

### NOTICE

#### A.S. 2023-24: Even Semester Classes for II | IV | VI Semester Students w.e.f. 01-February 2024

**Greetings from Chanderprabhu Jain College of Higher Studies & School of Law!!**

All students of **BBA (G) | BBA (CAM) | B.COM (H) | BCA** to note that in view of Commencement of **Even Semester w.e.f. 01-February-2024**, physical attendance is mandatory for all for attending the classes & other academic activities. As such, a strict vigil shall be observed by the concerned college authorities to regulate proper discipline amongst all the students & the following points needs to be strictly observed for maintaining proper discipline and code of conduct -

**Time Table** of respective courses shall be notified soon and it is important to note that the last lecture for the day shall suspend at **3:00 PM and departure of buses @ 3:15 PM**. However, students commuting on their own and wishing to stay back for Library / Computer Lab facility need to note that same shall remain operational till 5:00 PM.

- ✚ Students must carry their **ID Cards/ Library Cards** for gaining entry into the College Campus.
- ✚ All students must be **formally dressed** and maintain proper **code of conduct & discipline** & need to **carry their ID Card/ Library Card** for gaining entry into the college campus.
- ✚ Students commuting through own Vehicles are advised to park their **Vehicle at Adjoining Parking Area** only and college shall not be responsible for any Loss.
- ✚ A minimum of **75% Attendance** is mandatory, as per GGSIPU norms, for being eligible for appearing in internal & end term examinations.
- ✚ **Bunking of Classes** would be strictly dealt with & students loitering around in the campus/ canteen during teaching hours shall face strict disciplinary action.
- ✚ The college campus is a strict **No-Smoking Zone** & any student found smoking cigarette/ vape/ e-cigarette or consuming any tobacco products or in possession of the same shall face strict disciplinary action.
- ✚ Any student Consuming/ carrying any **Alcoholic Beverage** or any **Narcotic Substance/ Drugs** in the college campus shall face immediate suspension.
- ✚ All students are strictly advised not to indulge in any kind of **Verbal Abuse or Physical Fight** with any other student as indulging in the same shall result in immediate suspension of the concerned student/s from the college.

- ✚ Students who wish to avail transport service may immediately get in touch with the Transport Incharge **Mr. Avinash Sharma (9911211258)** and pay the transport fee as per preferred route notified. Functional bus routes detail alongwith charges is attached.
- ✚ Students who wish to avail Book Bank facility may immediately get in touch with the Library In charge **Mr. Vinod Ghawana (9711785232)** and pay the Book Bank fee to avail the Books
- ✚ All students to note that they shall not be allowed to board the buses without Transport ID Cards. In case of reissuance please contact Transport Incharge at basement level.
- ✚ In case of any grievance, students can approach the College's **Student Grievance Redressal Committee (SGRC)** or can mail their grievance at [cpj.grievanceredressal@gmail.com](mailto:cpj.grievanceredressal@gmail.com) or can meet the College Authorities, as under, for resolving their grievances-

### School of Management, IT & Commerce

S. No.	Name	Designation	Contact Details
1	<b>Dr. Jyotsna Sinha</b>	<b>Director</b>	<b>9711337943</b>
2	<b>Dr. Neha Mittal</b>	<b>Dean</b>	<b>9599010438</b>
3	<b>Ms. Saumya Goel</b>	<b>Program Coordinator, BBA &amp; BCA</b>	<b>9871058380</b>
4	<b>Dr. Parul Agarwal</b>	<b>Program Coordinator, BBA(CAM)</b>	<b>9828717815</b>
5	<b>Mr. Kamal Batra</b>	<b>Program Coordinator, B.COM(H)</b>	<b>7838484805</b>

Sd/-  
Director

**Annexure(s):** Academic Calendar | List of Faculty Class Coordinators | Seating Plan –MCIT | Bus Route Details