report (ACRs) of employees of the school shall be rendered and maintained once a year. However for faculty reports will be rendered twice a year.
- The aim of the Annual Confidential Reports (ACRs) is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed ONLY during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.
- It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning

any shortcomings in the report, the initiating officer should also give an indication-of the efforts made by him by way of guidance/admonition to reform the employee.

- For exceptional good performance, the management may reward the employee in any manner they deem fit.

15. TRAINING & DEVELOPMENT POLICY

1. Introduction

JIMS strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. As such, JIMS will always strive to attract and retain employees of the highest caliber.

To achieve this, JIMS will recruit all levels of staff strictly on merit. After their engagement, the trust will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

2. Objectives

The objectives of the Training and Development Policy are:

a) Providing teachers with training opportunities to achieve maximum effectiveness;

b) Ensuring that they develop their skills and capabilities to be able to work efficiently and respond rapidly to changes within the organisations;

c) Improving performance of their present duties;

d) Ensuring that the best use is made of their natural abilities and individual skills for the benefit of the organisation and their career.

In fulfilling above objectives care is to be taken to:

a) Ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels, with particular emphasis on the lower ranks;

b) Equal opportunity is provided in training and development within all Department.

c) An environment that is conducive to self-development and career advancement of faculty members is created.

3. Focus Areas

Faculty development in general refers to those programs which focus on the individual member. The most common focus for programs of this type is the faculty member as a teacher. Faculty development specialists provide consultation on teaching, including class organization, evaluation of students, in class presentation skills, questioning and all aspects of design and presentation. They also advise faculty on their aspects of teacher/student interaction, such as advising, tutoring, discipline policies and administration and give some instructions and information about Curriculum development.

A second frequent focus of such program is the faculty member as scholar and professional. These programs offer assistance in career planning, professional development in scholarly skills such as publishing, committee work, administrative work, supervisory skills, and wide range of other activities expected of faculty.

A third area on which faculty development programs focuses is the faculty member as person. This includes wellness management, interpersonal skills, and a host of other programs address the individual's well-being.

A fourth area is development of skills for successful research careers getting funded, conducting innovative research, getting published and giving scientific presentations.

Special area for improvement in teaching is development of interpersonal and communication skills.

Developing of Faculty Leadership Skills is also an important criterion and different programmes are to be organized for leadership, management skills and business of management.

4. Knowledge and Skill Development

At JIMS Faculty development has three aspects or characteristics: enhancing knowledge, developing skills, and improving understanding.

Each of these characteristics requires a different approach to faculty development activities. Activities focusing on enhancing knowledge are those that help the teacher to increase his/her understanding and knowledge in his field of interest. As regards improving of skills (delivery methods), activities are to be performed in order to improve

teacher's proficiency or ability to implement or apply what he or she learned. It is also important to work on improving of interpersonal skills and communication abilities in which a teacher observes another teacher. All three aspects are to be combined together.

Quality faculty development has the power to increase teacher' knowledge and skills, while changing what educators believe about student learning and how they interact with students.

For effective faculty development following are necessary:

- Teachers realize that continual learning is essential to student success
- Creation of faculty development plans, based upon student learning data
- Creation of individual faculty development plans
- Regular evaluation of faculty development program to ensure experiences are high quality,
- Learning is research based and should meet plan goals.

5. Process and Criteria

JIMS will as much as is possible handle staff training as an integral part of its institutional development. It will endeavor to train its staff continuously and impart them with new skills, through some of the following ways:

- JIMS shall from time to time identify training courses, seek funding, and identify staff to attend such courses.
- JIMS regularly organizes FDPs for faculties and MDPs for the management and the staff.
- JIMS will also encourage staff to pursue further training on their own, which it could also support whenever there are funds available;
- Professional staff such as certified accountants, economists, bankers, etc, shall be encouraged to attend functions organized by the institute.
- Training or Development Programme shall only be offered as per feedback of MDP (Management Development Program) for teaching as well as non-teaching staff, it depends on person to person in different conditions.
- JIMS shall encourage faculty to design and deliver MDP/Workshops programmes for corporates.

