



Chanderprabhu Jain College of Higher Studies

&

School of Law

An ISO 9001:2015 Certified Quality Institute

(Recognized by Govt. of NCT of Delhi, Affiliated to GGS Indraprastha University, Delhi & Approved by Bar Council of India)

No.CPJCHS/2024/001

16-July-2024

NOTICE

A.S. 2024-25 - Commencement of Classes for III | V | VII & IX Semester Students w.e.f. 05-August-2024

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

All students of **BBA | BBA(CAM) | BCA | B.COM (H) | B.A.LL.B (H) & BBA LL.B (H)** to note that in view of **Commencement of Odd Semester w.e.f. 05-August-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 **3:10 PM and departure of buses @ 3:20 PM**. However, students commuting on their own and wishing to stay back for Library / Computer Lab facility need to note that same will 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**.
- 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.
- All students are hereby advised to immediately clear their **Pending Fee dues** towards A.S. 2024-25 at the earliest, enabling us to process your Enrollment in accordance.
- **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 from the college.

- All students are required to mandatorily register on Anti-Ragging Portal. Guidelines will be shared separately.
- Students must check their ERP login ID and password as study material for the upcoming semester will be uploaded there. For any queries, please contact the concerned resources.

S.No.	Name	Designation	Phone No.
1	Mr. Tushar	ERP Coordinator	9910343444
2	Mr. Prabhat	MCIT Faculty Coordinator	9910231861
3	Ms. Muskan Arya	Law Faculty Coordinator	8199933400

- A survey link will be shared with you to join various clubs and committees and to indicate your preference for AR/CR.
- Students who wish to avail transport service may immediately get in touch with the Transport In charge **Mr. Avinash Sharma (9911211258)** and pay the transport fee as per preferred route notified, subject to resumption of transportation as per guidelines **towards a minimum subscription of 40 students per Route.**
- 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.
- Students who wish to avail Book Bank facility may immediately get in touch with the Library In charge **Mr. Vinod Ghawana (MCIT) - 9711785232 | Ms. Parveen (Law) - 7982601886** and pay the Book Bank fee to avail the books.
- 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 or can meet the College Authorities, as under, for resolving their grievances-

Management, Commerce & IT

S.No.	Name	Designation	Contact Details
1	Dr. Yugank Chaturvedi	Director General	9810367131
2	Dr. Jyotsna Sinha	Director	9711337943
3	Dr. Parul Agarwal	Department Coordinator – MCIT Wing	9828717815
4	Ms. Saumya Goel	Programme Coordinator – BBA & BBA (CAM)	9871058380
5	Mr. Prabhat	Programme Coordinator – BCA	9910231861
6	Mr. Kamal Batra	Programme Coordinator – B.COM (H)	7838484805

School of Law

S.No.	Name	Designation	Contact Details
1	Dr. Yugank Chaturvedi	Director General	9810367131
2	Dr. Amit Jain	Director, Corporate Affairs	9873363829
3	Dr. Shalini Tyagi	Principal, SoL	9313058335
4	Dr. Shweta Gupta	Dean, SoL	8800890358
5	Ms. Sunita Sharma	Department Coordinator, SoL	9643797575
6	Ms. Shivali Rawat	Programme Coordinator, B.A.LL.B & BBALL.B	9013358129
7	Dr. Arpita	Program Coordinator, LL.M	9899318394

Sd/-

Director General