

NOTICE

A.S. 2025–26 – Commencement of 1st Semester Students Classes w.e.f 19-August-2025

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

All students of **BBA(G)**, **BBA(CAM)** and **BCA** are hereby informed that classes for the Odd Semester shall commence from **19-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:

The **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:

ChanderprabhuJainCollegeofHigherStudies & SchoolofLaw

AnISO9001:2015CertifiedQualityInstitute
(AffiliatedtoGGSIndraprasthaUniversity,Delhi,ApprovedbytheAICTE&BarCouncilofIndia|RecognizedbyGovt.ofNCTofDelhi)

S.No.	Name	Designation	Phone No.
1	Mr. Tushar	ERP Coordinator	9910343444
2	Mr. Prabhat	Department Co-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 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. Jyotsna Sinha	Director	9711337943
2	Dr. Parul Agarwal	Associate Dean	8800530282
3	Ms. Saumya Goel	HOD	9871058380
4	Mr. Kamal Batra	Department Coordinator	7838484805
5	Mr. Prabhat	Department Co-Coordinator	9910231861

Important: All students must immediately clear their fee dues towards **A.S. 2025–26** latest by **23-August-2025**.

Sd/-
Director