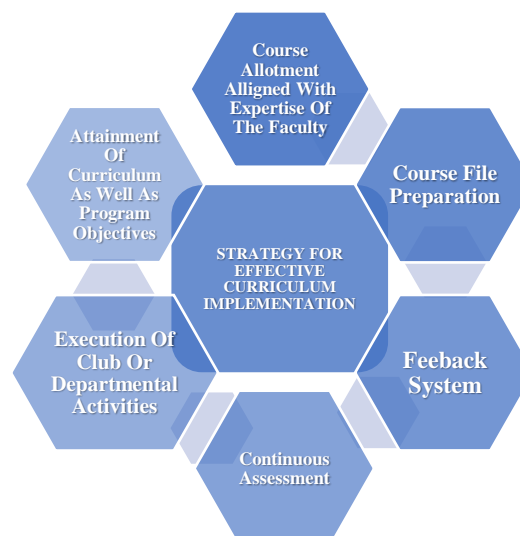


1.1.1. ALIGNMENT OF CURRICULUM WITH THE AFFILIATING UNIVERSITY

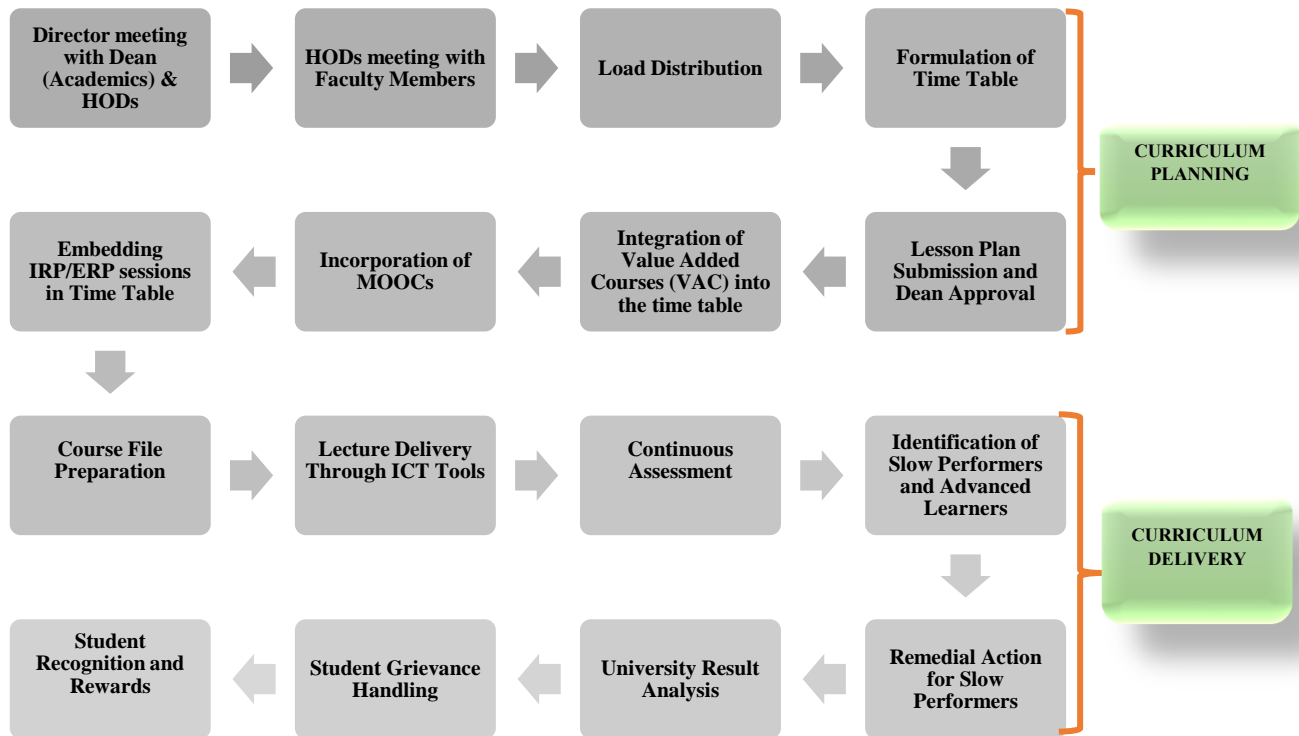
Gian Jyoti Institute of Management and Technology (GJIMT) has been in the forefront in providing quality education in the region for the last 25 years. It is affiliated to IK Gujral Punjab Technical University (IKGPTU). The courses offered are BBA, B. Com (Hons.), BCA, MBA and MCA. The link for the Curriculum as prescribed by the University is <https://ptu.ac.in/syllabus/>.

Departments adheres to a structured two-stage process. Initially, meetings are convened to design the Academic Calendar in alignment with university guidelines. Upon receiving approval from both the Director and the Dean of Academics, the load sheet is issued. Faculty members subsequently submit their lesson plans to department heads for preliminary review, followed by final approval from the Director. Daily curriculum progress is documented by faculty in Subject Coverage Reports (SCRs), which are reviewed monthly by the Director to ensure alignment between planned activities and their execution, thereby upholding the integrity of the curriculum.





