

NOTICE

A.S. 2025–26 – Commencement of Odd Semester Classes for III & V Semester

Students of BBA (G) | BBA (CAM) | B.Com (H) | BCA w.e.f. 04-August-2025

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

All students of **BBA (G)**, **BBA (CAM)**, **B.Com (H)**, and **BCA** are hereby informed that the **Odd Semester** shall commence from **04-August-2025**. Physical attendance is **mandatory** for all students to attend classes and other academic activities. A strict vigil shall be observed by the concerned college authorities to regulate discipline. The following points must be strictly adhered to in order to maintain discipline and code of conduct:

- **Time Table** of respective courses shall be notified shortly. Please note:
 - The last lecture of the day shall end at **03:10 PM**.
 - **Buses** shall depart at **03:30 PM**.
 - Students commuting on their own and wishing to stay back for **Library / Computer Lab Facility** may do so up to **05:00 PM**.
- Students **must carry their ID Cards / Library Cards** to gain entry into the college campus.
- All students must be **formally dressed** and maintain proper **code of conduct and discipline**.
- Students using **personal vehicles** must **park at the adjoining parking area only**. The college shall not be responsible for any loss.
- As per **GGSIPU norms**, a minimum of **75% attendance** is mandatory to be eligible for Internal and End Term Examinations.

- **Bunking of classes** shall be strictly dealt with. Students found loitering in the campus/canteen during lecture hours shall face strict disciplinary action.
- The college campus is a **strict No-Smoking Zone**. Students found smoking cigarettes / vape / e-cigarette or consuming tobacco products or carrying the same shall face strict disciplinary action.
- Any student found **consuming or carrying alcoholic beverages / narcotic substances / drugs** in the college premises shall be **immediately suspended**.
- Any student indulging in **verbal abuse or physical fights** will be **immediately suspended**.
- Students must **check their ERP login ID and password**, as study material for the upcoming semester will be uploaded there. For any assistance, please contact:

S.No.	Name	Designation	Phone No.
1.	Mr. Tushar	ERP Coordinator	9910343444
2.	Mr. Prabhat	MCIT Faculty Coordinator	9910231861

- A survey link will be shared with you to join **various clubs and committees** and indicate your preference for **AR / CR**.
- Students wishing to avail the **transport facility** may immediately contact the Transport Incharge, **Mr. Avinash Sharma (9911211258)** and pay the transport fee for the preferred route. Transportation will be resumed subject to a **minimum subscription of 40 students per route**.
- **Transport ID Card** is mandatory for boarding the buses. In case of reissuance, please contact the **Transport Incharge** at the basement.
- Students wishing to avail the **Book Bank Facility** may immediately contact the Library In-Charge **Mr. Vinod Ghawana** at 9711785232 and pay the Book Bank Fee.

- For any grievance, students may approach the **Student Grievance Redressal Committee (SGRC)**, mail at cpj.grievanceredressal@gmail.com, or meet the following college authorities:

S. No.	Name	Designation	Email ID	Contact No.
1.	Dr. Jyotsna Sinha	Director	director@cpj.edu.in	9711337943
2.	Dr. Parul Agarwal	Associate Dean	parul.agarwal@cpj.edu.in	8800530282
3.	Ms. Saumya Goel	Head of the Department	saumya.goel@cpj.edu.in	9871058380
4.	Mr. Kamal Batra	Department Coordinator	kamal.batra@cpj.edu.in	7838484805
5.	Mr. Prabhat	Department Co-Coordinator	prabhat@cpj.edu.in	9910231861

Important: All students must immediately clear their fee dues towards A.S. 2025–26 latest by 31st July 2025.

**Sd/-
Director**