



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

**5(d).Availability of Psychologist and
Student Counsellor**

Annexure VI-D



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

Ref. No: JIMSR/2022/

Date: 29.11.2022

NOTICE

Dear Students,

This is to inform all the students that the following staffs have been appointed as Psychologist/ Student Counsellor / Medical Practitioner in the institute premises and shall be available for consultation and emergency relief as per the following details:-

S.No	Position	Days	Time	Venue
1	Medical Practitioner	Monday to Saturday	9 AM to 5 PM	BLF-008
2	Psychologist	Monday & Friday	9 AM to 5 PM	ALF-008A
3	Student Counsellor	Monday to Saturday	9 AM to 5 PM	ALF-005D


Dr. Pooja Jain
Director

Copy forwarded to:

3. Program Incharge:-MCA, BBA, BCA & BA (Hons)(Eco) for display in Students notice board & through whatsapp group.
4. Office file



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

Ref. No: JIMSR/2022/

Date: 25.11.2022

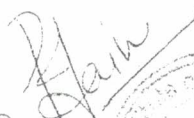
NOTICE


Dear Students,

This is to inform you that Ms.Kanishka Agrawal has been appointed as Psychologist in the institute.

The students can meet the Psychologist as per the following scheduled timing.

S.No	Position	Name of the Officer	Days	Time	Venue
1	Psychologist	Ms.Kanishka Agrawal	Monday and Friday	9 AM to 5 PM	ALF-008A


Dr. Pooja Jain
Director



Copy forwarded to:

1. Program Incharge:-MCA, BBA, BCA & BA (Hons)(Eco) for display in Students notice board.
2. Office file



Consent Letter

The Director
Jagan Institute of Management Studies
3, Institutional Area,
Sector-5, Rohini,
Delhi

Date: 24-11-22

Dear Sir/Madam,

I, Kaushika Agrawal do hereby give my consent for providing my services as
Psychologist in Jagan Institute of Management Studies.

I shall abide by the rules and regulations of the Institute.

Thanking you,

Yours faithfully,



Name: Kaushika Agrawal

Add: Rohini

Delhi - 110085

Tel.: 7895542089





Ms. Kanishka Agrawal
Rohini
Delhi-110085

OFFER LETTER

Dear Madam,

This has reference to interview you had with us, we are pleased to inform you that you have been selected for the post of Psychologist. The working days would be 02 days in a week i.e on Monday and Friday.


Dr. Pooja Jain
Director



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KANISHKA AGRAWAL

EMAIL ID - kanishka.agrawal2512@gmail.com CONTACT - 7895542089

Address- Rohini, New Delhi

Languages known - Hindi & English

OBJECTIVE - I am very enthusiastic towards working for betterment of mental health and eager to contribute in every manner possible. I am a hardworking person who is keen to contribute in this field and would work with all her capabilities to extend support to people.

EDUCATION- (UGC-NET Qualified)

Degree/ exam	Board/University	Year of passing	Marks
M.Sc. Clinical Psychology	SGT University, Gurugram	2021	90.6%
B.Sc. Life Science	University of Delhi	2018	8.39 CGPA
Std. XII	C.B.S.E.	2014	88.6%
Std. X	C.B.S.E.	2012	10 CGPA

Professional Details/Work Experience-

Name of Employer	Designations	Nature of duties
National Academy of Medical Sciences	Research Assistant (June 2022-present)	Find information and Assist Doctors for Task Forces related work and official work
Mind Solace	Counselling Psychologist (2020-2022)	Provide one-to-one therapy to clients (virtual platform) (under supervision)
Did three internships of clinical psychology including one at Fortis healthcare.	Student intern (2020-2021)	Learn practical skills and discuss real life cases
Rotaract club SAC (Social working club)	Secretary (2017-18)	Plan and manage events, programs, surveys and volunteer work
SAGE, SAC (Debate society)	Debater (2016-2017)	Analyze the topic thoroughly and present ideas in inter-college debate competitions

- **Research project**- Master's dissertation on the topic – "Hope, Resilience, Intolerance to Uncertainty and Fear of Covid-19 among adolescents during pandemic".

SKILLS -

- Therapeutic skills
➤ Understanding of behaviour



- Good communication skills
- Have experience of using SPSS software
- Operating basic computer functions (including MS- Office, Excel)

OTHER ACHIEVEMENTS -

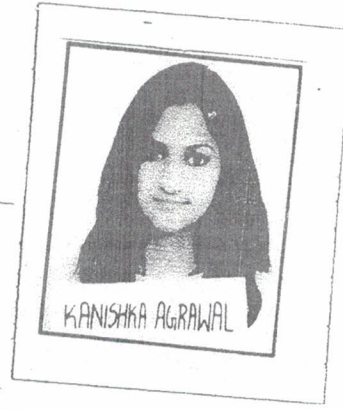
- Qualified UGC-NET
- Secured 99 percentile in AIPMT 2015.
- Received scholarship- 100% in class 11-12; 50% in AIPMT Coaching; 50% in M.Sc.
- Received first-second rank in graduation and post-graduation.
- Secured 87.43 percentile in CAT 2018
- Won first prize in inter-college debate competition.
- Have organized numerous events successfully in college societies.