CURRICULUM PLANNING



A meeting between the Director, Dean, and HODs is held to discuss the formulation of the academic calendar in synchronization with the academic calendar of the affiliated University. Following which, load sheets and timetables are designed as per the expertise of the faculty members. Two academic calendars – One for even semester and one for odd semester are formulated in synchronization with the university academic calendar to ensure appropriate and smooth-lined execution of curriculum and related academic tasks.

The Academic Affairs Committee (comprising the Director, Dean of Academics, and HODs) prepares a load sheet based on faculty expertise. A detailed timetable, including curriculum courses from IKGPTU and value-added courses (VAC), is approved by the Dean and HODs, then shared with faculty and students. Thirty hours per semester are dedicated to VAC. Before the semester begins, an orientation session familiarizes students with the semester's structure, roles, responsibilities, and course details.

CURRICULUM DELIVERY

Following successful semester planning, the Institute implements a continuous monitoring system to ensure that content delivery is uniformly paced. Every faculty member must submit a Course File for their designated course to the HOD comprising a lesson plan, CO-PO mapping, PowerPoint presentations, referred text books, assignments, MSTs assessments, student performance records etc. The objective of CO-PO Mapping is to ensure individual course outcomes align with and contribute to program outcomes and specific requirements.

Faculty enhance lecture effectiveness and student comprehension using ICT tools. Platforms like NPTEL, Coursera, and SWAYAM support lifelong learning. Continuous assessment, including assignments, case studies, workshops, and research projects, promotes interactivity. Two mid-semester tests are conducted each semester. Students are categorized as Advanced Learners or Slow Performers based on assignments and MST I result, with appropriate interventions implemented for each group. Additionally, a grievance handling process ensures the resolution of student concerns, while a rewards policy recognizes outstanding academic achievement.

SUPPORTING DOCUMENTS FOR CURRICULAR PLANNING AND IMPLEMENTATION

ALIGNMENT OF COLLEGE'S ACADEMIC CALENDAR TO IKGPTU ACADEMIC CALENDAR (JAN-MAY 2024)

The institute has strictly followed the guidelines issued by the university. All academic activities including the commencement of sessions, the scheduling of mid-semester tests twice in a semester, preparatory leaves before end-term exams etc. have been aligned with the university's academic calendar.

Additionally, extra-curricular activities, such as club events, are organized to provide students with a simulated atmosphere to learn and inculcate their academic knowledge in real-life situation encountered during conduction of events. To bridge the gap between industry and academia, efforts are made to ensure that industrial trips, workshops, and seminars keep students up-to-date with current trends in the corporate world. College academic calendar is attached herewith for further delineation.



F - 03

Administrative Program Calendar January – June 2024
(For Even Semesters Classes)

Dates	Event
8 th January	Session Starts
25 th January	Fresher's Party
30 th January	Assignment I
10 th February	Assignment I Submission Deadline
12 th Feb. – 17 th Feb.	MST I
20 th February	Result for MST I declared
23 rd February	Literary Festival
24-Feb to 28-Feb	Students Excursion Trip
7 th March	Sodashi Event
28 th March	Assignment II allotted to students
3 rd April – 5 th April	Clubs Activities
6 th April	Assignment II Submission Deadline
8 th April – 12 th April	MST II
16 th April	Result for MST II declared
19 th April	Last Day of Classes
23 rd April Onwards	End Semester Exams
9 th May	Farewell Party
1 st June – 20 th July	Summer Internships
14 th June	National Conference

S. No.	Holidays	Date	Day
1.	Guru Gobind Singh Jayanti	17 th January	Wednesday
2.	Republic Day	26 th January	Friday
3.	Guru Ravidas Jayanti	24 th February	Saturday
4.	Maha Shivratri	8 th March	Friday
5.	Shahidi Diwas Bhagat Singh	23 rd March	Saturday
6.	Holi	25 th March	Monday
7.	Good Friday	29 th March	Friday
8.	Birthday of Guru Nabha Das Ji	8 th April	Monday
9.	Eid-ul-Fitar	11 th April	Thursday
10.	Baisakhi	13 th April	Saturday
11.	Ambedkar Jayanti	14 th April	Sunday
12.	Ram Navami	17 th April	Wednesday
13.	Mahavir Jayanti	21 st April	Sunday
14.	Parshuram Jayanti	10 th May	Friday
15.	Martyrdom Day of Guru Arjan Dev Ji	10 th June	Monday
16.	Id-ul-Zuha / Bakrid	17 th June	Monday
17.	Kabir Jayanti	22 nd June	Saturday

Assessment Distribution
MBA/MCA/BBA/BCA/B. Com/BTMM for
Theory Subjects:
External Assessment: 60 Marks
Internal Assessment: 40 Marks

- Two Mid Semester Tests: 24 Marks
- Assignments/ Presentation: 10 Marks
- Attendance: 6 Marks
- (Attendance <75%: Marks 0)
- (Attendance =75%: Marks 1)
- (Attendance >75%<=80: Marks 2)
- (Attendance >85%<=95: Marks 3)
- (Attendance >85%<=90: Marks 4)
- (Attendance >90%<=95: Marks 5)

