



Jagan Institute of Management Studies jims

NAAC A++ Grade & NBA Accredited MCA Program
3, Institutional Area, Sector-5, Rohini, Delhi-110085

5(d).Availability of Psychologist and Student Counsellor

Annexure VI-D



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

Ref. No: JIMSR/2024

Date: 02.01.2024

NOTICE

Dear Students,

This is to inform you that Ms. Neelam Dhall has been appointed as Psychologist in the institute.

The students can meet the Psychologist as per the following scheduled timing.

S.No	Position	Name of the Officer	Days	Time	Venue
1	Psychologist	Ms. Neelam Dhall	Monday and Friday	9 AM to 5 PM	GLF-007 Bdg 'c'


Dr. Praveen Arora
Principal

Copy forwarded to:

1. Program Incharge:-MCA, BBA, BCA & BA (Hons)(Eco) for display in Students notice board.
2. Office file




Ref: No..JIMS/APPOINT/2024

Date: 02.01.2024

Ms. Neelam Dhalla
BF/10D, DDA Flats
Munrika, New Delhi

Letter of Appointment

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as **Psychologist**.

1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of probation may further be extended at the discretion of Management.

2. You shall be paid as per the Assistant Professor Grade during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.

3. During the period of probation as prescribed in Clause (1) above, your service are subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.

4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting and those send by telegram within 24 hours of their being sent.

5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.

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Silver Jubilee Year (2017-18)



6. The working hours of the Institute are from 9 A.M. to 5 P.M. from Monday to Saturday.

7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.

8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.

9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.

10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.

11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.

12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.

13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.

14. You will retire on the attaining age 65 years.

15. Your probation will start from 02.01.2024 or such other date as may be mutually agreed in writing.

16. You are requested to bring the following documents on the date of your joining indicated below:

- a) Two-passport size photographs.
- b) Original certificates in support of your educational/technical qualification date of birth & experience.
- c) Such other paper as required under Personnel policy of the Institute.



17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies



I have understood the above said term and Conditions and I accept the same



Consent Letter

Date: 02/01/2024

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

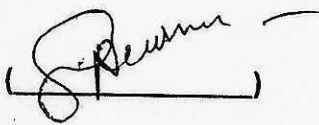
Dear Sir/Madam,

I, Neelam do hereby give my consent for providing my services as
Psychologist in Jagan Institute of Management Studies.

I shall abide by the rules and regulations of the Institute.

Thanking you,

Yours faithfully,



Name: Neelam

Add: BF/10D

DDA Flats

Munirka, New Delhi - 110067

Tel.: _____





Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

Ref. No: JIMSR/2023/

Date: 18-07-2023

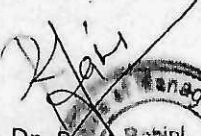
NOTICE

Dear Students,

This is to inform you that Ms. Keenika Arora has been appointed as Student Counsellor in the institute.

The students can meet the Student Counsellor as per the following schedule

S.No	Position	Name of the Officer	Days	Time	Venue
1	Student Counsellor	Ms.Keenika Arora	Monday to Saturday	9 AM to 5 PM	ALF-005D


Dr. Pooja Jain
Director Delhi-85

Copy forwarded to:

1. Program Incharge:-MCA, BBA, BCA & BA (Hons)(Eco) for display in Students notice board.
2. Office file



Ref: No.JIMS/APPOINT/2023

Date: 17-07-2023

Ms. Keenika Arora
D-84, 2nd Floor, Ajay Enclave
New Delhi-110018

Dear Ms. Keenika Arora

Letter of Appointment

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as **Students Counsellor**

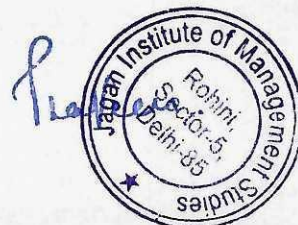
1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of contract may further be extended at the discretion of Management.
2. You shall be paid consolidated amount during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.
3. During the period of contract as prescribed in Clause (1) above, your service is subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.
4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting.
5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.



Silver Jubilee Year (2017-18)

6. The working hours of the Institute are from 9 A.M. to 5 P.M. from Monday to Saturday.
7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.
9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.
10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.
11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.
12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.
13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.
14. You will retire on the attaining age 65 years.
15. Your probation will start from 17-07-2023 or such other date as may be mutually agreed in writing.
16. You are requested to bring the following documents on the date of your joining indicated below:
 - a) Two-passport size photographs.
 - b) Original certificates in support of your educational/technical qualification date of birth & experience.
 - c) Such other paper as required under Personnel policy of the Institute.

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17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies

Authorized Signatory



Senika

I have understood the above said term and Conditions and I accept the same



Consent Letter

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

Date: 17th July 2023

Dear Sir/Madam,

I, KEENIKA ARORA do hereby give my consent for providing my services as
STUDENT COUNSELLOR in Jagan Institute of Management Studies.

I shall be abide by the rules and regulations of the Institute.

Thanking you,

Yours faithfully,

(Keenika)

Name: KEENIKA ARORA

Add: D-84, Second Floor

Ajay Enclave

Delhi - 110018

Tel.: 8800398738

