



**1<sup>st</sup> August 2023**

## **OFFICE ORDER**

In Compliance to University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the following internal complaints committee (ICC) is constituted with immediate effect”

1. Dr. Rajshree Chatterjee – Convener
2. Ms. Preeti Bhardwaj – Member
3. Ms. Sheelu Sharma- Member
4. Mr. Vikas Kalra – Member
5. Ms. Anupama Gupta - Member

### **Students Representative**

- (1) Shruti Gupta
- (2) Kartik Patwal
- (3) Karan Aggarwal

The presiding officer and Members must follow the procedure as laid down in University Grants Commission (Prevention, Prohibition and redressal of sexual harassment of Women Employees of and students in Higher Educational Institutions) Regulations, 2015 which are available on UGC website.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



**1<sup>st</sup> July 2023**

## **CONSTITUTION OF THE ADMISSIONS COMMITTEE**

The Admissions Committee shall consist of the following members for the academic session 2023-24:

1. Mr. Deepak Gupta	Chairperson
2. Ms. Nirmal Bhatnagar	Member
3. Ms. Anshoo Walia	Member
4. Ms. Sheelu Sharma	Member
5. Ms. Renu Singh Malik	Member
6. Ms. Namrata Chadha	Member
7. Ms. Preeti Bhardwaj	Member Secretary

- The term of the Convener and Members of the committee will be one year.
- The quorum of the committee shall be 5.
- The committee will lay down the policy and norms of admissions to be made during the academic year 2023-24 keeping in view the regulations of UGC and Regulatory Bodies, if any.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



**1<sup>st</sup> August 2023**

**Office Order**

**Examination Committee**

A committee of the following is constituted as Examination committee for the academic year 2023-24

- |    |                          |                  |
|----|--------------------------|------------------|
| 1. | Mr. S.L. Aggarwal(C.O.E) | Chairman         |
| 2. | Ms. Renu Singh Malik     | Member           |
| 3. | Ms. Shalini Arora        | Member           |
| 4. | Ms. Preeti Bhardwaj      | Member Secretary |

- The quorum of the committee shall be 2
- The committee will review the examination system and policy periodically and may suggest reforms and improvements.

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**



1<sup>st</sup> August 2023

**Department of Liberal Arts**

**Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Liberal Arts shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- |    |                            |   |                    |
|----|----------------------------|---|--------------------|
| a. | <b>Mr. Sanjay Chopra</b>   | – | <b>Convener</b>    |
| b. | <b>Ms. Prerna Goyal</b>    | – | <b>Co-Convener</b> |
| c. | <b>Ms. Shauryaa Sharma</b> | – | <b>Member</b>      |
| d. | <b>Ms. Reena Rai</b>       | – | <b>Member</b>      |

(i) The term of the convener, members of the Committee, and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(iii) In considering the grievances before it, the DGRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**



1<sup>st</sup> August 2023

**Department of Hotel Management**

**Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Hotel Management shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- a) **Mrs. Anshoo Walia – Convener**
- b) **Mr. Yogendra Bahadur – Member**
- c) **Ms. Meenakshi Sharma– Member**

(v) The term of the convenor, members of the Committee, and the special invitee shall be two years.

(vi) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(vii) In considering the grievances before it, the DGRC shall follow principles of natural justice.

(viii) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



1<sup>st</sup> August 2023

## **Department of Information Technology**

### **Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Information Technology shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- |           |                        |          |                 |
|-----------|------------------------|----------|-----------------|
| <b>a.</b> | <b>Ms. Aparna Raj</b>  | <b>–</b> | <b>Convener</b> |
| <b>b.</b> | <b>Ms. Raman Joshi</b> | <b>–</b> | <b>Member</b>   |
| <b>c.</b> | <b>Ms. Ankita Roy</b>  | <b>-</b> | <b>Member</b>   |

(i) The term of the Convener, members of the Committee and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(iii) In considering the grievances before it, the DGRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



**1<sup>st</sup> August 2023**

## **Department of Interior Design**

### **Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Interior Designing shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- a. Ms. Namrata Chadha – Convener**
- b. Ms. Rupam Behl – Member**
- c. Ms. Varsha Bhatnagar – Member**

(i) The term of the Convener, members of the Committee, and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(iii) In considering the grievances before it, the DGRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



1<sup>st</sup> August 2023

**Department of Fashion Design & Technology**

**Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Fashion Technology shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- a. **Ms. Renu Singh Malik** – **Convener**
- b. **Mr. Abhishek Chakraborty** – **Member**
- c. **Mr. Narendra Kumar** - **Member**

(i) The term of the Convener, members of the Committee, and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(iii) In considering the grievances before it, the DGRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**





**1<sup>st</sup> August 2023**

**Department of Journalism & Media Management**

**Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Mass Communication shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows:

- a. Prof. Nirmal Bhatnagar - Convener**
- b. Dr. Uravshi Sharma – Member**
- c. Dr. Rajshree Chatterjee – Member**

(i) The term of the Convener, members of the Committee and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two

(iii) In considering the grievances before it, the DSGRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint.