Amish
(Director)



DIRECTOR'S MEETING WITH DEAN OF ACADEMICS AND HODs

DIRECTOR'S MEETING WITH DEAN OF ACADEMICS AND HODs

Ref No. GJ/2023/045

Date: 12.12.23

MINUTES OF MEETING

1. Weekly meeting of Director with Dean (Academics) and HODs at the office of Director on 12.12.23 at 10:30 AM. The agendas to be discussed are as follows:

S.No.	Details	Action	Information
1.	Formulation of Academic Calendar	Dean of Academics	To all HODs and Faculty Members
2.	Load sheet Distribution – Dean of Academics will prepare the Load sheet in collaboration with the members of IQAC.	Dean of Academics	To all HODs and Faculty Members
3.	Drafting of Time Table	Both HODs	All Faculty Members
4.	Course File – All HODs are instructed to scrutinize the course files prepared by the Faculty Members	Both HODs	All Faculty Members
5.	Students Attendance- Both HODs to work out on improving the student attendance system	Both HODs	All Faculty Members
6.	Planning of Student Orientation Program	Both HODs	All Faculty Members

2. Meeting was closed at 11:30 AM

3. Document shared through E-Mail.

Copy to Dean (Academics) and Both HODs

Director 
Gian Jyoti Institute of
Management & Technology
Phase-2, Mohali
Sector-54, Chandigarh
Director



HOD's MEETING WITH FACULTY MEMBERS

Ref No. GJ/2023 046

Date: 13.12.23

DEPARTMENT OF MANAGEMENT

MINUTES OF MEETING

1. Meeting of HOD with all the faculty members held on 13.12.23 at 10:00 AM in Syndicate Room
2. All faculty members must prepare the course files for their assigned subjects by 20.12.23, after which the files will be approved by the HOD.
3. The assigned faculty members are instructed to prepare a feedback system for the student's post-orientation program
4. The assigned faculty members are required to plan a workshop on Business Ethics by an Industry Expert
5. All class teachers are required to inform students and parents about the semester start date and the deadline for fee payment.
6. To monitor attendance, all class teachers must record the roll numbers of students with the lowest attendance and the reasons for their absences.

S.No.	Name of the Faculty
1	Dr. Rakhee Dewan (HOD & Associate Professor)
2	Prof. Gurdeepak Singh
3	Dr. Sneha Sharma
4	Dr. Manu Chaudhary
5	Dr. Bushra S. P. Singh
6	Dr. Aishwarya Goyal
7	Dr. Nibha Partap
8	Dr. Dipneet Saini
9	Dr. Iram Khan
10	Ms. Archan Upadhyay
11	Mr. Vivek
12	Ms. Neelam Sharma
13	Mr. Shami Bhatia
14	Ms. Bhawanpreet Kaur
15	Mr. Nitish Kumar
16	Mr. Sanjay Gupta
17	Mr. Joginder Grewal
18	Ms. Simrat
19	Ms. Shruti
20	Mr. Aditya


HOD

Department of Management

FORMULATION OF TIME TABLE

An intricately crafted timetable is meticulously developed and undergoes approval by both the Dean and HODs. Once finalized, this comprehensive schedule is distributed to all faculty members and students. The aim is to ensure that everyone involved is well-informed and can adequately prepare for the academic activities including course file preparation ahead. This process promotes organization and clarity, facilitating a smooth and efficient academic experience for all.

ABOUT THE VALUE ADDITION

Value Added Courses (VAC) are designed to align with emerging trends in higher education and to cultivate skills crucial for career advancement in today's dynamic business environment. Each course in the program is selected based on a thorough assessment of its content, effectiveness, longevity, and market relevance. These courses are reviewed and updated annually to meet the changing needs and demands of academia and industry. The objectives of the value-added programmes can be discussed