①



BIO-DATA FORM

1. Please fill up the form in capital letters.
2. Attach separate sheet of paper if the space provided is inadequate.
3. Enclose attested true copies of certificates.



Name in full KANISHKA AGRAWAL

Marital status UNMARRIED

Father/Husband's name MOHAN AGRAWAL

Present residential address Rohini, Delhi-110085

Permanent Address Same

PAN/GIR Number _____

Telephone number _____ Mobile No. 7895542089

Date of Birth 25-12-1996

Family particulars

Name	Relation	Address	Profession	Tel.No.
Ablishek	Brother	Rohini	ASO	99996942
Mohan	Father	Mathura	Self	9634600

Educational/professional Qualifications:

Examination	College/Institute	Year	Division
UGC-NET	SGT University	2022	
M.Sc.	University	2021	Ist
B.Sc.	University	2018	Ist



Experience:

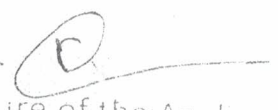
Name of the company	Service period from _____ to _____	Designation/Nature of Assignment
National Academy of Medical Science Mind Science	June '22 - Nov '22 (2020-22) Counselling Psychologist	Research Assistant Counselling Psychologist

Publications - Articles/Books _____

References other than relatives.

Name and Address	Profession	No. of years known to you

Extra curricular Activities: Dance



Signature of the Applicant

KANISHKA AGRAWAL

Name of the Applicant (in block letters)

Date: 14-11-22

For official Use:



Jagan Institute of Management Studies

3, Institutional Area, Sector-5, Rohini, Delhi-110085

Ref. No: JIMSR/2023/

Date: 18-07-2023

NOTICE

Dear Students,

This is to inform you that Ms. Keenika Arora has been appointed as Student Counsellor in the institute.

The students can meet the Student Counsellor as per the following schedule

S.No	Position	Name of the Officer	Days	Time	Venue
1	Student Counsellor	Ms.Keenika Arora	Monday to Saturday	9 AM to 5 PM	ALF-005D

K. Jain
Dr. Pooja Jain
Director



Copy forwarded to:

1. Program Incharge:-MCA, BBA, BCA & BA (Hons)(Eco) for display in Students notice board.
2. Office file



Ref: No.JIMS/APPOINT/2023

Date: 17-07-2023

Ms. Keenika Arora
D-84, 2nd Floor, Ajay Enclave
New Delhi-110018

Letter of Appointment

Dear Ms. Keenika Arora

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as **Students Counsellor**

1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of contract may further be extended at the discretion of Management.
2. You shall be paid consolidated amount during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.
3. During the period of contract as prescribed in Clause (1) above, your service is subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.
4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting.
5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.



Silver Jubilee Year (2017-18)

6. The working hours of the Institute are from 9 A.M. to 5 P.M. from Monday to Saturday.
7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.
9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.
10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.
11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.
12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.
13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.
14. You will retire on the attaining age 65 years.
15. Your probation will start from 17-07-2023 or such other date as may be mutually agreed in writing.
16. You are requested to bring the following documents on the date of your joining indicated below:
 - a) Two-passport size photographs.
 - b) Original certificates in support of your educational/technical qualification date of birth & experience.
 - c) Such other paper as required under Personnel policy of the Institute.



17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies



Keerika

I have understood the above said term and Conditions and I accept the same



Consent Letter

Date: 17th July 2023

The Director
Jagan Institute of Management Studies
3, Institutional Area,
Sector-5, Rohini,
Delhi

Dear Sir/Madam,

I, KEENIKA ARORA do hereby give my consent for providing my services as
STUDENT COUNSELLOR in Jagan Institute of Management Studies.

I shall be abide by the rules and regulations of the Institute.

Thanking you,

Yours faithfully,

(Keenika)

Name: KEENIKA ARORA

Add: D-84, Second Floor

Ajay Enclave

Delhi - 110018

Tel.: 8800398738



KEENIKA ARORA
Mobile: +91-8800398738 ~ E-Mail: kinsaini@gmail.com



In quest of a challenging position in an organization that offers me generous opportunity to explore and outshine while accomplishing personal, professional as well as organizational goals.