**(Prof. Nirmal Bhatnagar)**

**Dean (Administration)**



**1<sup>st</sup> August 2023**

**Department of Management**

**Departmental Grievance Redressal Committee (DGRC)**

A complaint by an aggrieved student relating to the Department of Management shall be addressed to the Departmental Grievance Redressal Committee (DGRC) constituted as follows

:

- a. Ms. Sheelu sharma- Convener**
- b. Ms. Preeti Bhardwaj – Co-Convener**
- c. Dr. Gaurav Aggarwal - Member**
- d. Mr. Sandeep Kumar – Member**
- e. Mr. Naveen Kumar - Member**

(i) The term of the Convener, members of the Committee, and the special invitee shall be two years.

(ii) The quorum for the meeting of DGRC, including the Convener, but excluding the special invitee, shall be two.

(iii) In considering the grievances before it, the GRC shall follow principles of natural justice.

(iv) The DGRC shall submit its report with recommendations, if any, to the Head of the Institution within a period of 15 days from the date of receipt of the complaint

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**



1<sup>st</sup> August 2023

**Institutional Student Grievance Redressal Committee**  
**(ISGRC)**

Where a complaint does not relate to any academic Department the matter shall be referred to the Institutional Student Grievance Redressal Committee (ISGRC) constituted as follows:

- a. Prof. Nirmal Bhatnagar – Convener**
- b. Mr. S.L. Aggarwal – Dean, Student Welfare**
- c. Dr. Parul Malhotra– Member**
- d. Ms. Namrata Chadha - Member**

- (i) The term of the members of the committee shall be two years.
- (ii) The quorum for the meetings of the ISGRC, including the Convener, but excluding the special invitee, shall be two.
- (iii) In considering the grievances before it, the ISGRC shall follow principles of natural justice.
- (iv) The ISGRC shall send its report with recommendations, if any, to the Vice Chairman, within a period of 15 working days from the date of receipt of the grievance.

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**



**1<sup>st</sup> August 2023**

## **OFFICE ORDER**

A "Women Cell" is created to deal with the gender issues and to carry out various active of Gender Sensitization and Women Development.

The following advisory Committee is constituted with immediate effect ;

1. Prof. Nirmal Bhatnagar	Convener
2. Ms.Roshini Yadhuvanshi	Member
3 Ms. Vandana Sharma	Member
4 Ms. Shalini Arora	Member

The quorum of the meeting shall be 3.

Copy to :

1. P.S. to Vice Chairman
2. Persons Concerned
3. Notice Board
4. Department of Web Development

**(Prof. Nirmal Bhatnagar)**

Dean (Administration)



**1<sup>st</sup> August 2023**

## **CURBING THE MENACE OF RAGGING**

Ragging is totally prohibited in the Institute and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal laws for the time being in force.

The Anti-Ragging Committee, Anti-Ragging Squad and Monitoring cell have been established to curb the menace of ragging on the Campus and other identified places outside the Campus for the session 2018-19. The Nodal Officer will be Ms. Anshoo Walia – Dean (HM) and the Counselors will take care of counseling of the students.

Details of Anti Ragging Helpline Toll Free Number, Anti Ragging Committee, Squad, Monitoring Cells, Nodal Officers and Counselors are as follows:

**Anti Ragging Helpline Toll Free Number: 01145184100**

**[E-mail- antiragging@jims.in](mailto:antiragging@jims.in)**

**Ms. Shalini Arora**

### **1. Anti-Ragging Committee:**

<b>Name</b>	<b>Contact No</b>
Ms. Renu Singh Malik	8076881647
Ms. Namrata Chaddha	9810744664
Ms. Preeti Bhardwaj	9811553343
Ms. Kavita Sharma	8851498552
Mr. Manoj Koundal	7982725124



## 2. Anti-Ragging Squad:

Name	Contact No
Convener	
Dr.. Parul Malhotra, Co-Convener	9891361617
Mr., Yogi Co-Convener	9810888187
Mr. Inderpreet Singh	8851058559
Ms. Rohini Yadhuvanshi	7011402935
Ms. Anupma Gupta	9373296391
Dr. Shipra Dua	9999415665
Dr. Richa Ghai	9582035151
Ms. Rupam	8527758273

## 3. Monitoring Cell:

Name	Contact No
Ms.Shilpa Narang	9582820403
Ms. Varsha Bhatnagar	9899440720
Mr. Sandeep Kumar	9911661949
Dr. Radhika Mehta	9873588644
Ms. Reena Rai	8076735976
Mr. Vikas Kalra	8368319235
Ms. Saumya Grover	9711131213



#### 4. Nodal Officers:

Name	Contact No
Ms. Anshoo Walia	9910056663

#### 5. Counselors:

Name	Contact No
Ms. Meenakshi Sharma	9899927882
Ms. Richa Mahajan	8360354261
Dr. Rajshree Chatterjee	9891411575
Ms. Varsha Shukla	9891150398
Ms. Aparna Raj	9540422736
Ms. Divya Khera	9711684625
Mr. Devender Kumar	7838419822

#### Instructions against Ragging:

We take pride in informing all those desirous of seeking admission, that over all these years, our Institute has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

#### What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student:



- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

All the senior students are advised to guide and treat junior students affectionately.

Junior students may contact their Deans / HODs or other University functionaries of the institute like, Wardens or Administrative Officer for help and guidance.

**Copies of the above are forwarded to:**

1. PS to the Vice Chairperson
2. Persons concerned
3. Notice Board
4. Department of Web Development

**(Prof. Nirmal Bhatnagar)**  
**Dean (Administration)**