Objectives of VAC

INTEGRATION OF CAPACITY BUILDING SESSIONS IN TIME TABLE

The timetable incorporates capacity-building sessions, including the Professional Readiness Program (PRP), Internship Readiness Program (IRP), Employability Readiness Program (ERP), and Life Management Skills (LM). These programs are strategically integrated to equip students with exceptional skills and knowledge beyond the standard curriculum, fostering comprehensive personal and professional development.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY, MOHALI												
TIME TABLE												
DAY	Class/ Sem	09:00 - 10:00	10:00 - 11:00	11:00 - 11:20	11:20 - 12:20	12:20 - 1:20	1:20 - 2:00	2:00 - 3:00	3:00-3:10	3:10 - 4:10	4:10 - 5:00	
MONDAY	BBA II (A)		ME (AU)	TEA BREAK	BE (IK)	PRP/IRP/ERP	LUNCH BREAK		TEA BREAK	VAC		
	BBA II (B)		BE(IK)		ME (AU)	PRP/IRP/ERP				VAC		
	BBA IV	BRM (AG)	HRM(MC)		ED(NK)	CSR(AU)		FM (NL)		VAC	LMS	
	BBA VI	CL (RK)	CC-HRM(DP)/PPF(NL)		SM (GS)	RLM (NP)		T&D (MC)		VAC	PRP/IRP/ERP	
TUESDAY	BBA II (A)		BE (IK)	TEA BREAK	BS(BSP)	ME (AU)	LUNCH BREAK		TEA BREAK	VAC		
	BBA II (B)	BS(BSP)	ME (AU)		BE (IK)					VAC		
	BBA IV	CSR(AU)	FM (NL)		MPD (BK)	HRM (MC)		ED(NK)		VAC	LMS	
	BBA VI	CC-HRM(DP)/PPF(NL)	SER.M(AG)/ DIT(SM)		SM (GS)	CL (RK)		T&D (MC)		VAC		
WEDNESDAY	BBA II (A)	BE (IK)	EVS (JG)	TEA BREAK	ME (AU)	BS(BSP)	LUNCH BREAK		TEA BREAK	VAC		
	BBA II (B)	BS(BSP)	ME (AU)		BE(IK)	EVS (JG)				VAC		
	BBA IV	HRM (MC)	BRM (AG)		ED(NK)	CSR (AU)				VAC		
	BBA VI	SER.M(AG)/ DIT(SM)	CL (RK)		SM (GS)	CC-HRM(DP)/PPF(NL)		T&D (MC) RLM(NP)		VAC		
THURSDAY	BBA II (A)		BS(BSP)	TEA BREAK	EVS (JG)	BE (IK)	LUNCH BREAK		TEA BREA	VAC		
	BBA II (B)		EVS (JG)		BS(BSP)					VAC		
	BBA IV	BRM (AG)	ED(NK)		CSR (AU)	FM (NL)		HRM (MC)		VAC		
	BBA VI	PPF(NL)	PRP/IRP/ERP		ER.M(AG)/DIT(SM)	RLM (NP)				VAC		
FRIDAY	BBA II (A)	PRP/IRP/ERP	ME (AU)	TEA BREAK	BS(BSP)		LUNCH BREAK		TEA BREA	VAC		
	BBA II (B)	BS(BSP)	BE (IK)		ME (AU)	PRP/IRP/ERP				VAC		
	BBA IV	ED(NK)	BRM (AG)		FM (NL)					VAC	PRP/IRP/ERP	
	BBA VI	RLM (NP)	SM (GS)		MPD (BK)	CL (RK)		SER.M(AG)/DIT(SM)		VAC	PRP/IRP/ERP	

COMPILED TIME TABLE FOR BBA Semester II (A&B), IV and VI (Session Jan-April)



MASTER OF BUSINESS ADMINISTRATION (MBA)

GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY, MOHALI											
TIME TABLE											
DAY	Class/ Sem	09:00 - 10:00	10:00 - 11:00	11:00 - 11:20	11:20 - 12:20	12:20 - 1:20	1:20 - 2:00	2:00 - 3:00	3:00-3:10	3:10 - 4:10	4:10 - 5:00
MONDAY	MBA II	MM (NS)	EPM(NK)	TEA BREAK	HRM (NP)	CAB (TS)	LUNCH BREAK	CFP(RD)	TEA BREAK	VAC	
	MBA IV	LTD(MC)	DVM(GS)		CS(NS)	TPFP(SM)		BF(VK)		VAC	Beh.Fin (RD)
TUESDAY	MBA II	EPM(NK)	MM (NS)	TEA BREAK	IRP(SB)	HRM (NP)	LUNCH BREAK	CFP(RD)	TEA BREAK	VAC	IRP/ERP
	MBA IV	CS(NS)	DVM(GS)		LTD(MC)	PCM (DP)		IMC (AG)		VAC	WIE (NP)
WEDNESDAY	MBA II	MM (NS)	PrOM(BSP)	TEA BREAK	BADM(VK)	LEB(IK)	LUNCH BREAK	CAB (TS)	TEA BREAK	VAC	EPM(NK)
	MBA IV	BF(VK)	PCM(DP)		LTD(MC)	WIE (NP)		PBM(DP)		VAC	Beh.Fin (RD)
THURSDAY	MBA II	LEB(IK)	HRM (NP)	TEA BREAK	CFP(RD)	BADM(VK)	LUNCH BREAK	LMS	TEA BREA	VAC	
	MBA IV	CS(NS)	LTD(MC)		DVM(GS)	PCM (DP)		PBM(DP)		VAC	BF(VK)
FRIDAY	MBA II	BADM(VK)	MM (NS)	TEA BREAK	PRP/IRP/ERP	HRM (NP)	LUNCH BREAK	EPM(NK)	TEA BREA	VAC	PrOM(BSP)
	MBA IV	CS(NS)	WIE (NP)		PBM(DP)	PRP/IRP/ERP		BF(VK)		VAC	TPFP(SM)
SATURDAY	MBA II	PrOM(BSP)	LEB(IK)	TEA BREAK	CFP(RD)	CAB(TS)	LUNCH BREAK	CAB(TS)	TEA BREA	VAC	
	MBA IV	TPFP(SM)	PBM(DP)		IMC (AG)	Beh.Fin (RD)		IRP/ERP		VAC	PCM (DP)

COMPILED TIME TABLE FOR MBA Semester II and IV (Session Jan-April)

BACHELOR OF COMPUTER APPLICATION (BCA)

GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY, MOHALI												
TIME TABLE												
DAY	Class/ Sem	09:00 - 10:00	10:00 - 11:00	11:00 - 11:20	11:20 - 12:20	12:20 - 1:20	1:20 - 2:00	2:00 - 3:00	3:00-3:10	3:10 - 4:10	4:10 - 5:00	
MONDAY	BCA VI (Sec A)	VAC	DM (NS)	TEA BREAK	AP (JK)	AP Lab4 (JK)	LUNCH BREAK	AI (HV)	TEA BREAK	VAC	IS Lab4 (SK)	
	BCA VI (Sec B)	VAC	AP Lab4 (JK)		DM Lab1 (PS)	IS (ZA)				VAC		
	BCA IV (Sec A)	SE Lab1 (SG)	OS Lab3 (SV)		DBMS (SH)	WD (JY)				SE (SG)	VAC	WD Lab1 (JY)
	BCA IV (Sec B)	OS Lab3 (SV)	SE (SG)		WD (ST)	WD Lab1 (ST)				DBMS Lab4 (TS)	VAC	LMS
	BCA II (Sec A)	CSA (SD)	CPP (NH)		MPD (BK)	CSA Lab3 (SD)				STATS Lab3 (AD)	VAC	PRP/IRP/ERP
	BCA II (Sec B)	STATS (AD)	CPP Lab2 (ST)		CSA Lab3 (SD)	MPD (BK)				CSA (SD)	VAC	PRP/IRP/ERP
TUESDAY	BCA VI (Sec A)	PRP/IRP/ERP	AP (JK)	TEA BREAK	IS Lab4 (SK)	AP Lab4 (JK)	LUNCH BREAK	DM (PS)	TEA BREAK	VAC	DM Lab1 (PS)	
	BCA VI (Sec B)	PRP/IRP/ERP	DM (PS)		AP (JK)	IS (ZA)					VAC	
	BCA IV (Sec A)	DBMS (SH)	OS Lab3 (SV)		MPD (BK)	SE (SG)				WD Lab4 (JY)	VAC	DBMS Lab1 (SH)
	BCA IV (Sec B)	OS Lab3 (SV)	DBMS Lab2 (TS)		DBMS (TS)	MPD (BK)				WD Lab1 (ST)	VAC	SE (SG)
	BCA II (Sec A)	CPP Lab4 (NH)	CSA (SD)		STATS (AD)	CSA Lab3 (SD)				CPP (NH)	VAC	
	BCA II (Sec B)	STATS (AD)	CPP (ST)		CSA Lab3 (SD)	CPP Lab1 (ST)				CSA (SD)	VAC	
WEDNESDAY	BCA VI (Sec A)	VAC	IS (ZA)	TEA BREAK	IS Lab3 (SK)	AP Lab1 (JK)	LUNCH BREAK	DM (PS)	TEA BREAK	VAC		
	BCA VI (Sec B)	VAC	IS Lab4 (ZA)		AP Lab1 (JK)	IS (ZA)				DM Lab1 (PS)	VAC	
	BCA IV (Sec A)	WD (JY)	OS (SV)		DBMS (SH)	DBMS Lab4 (SH)				SE (SG)	VAC	WD Lab1 (JY)
	BCA IV (Sec B)	OS Lab3 (SV)	SE (SG)		OS (SV)	WD (ST)				SE Lab3 (SG)	VAC	DBMS (TS)
	BCA II (Sec A)	CSA (SD)	CPP Lab1 (NH)		EVS (JG)	STATS (AD)				STATS (VK)	VAC	
	BCA II (Sec B)	STATS (AD)	CSA (SD)		CPP (ST)	CSA Lab3 (SD)				CPP Lab4 (ST)	VAC	
THURSDAY	BCA VI (Sec A)		IS (ZA)	TEA BREAK	MPD (BK)	AP (JK)	LUNCH BREAK	AI (HV)	TEA BREA	VAC	DM (PS)	
	BCA VI (Sec B)		DM (PS)		DM Lab1 (PS)	MPD (BK)				AP (JK)	VAC	
	BCA IV (Sec A)	WD Lab1 (JY)	OS Lab3 (SV)		WD (JY)	SE Lab3 (SG)				OS (SV)	VAC	LMS
	BCA IV (Sec B)	OS (SV)	WD (ST)		SE Lab3 (SG)	DBMS Lab4 (TS)				WD Lab1 (ST)	VAC	
	BCA II (Sec A)	CSA (SD)	CPP (NH)		CPP Lab4 (NH)	STATS (AD)				CSA Lab3 (SD)	VAC	
	BCA II (Sec B)	STATS (AD)	CSA (SD)		CPP (ST)	EVS (JG)				STATS Lab3 (AD)	VAC	
FRIDAY	BCA VI (Sec A)	VAC	IS (ZA)	TEA BREAK	AI (HV)	DM Lab1 (PS)	LUNCH BREAK		TEA BREA	VAC		
	BCA VI (Sec B)	VAC	IS Lab4 (ZA)		DM (PS)	AP Lab4 (JK)					VAC	
	BCA IV (Sec A)	SE Lab3 (SG)	OS (SV)		WD (JY)	DBMS Lab1 (SH)				WD Lab1 (JY)	VAC	
	BCA IV (Sec B)	OS (SV)	SE Lab3 (SG)		WD (ST)	WD Lab2 (ST)				DBMS (TS)	VAC	
	BCA II (Sec A)	STATS (AD)	CPP (NH)		CPP Lab4 (NH)	EVS (JG)				CSA Lab3 (SD)	VAC	
	BCA II (Sec B)	CPP (ST)	EVS (JG)		CSA Lab3 (SD)	STATS (VK)				CPP Lab4 (ST)	VAC	

