

Chanderprabhu Jain College of Higher Studies & School of Law

AnISO9001:2015 Certified Quality Institute

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

No. CPJCHS/2025-26/002

16-July-2025

NOTICE

A.S. 2025–26 – Commencement of Odd Semester Classes for III | V | VII & IX Semester Students w.e.f. 04th August 2025

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

All students of **B.A. LL.B (H)** and **BBA LL.B (H)** are hereby informed that classes for 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.

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- **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.	Ms. Anjali Gaur	Academic Coordinator – BBA LL.B	9560284463
3.	Mr. Rahul D Chouhan	Academic Coordinator – B.A. LL.B	7710859019

- 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.

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- Students wishing to avail the **Book Bank Facility** may immediately contact the Library In-Charge and pay the Book Bank Fee:
 - Mr. Vinod Ghawana** – 9711785232
 - Ms. Parveen** – 7982601886
- 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	Contact No.
1.	Dr. Yugank Chaturvedi	Director General	9810367131
2.	Dr. Amit Jain	Director, Corporate Affairs	9873363829
3.	Dr. Shalini Tyagi	Principal, SoL	9313058335
4.	Dr. Seema Singh	Vice Principal	9971802063
5.	Dr. Shweta Gupta	Dean, SoL	8800890358
6.	Ms. Sunita Sharma	Associate Dean	9643797575
7.	Ms. Anjali Gaur	Academic Coordinator – BBA LL.B	9560284463
8.	Mr. Rahul D. Chouhan	Academic Coordinator – B.A. LL.B	7710859019

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

Sd/-
Director General