- JIMS shall motivate faculty to write and publish quality research papers/present them at conferences suitable incentives to be provided to faculty in this regard.

- Annual Research Paper Competition to be held and suitable cash prizes awarded to faculty for the Best Research paper and the Second Best Research published by them in reputed journals.

In the event where an employee cannot attend a particular Seminar/Presentation training for one or the other reason, such employee should inform the Human Resources Officer in writing at least three working days before the commencement of the course through his/her senior. Shorter notice through the same procedure shall only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.

The nature of faculty training and skills development could take the following forms:

- Development in Teaching Techniques
  - ✓ (Classroom Management, Curriculum Development, Learning Styles, On-Line Delivery etc.)

- Special Skills Development
  - ✓ (Computer Software Training, Diversity Awareness Training, Communication/Inter personal Skills Training etc.) FDPs, Refresher Courses, Workshops etc to be conducted.

- Job Skills Development
  - ✓ (Learning New technology or methodology, Industry internship experience, Project Guidance/Mentoring etc.)

- Community/Civic Service
  - ✓ (Active Participation in Rotary, Lions etc., Leadership of College Committees, Working with student in Community Welfare projects, Bharat SwacchProgramme etc.)

- Faculty members are also encouraged to pursue higher studies such as M.Phil/Ph.Dprogrammes for which leave and incentives are provided as per the institute's HR Policy.

6. Non – Teaching Staff

Professional Development of staff is based on following principles:

- The institute is committed to supporting the development of its staff

- The staff are encouraged to improve their own and other people's performance
- The institute will strive to recognise the contribution made by all staff
- The institute is committed to ensuring equality of opportunity in the development of the staff
- HODs will work towards supporting the development of staff within their areas.

Professional Development:

- Will give equality of access to training for non-teaching staff.
- Is available for individual staff to plan their careers and to identify career opportunities
- Involve guidance and support before, during and after training as appropriate
- May include a variety of Strategies, including,in-house training

7. Student Development

Balancing study work and the ongoing pressure of daily life all at once isn't easy. We equip students with targeted strategies and skills to help them better manage their studies and more effectively plan their careers.

Student Development in JIMS focuses on following aspects:

- Academic Development
- Industry Interaction
- Co-curricular Activities
- International Study Tours/Exchange Programmes
- Personality Development
- Consulting and Mentoring

Academic Development

Academic Development of student is ensured by providing a vibrant learning environment characterized by diversity and inclusiveness. The Curriculum is reviewed and enriched every six months by expert members of the Board of Studies and Research. The curriculum course structure is designed by drawing from curricula of top B-Schools in India and abroad. It offers flexibility of choice by offering five specializations from which two need to be opted for.

The curriculum is implemented by well qualified faculty with requisite industry experience Teaching - learning effectiveness is ensured through application of innovative

pedagogical techniques. Experts from Industry are also invited to conduct supplementary classes and Guest Lectures to provide a practical view of trends as obtaining in industry

Industry Interaction

Students are provided ample opportunities to engage with Industry managers and benefit from first – hand perspectives and experiences shared by these managers.

- ✓ Summer Internship
- ✓ Live Mentoring Project
- ✓ Final Placements

Co- and Extra- Curricular Activities

Students attend various events such as Conferences, Seminars, Workshops and Guest Lectures where they meet and interact with Industry are also manager at all levels. The workshops in particular offer a valuable experience as students are given assignments on topical issues to work on.

Personality Development

A special one-year Personality Development programme has been designed which helps students to enhance their self-confidence by developing an array of personal, interpersonal and team Skills. They are taught key concepts such as Self-Awareness, Self-Esteem, Management of Time and Stress, Conflict Resolution Techniques etc. They also undergo regular drills in GDs and PIs which help them to prepare for the final placements with a good measure of confidence and optimism.

Career Development

The students receive continual consulting and Mentoring assistance by faculty, placement counselors and Industry mentors to help them decide on what job profile or industry sector they should opt for. The introduction of entrepreneurship specialization during which students get to execute two projects with start-ups has enthused many of them to consider starting their own ventures as an option to campus placement. The planned establishment of an incubator in the campus will act as further impetus to aspiring student entrepreneurs.