COMPILED TIME TABLE FOR BCA Semester VI (A&B), IV (A&B) and II (A&B) (Session Jan-April)



MASTER OF COMPUTER APPLICATION (MCA)

GIAN JYOTI INSTITUTE OF MANAGEMENT & TECHNOLOGY, MOHALI											
TIME TABLE											
DAY	Class/ Sem	09:00 - 10:00	10:00 - 11:00	11:00 - 11:20	11:20 - 12:20	12:20 - 1:20	1:20 - 2:00	2:00 - 3:00	3:00-3:10	3:10 - 4:10	4:10 - 5:00
MONDAY	MCA IV	CC (ZA)	ML (HV)	TEA BREAK	ML Lab2 (HV)	RS (SK)	LUNCH BREAK	AWT (JY)	TEA BREAK	VAC	
	MCA II	WT (SH)	WT Lab1 (SH)		IRP (SB)/(BK)	ISCL (NH)		Java (SK)		VAC	IRP/ERP
TUESDAY	MCA IV	CC (ZA)	ML (HV)	TEA BREAK	ML Lab1 (HV)	AWT (JY)	LUNCH BREAK	IRP/ERP	TEA BREAK	VAC	
	MCA II	DAA (SG)	Java Lab4 (SK)		ISCL (NH)	Linux (TS)		WT(SH)		VAC	
WEDNESDAY	MCA IV	CC (ZA)	ML (HV)	TEA BREAK	ML Lab2 (HV)	AWT (JY)	LUNCH BREAK	AWT Lab2 (JY)	TEA BREAK	VAC	
	MCA II	Java (SK)	Linux Lab2 (TS)		Linux (TS)	ISCL (NH)		Java Lab4 (SK)		VAC	
THURSDAY	MCA IV	Project (JK)	ML (HV)	TEA BREAK	IRP(SB/BK)	AWT (JY)	LUNCH BREAK	AWT Lab2 (JY)	TEA BREA	VAC	CC Lab2 (ZA)
	MCA II	DAA (SG)	Linux Lab1 (TS)		Linux (TS)	ISCL (NH)		Java Lab4 (SK)		VAC	
FRIDAY	MCA IV	CC Lab4 (ZA)	ML Lab2 (HV)	TEA BREAK	Project (JK)	AWT Lab3 (JY)	LUNCH BREAK		TEA BREA	VAC	
	MCA II	Java Lab2 (SK)	WT (SH)		WT Lab1 (SH)	Java (SK)				VAC	
SATURDAY	MCA IV	CC Lab4 (ZA)	AWT Lab3 (JY)	TEA BREAK	Project (JK)		LUNCH BREAK		TEA BREA	VAC	
	MCA II	DAA (SG)	WT(SH)		WT Lab1 (SH)	Linux Lab4 (TS)		Java (SK)		VAC	

COMPLIED TIME TABLE FOR MCA Semester IV and II (Session Jan-April)

VAC	Value Added Courses
IRP	Internship Readiness Program
ERP	Employability Readiness Program
PRP	Professional Readiness Program

CAREER DEVELOPMENT CELL (CDC)

At CDC, we go beyond academic excellence by offering comprehensive mentoring programs to support our students in all aspects of their development. Our career development services include personalized career counselling, subject-specific guidance, lab-specific mentoring, and personal mentoring to address individual needs. We also prioritize the well-being of our students through dedicated health and wellness mentoring, ensuring a holistic approach to their success.



Model Followed by Career Development Cell (CDC)

THE CAREER DEVELOPMENT CENTER POLICY

The college is committed to improving the institutional environment to better meet the needs of a constantly evolving and dynamic learning community. Effective mentorship begins with the faculty and relies on a strong, healthy relationship between faculty and students. Various methods can be utilized to provide mentorship.

- a. Career Counselling:** An established Training and Placement Cell (TPC) not only ensures a continuous upward trend in placements but also provides students with personalized career counselling, keeping them informed about current trends. This guidance helps students choose their career paths wisely, offering them multiple options as they complete their degrees.
- b. Health and Wellness Mentoring:** GJIMT has partnered with Mayaa Wellness (a subsidiary of Paul Merchants) to provide comprehensive health and wellness mentoring for our students. This collaboration focuses on promoting mental, emotional, and physical well-being, ensuring that our students receive the necessary support to thrive both academically and personally. Through this MOU, we are committed to fostering a healthy and balanced student life.
- c. Subject Specific Mentoring:** It provides students with tailored advice and guidance related to their chosen field of study. It helps them understand the intricacies of their discipline, explore career opportunities, and align their academic pursuits with industry demands. Through this mode of counselling, performance of the student can be tracked and scope of improvements can be worked upon.
- d. Lab Specific Mentoring:** It provides students with expert advice and support tailored to their practical and experimental coursework. Advisors help students navigate laboratory

techniques, Software, safety protocols, and research methodologies. This focused guidance enhances students' hands-on skills and prepares them for advanced lab work and research projects in their academic and professional careers.

