



Jagan Institute of Management Studies
3, Institutional Area, Sector-5, Rohini, Delhi-110085

Policies and Procedures

JIMS has a well laid out policies and procedures to ensure smooth functioning all around. These policies and procedures have been made not only to ensure smooth functioning but also to ensure qualitative and quantitative improvement in order to serve all stakeholders better. These policies and procedures relate to:

- I. Faculty Recruitment and Welfare
- II. Recruitment and welfare of non-teaching staff
- III. Grievance Redressal Mechanism
- IV. Maintenance and Utilization of Land & Building
- V. Maintenance and Utilization of Computer Lab
- VI. Maintenance and Utilization of Library
- VII. Maintenance and Utilization of Sports Complex

- I. **Policies and Procedures regarding faculty recruitment and welfare:** We have a well laid out policy for faculty recruitment and welfare. These are compiled in HR Manual.
- II. **Policies and Procedures regarding recruitment and welfare of non-teaching staff:** We have a well laid out policy for faculty recruitment and welfare. These are compiled in HR Manual.
- III. **Policies and Procedures regarding grievance redressal mechanism includes:**
 - Formation of Statutory Committee
 - Day to day report from class representatives
 - Faculty feedback
 - Installation of Suggestions and complaint box
 - Parents feedback – formation of parents committee and periodic meeting
 - Alumni feedback
 - Recruiters feedback
- IV. **Policies and Procedures for Maintenance and Utilization of Land and Building**

The institute has full time staff to ensure safety standards maintenance and upkeep of land and buildings. These include:

 - a) All deans and other vertical heads are asked to report any major wear and tear in the building, furniture, electrical appliances, etc. The same are attended to immediately.



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- b) The whole building is white washed and painted once a year, normally in the months of May and June when classes are not held.
- c) Checkup of power backup plants, cleaning and checkup of overhead tanks, aqua guards, is done on regular basis. Most of these facilities are in the annual maintenance contract.
- d) Any major alterations and addition to building involving capital expenditure is done by the Society.

VI. Policies and Procedures for Computer Labs

There is a full time Chief Technical Officer to ensure the smooth functioning of computer labs. In all computer labs complaint registers are provided wherein users are asked to enter their complaints regarding nonfunctioning / malfunctioning of any system. Periodic payments are made for licensed softwares. Additional computer terminals and upgradation of these terminals is done in consultation with the Dean IT department and faculty members.

Appropriate provisions are made in the proposed budget. This is presented for approval of the highest decision making body i.e. the Governing Board.

Comparisons are made between budgeted amount and actual spending later on.

VII. Policies and Procedures for Library

Every year a library committee is formed to look after the maintenance and growth of library facilities. There is a standard mechanism of book requisition and purchase, online journals and other packages are purchased on the advise of the respective deans and other faculty members.

Appropriate provisions are made in the proposed budget. This is presented for approval of the highest decision making body i.e. the Governing Board.

Comparisons are made between budgeted amount and actual spending later on.

VIII. Policies and Procedures for Sports Complex

Indoor Sport Complex Facilities

It includes treadmills and a mini gym equipment, table tennis, badminton, carom board etc. These are periodically serviced and replaced when required.

Outdoor Sport Complex Facilities

Due to the paucity of land in the mega city like Delhi, the institute does not have sports complex in its premises. We have tie up with different sports complexes for playing and conducting sports competitions in and around Rohini, Ashok Vihar and Pitampura on nominal amount.