Counselling and Mentoring

Apart from Counselling and Mentoring assistance that is provided to students during SIP and final placement students also turn to their faculty coordinators to seek solace during times of

work and examination stress. An external Counsellor is on call to assist students should any request be made for such service

16. SERVICE CONDITIONS POLICY

1. **Objective:**

Every employee in theInstitute has an important role in ensuring thesmooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensurebetter work place practices.

2. **Hours of Work:**

Director/Registrar/HODs

- ✓ Working Hours: 9 hours a day with 30 minutes of lunch break
- ✓ The official timing will be from 0900 hours to 1800 hours.
- ✓ Director/HODs will work for six days in a week. However, they will get one and a half Saturdays as off days.

Faculty:-

Working hours: 8 hours a day with 30 minutes of lunch break.

- ✓ The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
- ✓ Faculty Members will work for six days in a week. However, two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.

Staff:-

- ✓ Working hours: 9 hours a day with 30 minutes of lunch break.
- ✓ Staff Members will work on two full Saturdays and one half Saturday in a month. These Saturdays will be pre-defined by the Director.

Common:-

- ✓ Effort should be made to ensure that all faculty and staff members are present on the first /second Saturday so that FDP or any other formal academic event may be organized.
- ✓ A grace of 5 minutes is allowed to all members from their reporting time.

✓ Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.

✓ In case an employee is late for the fourth time then one-day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.

✓ For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one-day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.

✓ In case any Month has five Saturdays then faculty and staff members will be required to work an additional full Saturday in that month

3. Tracking Attendance:

- It is mandatory for all employees to sign the attendance register as soon as they enter the premises and again before going home, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.

- All employees traveling on work who are unable to report to office to mark their attendance will send a mail to that effect to their respective Head.

- Disciplinary actions may be initiated against the employees who keep reporting in late to work on frequent basis.

4. Leave Rules

- Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.

- Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.

- If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one-day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.

- Faculty and staff may also avail 15 days leave during summer i.e. between 15th May and 30th June. The summer leave will preferably not be split into parts; it should be taken in

one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director General

- All leave applications should be routed through the HODs, who are controlling the daily implementation of time table, to the Director.

- The Chairman will have the prerogative to cancel leave of any faculty and staff.

- Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.

- Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.

- Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director General. No carry forward will be permitted in normal course.

- Half Day Leave – The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

5. **Public Holidays**

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

6. Bi Annual Appraisal

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

7. Separation by Resignation

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

- ✓ The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.

✓ Efforts are to be made to explore ways of retaining the employee.

✓ In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in by the Head of the Dept. concerned / Director stating the date of relieving. The date of relieving is also to be communicated to HOD / course coordinator and accounts department.

✓ The employee is required to give one-month notice prior to the date of resignation. In case notice period is not served then one-month salary will be debited for the dues owing to the employee.

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

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

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

17. PROCUREMENT POLICY

1. Principles

The following principles should be adhered to in the procurement of materials and services:

- Fair Competition: - Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations.

- Conflict of Interest: - Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization.

- Cost-effectiveness:- Quotations should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.

- Transparency: - To ensure transparency, BOQ/ Tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

2. Types of Procurement

The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

Tendering/ BOQ (applicable to procurements of value exceeding Rs. One lakh)

- o Notice of tender invitations should be given to Approved Suppliers.
- o Restricted or Single Tendering (applicable to all types of procurement) This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written quotation. Sufficient justification should be made for prior approval by the authorized person before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the approving officer (please refer to Paragraph 16 below).
- o General Procurement (applicable to procurements of value below Rs. 50,000/-)

(i) Written Quotation

After obtaining approval of Chairman/Director (please refer to Paragraph 16 below), written quotations should be sought from suppliers, including the successful tenderer in the last procurement exercise (who's goods or services meeting the requirements). If a list of suppliers is used, quotations should be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.

(ii) Verbal Quotation

To enhance administrative efficiency, verbal quotations from not less than two (2) suppliers or contractors may be used for procurement of miscellaneous item or service.