- e. **Personal Mentoring:** Psychological and mental well-being mentoring offers students emotional and mental health support through personalized counselling. It helps them manage stress, build resilience, and develop coping strategies for academic and personal challenges. Students are facilitated with free online Psychometric Tests that helps students understand their strengths, personality traits, and career aptitudes, guiding them towards informed academic and career choices. These assessments provide valuable insights for personal growth and skill development.

Career Development Cell ensures a supportive environment, promoting overall well-being and enabling students to thrive both academically and personally.



MENTORING AGREEMENT

PURPOSE

This Mentoring Agreement was created to ensure mentees and mentors develop a mutual understanding of expectations from the beginning of their relationship. Additionally, it creates a series of identifiable benchmarks and goals to work towards and evaluate progress.

This contract will help each mentee/mentor pair:

- Establish communication expectations
- Identify goals for this mentoring relationship
- Outline skill areas to be enhanced or developed through this partnership

As a mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust my contract as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

As a mentor, I agree to do the following:

1. Serve as a mentor for _____ and provide guidance, oversight, and encouragement.
2. Provide feedback regarding their mentorship contract, progress, and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____ (months) to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact _____.

Name of Mentee: _____ Class & Semester: _____

Mentee's Signature: _____ Date: _____

Name of Mentor: _____

Mentor's Signature: _____ Date: _____



SECTION 1: BASIC INFORMATION

MENTEE INFORMATION

Full Name in CAPITAL LETTERS	
Course & Batch	
University Roll Number	
Contact Number	
E-mail ID	
10th Class Marks Percentage	
12th Class Marks Percentage with Stream	
Graduation Marks Percentage till now	
Number of Family Members	
Brief Description of Family Members	
My Strengths (At least Three)	
Areas of Improvements (At least Three)	
Any Achievements in life till now	
Goals for next 2 Years (Please write at least 50 to 100 words)	
Long term goals for the life (Please write at least 50 to 100 words)	



Meeting Date: _____

Meeting Time: _____

Key Discussion Points:	
Plan to resolve the matter if any	
Any improvements suggested to Mentee	
Remarks, if any	

Meeting Date: _____

Meeting Time: _____

Key Discussion Points:	
Plan to resolve the matter if any	
Any improvements suggested to Mentee	
Remarks, if any	



Mentee Self-Assessment

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
I treated my mentor respectfully					
I undertook scheduling meetings as my responsibility					
I met my mentor when scheduled					
If I had to cancel a meeting I gave advance notice					
If I had to cancel a meeting I rescheduled promptly					<input checked="" type="radio"/>
I was open in sharing personal experiences and information					
I made clear my expectations concerning confidentiality					
I respected differences in our values and perspectives					
I sought critical feedback					
I collaborated in establishing developmental priorities for partnership					
I was satisfied with the level of trust we achieved					
I did not resist considering alternatives that were out of my comfort zone					
I reflected on lessons learned even from efforts that were not successful					
I devoted an optimum amount of time to our partnership					<input checked="" type="radio"/>
I maintained continuity of discussions of our priorities					
I reflected on suggested solutions rather than suggesting solutions					
I enabled learning more than I taught					
I offered alternatives to achieve desired professional development					
I was committed to our partnership's success					



Evaluation of Mentor

Each mentee will fill out an anonymous evaluation of their mentors on an annual basis; data from multiple mentees will be reviewed and the general principles will be shared with all mentors at regular intervals in order to provide constructive feedback while protecting trainee anonymity.

	All of the Time	A great deal of the time	A moderate amount of the time	Not very often	Never
Did your mentor make him / herself available to you?					
Did your mentor respond to you in a timely fashion?					<input checked="" type="radio"/>
Did your mentor address your concerns?					
Was your mentor flexible?					
Did your mentor treat you in collegial fashion?					
Did your mentor treat you respectfully?					
Was your mentor well organized?					
Was your mentor well prepared?					
Did your mentor realistically conceptualize the mentoring experience?					
Did your mentor direct you to appropriate reading material?					
Did your mentor direct you to appropriate professionals?					<input checked="" type="radio"/>
Did your mentor direct you to appropriate workshops?					
Do you believe your mentor provided a positive learning experience?					

Comments:

Suggestions:



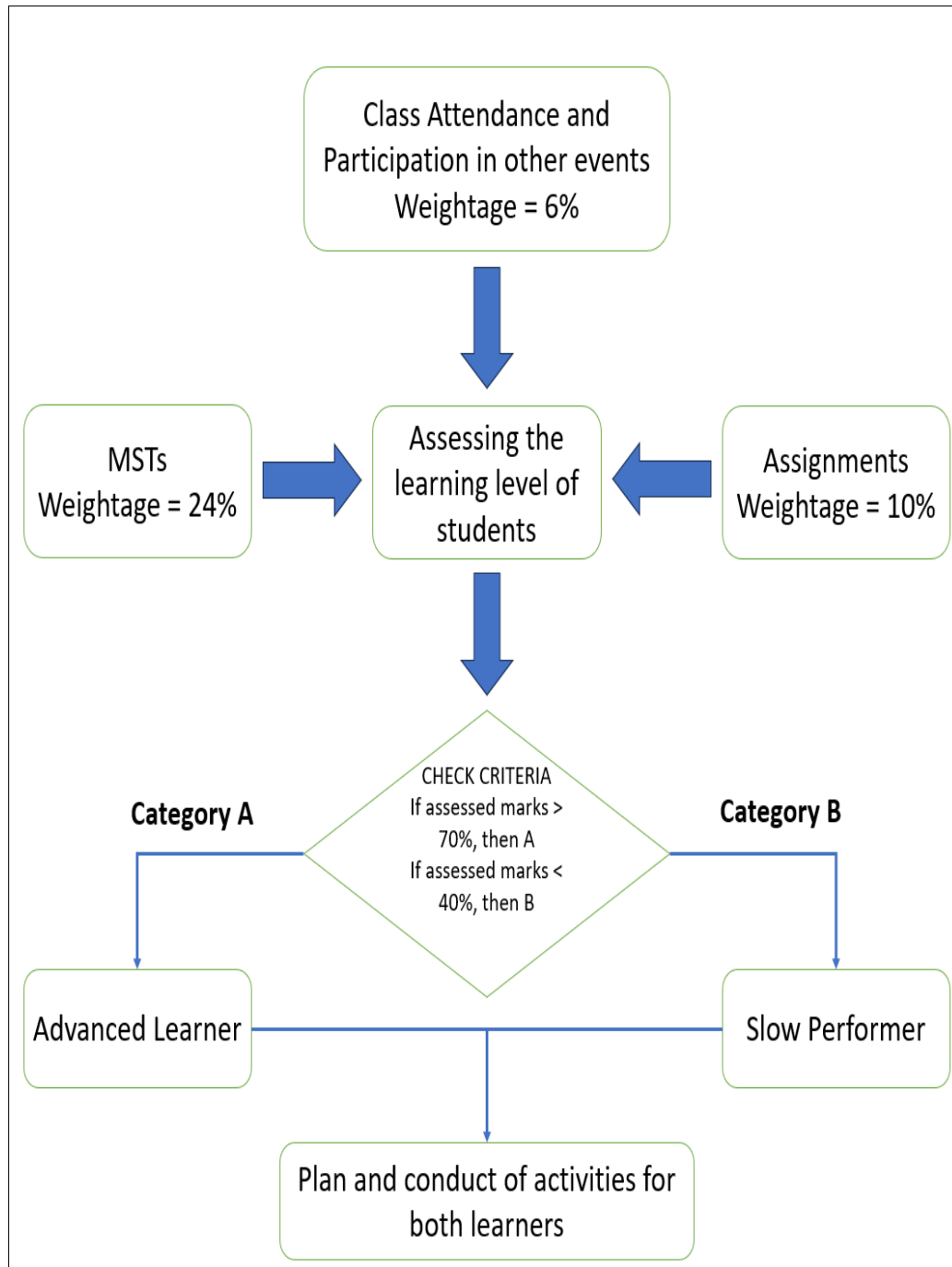
MENTOR ALLOCATION SHEET

LIST OF MENTORS 2024

Course & Semester	Faculty Name	Students Strength
MBA III	Dr.Neeraj Sharma	47
	Dr.Iram Khan	
MBA I	Mr.Gurdeep ak Singh	50
	Dr.Bushra S P Singh	
MCA III	Dr.Shiv Kumar	23
MCA I	Ms.Divya	30
BCA V A	Dr.Tarandeep Singh	50
	Ms.Zeba	
BCA V B	Ms.Hema Verma	50
	Dr.Siddharth Vyas	
BCA III A	Ms. Gurpreet Kaur	53
	Ms.Sunita	
BCA III B	Ms.Shikha	59
	Ms.Sudha	
BCA I A	Ms.Jyoti	60
	Ms.Jaspreet Kaur	
BCA I B	Mr. Vivek	60
	Ms.Neha Sharma	
BBA V	Dr.Rakhee Dewan	70
	Dr .Nibha	
	Ms.Joshna Sanolia	
BBA III A, BBA III B	Dr.Dipneet Saini	78
	Mr. Naresh	
	Mr.Aditya	
BBA I A	Ms.Archan Upadhyay	45
	Ms.Shruti Dadhich	
BBA I B	Dr. Aishwarya	45
	Ms. Neelam Sharma	
B.Com(Hons) V	Ms.Poornima	23
B.Com(Hons) III	Dr.Manu	27
B.Com(Hons) I	Ms.Simrat	30

STUDENT IDENTIFICATION

The process of student identification involves categorizing students into two groups: Advanced Performers and Slow Learners, based on their performance in assignments and MST I. Following this categorization, appropriate interventions are implemented.



Process of Student Identification