(iii) Exemption

All procurements must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the Chairman/Director (please refer to Paragraph 16 below).

d) Tendering Procedures

The following summarizes the stringent tendering procedures to be followed:

i. Calling for Tender documents / quotations

    a. Manager (Administration) should prepare the tender documents/ BOQ,/ Quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

    b. As far as possible, the Mgr (Admn.) responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise. Director is the approving offer in such case.

ii.   Submission of Tenders / Quotations and Opening of Tenders

    a. Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their quotation / tenders. Tenderers must submit their quotation tenders before the stipulated date and time specified in the tender documents/ BOQ.

    b. Tenders/quotations should be deposited before the stipulated date. Director and Mgr (Admn.) shall open the tenders/quotations simultaneously and shall each initial beside each quotation figures as confirmation.

iii.   Tender/ Quotation Evaluation

    a. In general, tender / quotation evaluation should be carried out by an assessment panel consisting of at least two (2) members. Evaluation of quotations of small amounts may be carried out by one staff member.

    b. A 'two-envelope system' should be used for procurement involving the technical aspects and service quality. Tenderers / Vendors should be required to submit price information and technical information in separate envelopes. Appropriate weights should also be given to the two areas. It is normal practice for the assessment panel firstly to evaluate and award an assessment score on technical aspects of the proposals before opening the price envelope to evaluate the price information.

c. The assessment panel should conduct a preliminary evaluation of the tenders / quotation based on the required information and documents stipulated in the tender documents. This will ascertain full compliance with the stipulated conditions and requirements.

d. The assessment panel should select the most competitive and cost-effective tender / quotation among the eligible tenders/ quotation by evaluation according to the pre-set assessment criteria. For contracts involving higher construction costs or requiring higher standards in technology and service areas, a scoring system should be adopted for giving scores in terms of tender price, tenderer's reputation, track records and management quality, as well as the professional and technical standard of staff for implementation of the project/service.

e. The assessment panel shall prepare a tender evaluation report/ supplier evaluation report to state clearly its recommendations and the justifications. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.

iv. Acceptance of Tender

a. The assessment panel should submit the evaluation report to Chairman/Director for approval in accordance with the guideline. After endorsement and approval of the selection result, the successful tenderer should be officially notified by post and be invited to enter into a contract with the Organization. For protection of commercial secrets, it should be ensured that disclosure of the details shall not lead to revelation of any tender quotation information provided in confidence by other tenderers.

b. Should none of the tenders/ quotation received can fulfill the required specifications and conditions, the tendering / purchasing exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

v. Procedure of Handling Complaints

Organization should be committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly can lodge a complaint with the Chairman/Director.

vi. Approval and Authorization

> Approval or authorization should be sought from the Chairman/Director before inviting suppliers to submit quotations and/or selecting suppliers for seeking quotations.

18. ENVIRONMENT & SUSTAINABILITY POLICY

The institute is fully cognizant of its responsibility towards the environment and its sustainability. It has taken up the cause of environment preservation with a missionary zeal. This is reflected the Commitment of Engagement (COE) submitted to United Nations Global Compact (UNGC), New York, of which the institute is also a Participating Member and Signatory. Taking this mission forward, the institute has also become a member of the United Nations Principles for Responsible Management Education UNPRME initiative of UNGC, New York. As a member of UNPRME, the institute has focussed on incorporating the knowledge of Sustainable Development Goals in the academic curricula. To spread awareness about UN SDGs, the institute has established three Student Clubs, namely JIMS Eco Club, JIMS Rotaract Club, and the National Service Scheme Unit. Besides, JIMS Community Radio 90.4 MHz also broadcasts programmes on this subject to spread awareness among community members.

Based on the COE with UN SDGs, the college is committed to the following:

- ✓ To protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural and environment.
- ✓ To comply with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central and state governments.
- ✓ To maximize sustainable resource use and minimize the use of hazardous substances.
- ✓ To protect and improve the biodiversity of the campus.
- ✓ To spread awareness about SDGs through research and teaching initiatives related to sustainability.
- ✓ To regularly audit our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
- ✓ To make the campus plastic free to the extent possible. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.

- ✓ To make a provision for recharging of groundwater with rain water harvesting.

- ✓ To harness solar powerthis is a renewable resource.

- ✓ To make the campus paper free one to the extent possible by promoting electronic communication and records for academic and administrative purposes.

- ✓ To maintain a very strict and ecofriendly waste management mechanism.

- ✓ To reduce individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.

- ✓ To identifyand enable the reuse of waste items wherever feasible, either internally or in association with third parties.

- ✓ To make efforts for onsite treatment options such as composting, bio-manure, for the recycling of solid waste and its reuse.

- ✓ To communicate the waste management policy of the college to all stakeholders.

19. E-GOVERNANCE POLICY

Informatization of processes and resources, wherever possible, has become the need of the hour. The outbreak of COVID has brought home this reality to all organizations. JIMS has always believed in system building and as the process of Informatization set in with the advances of IT, JIMS has turned to –Governance in a big way. In fact, the focus on the reduction of the use of paper, a scarce resource impacting the green cover of the Earth, has prompted us at the institute to embrace e-Governance in a comprehensive way. So, the e-Governance policy of the institute envisages the following:

- ✓ The ubiquitous employment of e-governance at various levels in order to provide simpler and efficient system of governance within the institution.

- ✓ The sharing of information about the institute with all the stakeholders and the general public through a dynamic website. The full profile of the college is provided on the official website of the institute, jimsd.org.

- ✓ All in-house communications are routed through the official email domain of jagannath.org.

- ✓ All HR activities are carried out through the official ERP, acadplusvk.in

- ✓ The ERP also serves the purpose of LMS, as all teaching learning based processes are reflected there. Besides, the ERP acts as an instrument of academic quality

control as all weekly and monthly reports are downloaded from it for monitoring the progress of class room teaching and other related activities.

✓ The official website also serves as the medium of sharing with the students the processes of grievance/complaint resolution.

✓ The official website of the institute is also available on mobile phones and other platforms.

✓ The accounts of the college are maintained with help of the accounting software Tally.

✓ System administrators have been appointed to handle the technical issues related to digitalized operations of the college.

✓ The library is computerised. Students can search the books in the computers in the lobby. The library data is integrated to the website of the college. E-learning facilities like N-List, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.

✓ The alumni portal provides facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

20. POLICY OF THE DISSEMINATION OF HUMAN VALUES

The institute management believes that no educational process can be complete if it does not inculcate human values in the learners. To this end, the institute follows the policy measures given below:

✓ All the employees are disseminated the core values of the institution apart from the posting of these on the institute website.

✓ The day begins with a prayer to Ma Sarasvati, the Goddess of Learning. All faculty and staff members participate in it.

✓ All institute functions begin with the Peace Prayer taken from the Atharva Veda, which celebrates the unity of the multifarious individuals in the Creation and the need for observing Peace.

✓ Faculty members take care to be polite to all the students irrespective of their varied personal backgrounds and achievements.

- ✓ Faculty members mentor students regularly in the principles and practices of good conduct.
- ✓ All staff members are responsive to the needs of faculty and students and there is no room for red tape.
- ✓ All guests are received with utmost civility.
- ✓ The institute does not discriminate on any social and economic basis in the matter of admissions and abides by its constitutional obligation which is enshrined in the Admissions Policy of the affiliating university.
- ✓ The physical infrastructure of the institute is compliant with the needs of the physically challenged.
- ✓ The Institutional Social Responsibility activities organized through the agencies of the Rotaract Club, Community Radio 90.4 MHz, Eco Club and NSS are geared to give practical hands on experience to the students in human values and professional ethics.
- ✓ Regular lectures are organized on human values and professional ethics. Corporate leaders, motivational speakers and yogis are invited to school students in these socially useful lifestyle changes.
- ✓ There is emphasis on the teaching of professional ethics in all programmes. The university has incorporated the teaching of ethics in each programme.
- ✓ There are Committees compliant with statutory regulations to ensure that no student or faculty member feels marginalized or harassed for any reasons whatsoever.