PROFESSIONAL CONSPECTUS

- ❖ An astute and competent MBA (HR) professional having nearly 11 years' experience in teaching
- ❖ Currently working with Tecnia Institute of Advanced Studies, Rohini as Assistant Professor
- ❖ Previously associated with IMS Noida as Senior Lecturer
- ❖ Experience in handling recruitments, performance appraisals for companies like Sheela Foams
- ❖ Self motivated, hard working and goal-oriented individual with a high degree of flexibility, creativity, resourcefulness, commitment, and optimism

CAREER CONTOUR

Assistant Professor with Tecnia Institute of Advanced Studies, GGSIP University (Sept '17- May 2023)

- ❖ Teaching Business Communication, Human Resource Management, Business Ethics & Corporate Social Responsibility and Management Processes & Organization Behavior, Environmental Science
- ❖ Faculty Placement Coordinator (Liasoning between Training and Placement Cell and students for Placement and Internship activities)
- ❖ Maintaining Placement and Internship records
- ❖ Organizing Mock Interviews, Group Discussions for the students
- ❖ Categorization and maintaining a database of the students and obtaining consent
- ❖ Arrangement of Recruitment Drives for Placement and Internship
- ❖ Announcement and notification to the students about the company, Job Profile, Selection Process and follow up with the students and declaration of result
- ❖ CO-coordinator, IQAC w.e.f. December 2022
- ❖ Member of NAAC core team
- ❖ Student Counsellor and a Member Secretary of SGRC

Visiting Faculty with International Institute of Business Studies, Noida (Oct 2016 – Dec 2016)

- ❖ Teaching Corporate Communication to PGDM Students

Sr. Lecturer with Institute of Management Studies, Noida (July 2009- May 2015)

- ❖ Teaching Research Methodology, Business Communication, Business Ethics & Management Perspectives to BBA & PGDM Students
- ❖ In charge of Punjab Technical University (PTU) distance learning courses
- ❖ Developing study materials including case studies
- ❖ Organizing industry-student interactions and facilitating industrial visits for students
- ❖ Organizing seminars/conferences on various HR themes



RESEARCH PUBLICATIONS

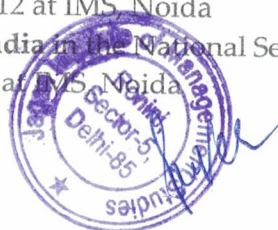
Title with Page nos.	Journal	ISSN/I SBN No	Impact Factor	Main author	Co- Authors
HRD Culture and Climate: A case study of South Eastern Central Railway Pg: 64-72	Asian Journal of Multidimensional Research	2278-4853	SJIF=.708	Dr. Vinay Ojha	Ms. Keenika Arora
The Role of Agriculture and Industrialization in economic and sustain development in Developing countries in 21st century Pg: 210-221	Journal of Advance Management Research	2393-9664	4.73	Ms. Keenika Saini	
Innovative Trends in Employee Designations	International Journal of Analytical and Experimental Modal Analysis, Nov 2019	0886-9367	6.3	Ms. Keenika Arora	
Women Entrepreneurship: The emerging workforce in 21st century: Turning challenges into Opportunities Pg: 101-108	International Journal of Research in Management & Social Science	2322-0899		Ms. Keenika Saini	Dr. Surbhi Jain
A study of Analysis on factors influencing students' entrepreneurial intentions in India	Aut Aut Research Journal (UGC Care) Vol: 11, Issue: VIII, August 2020	0005-0601	5.1	Ms. Keenika Arora	
Role and Importance of Human Resource Management (HRM) in Today's Environment in the era of 21st Century Pg: 80-89	Journal of Management Research & Analysis	2394-2770	6.303	Ms. Rima Alagh	Ms. Keenika Arora
Retailing in India: Implications for the Unorganized Retail Sector in 21st Century	Journal of Management Research and Analysis (JMRA), Vol: 05,	2394-2770	4.87	Ms. Keenika Arora	



	Issue:03 (1), Sep 2018				
An Analysis on Effect of Appraisal System on Employee job satisfaction in Private Sectors in India	Aut Aut Research Journal (UGC Care) Vol: 11, Issue: XII, Dec 2020	0005-0601	5.1	Ms. Keenika Arora	
A study of Factors Analysis Non satisfactory conversion of experience into salary Across Higher Education Institutions in India	Wutan Huatan Jisuan Jishu (UGC Care), Vol: XVII, Issue: 1, Jan 2021	1001-1749	5.5	Dr. Rohtash Kumar	Ms. Keenika Arora
Business Incubation and Performance of Start-up: An Empirical Review, Pg-62-69	Purana, Vol: LXV, Issue: 1, No. 8, Aug 2022	0555-7860	4.9	Ms. Megha Mohan	Ms. Keenika Arora
Renewable Green Energy Management and Sustainable Development, Pg- 32-40	Manager- The British Journal of Administrative Management, Vol-58; Issue: 151, June 2022	1746-1278	8.14		Ms. Keenika Arora
Smart Classes Teaching Using Advanced Techniques for Quality Education, Pg: 1923-1929	SCOPUS, Journal of Positive School Psychology, Vol: 6, No: 5, 2022	2717-7564	8		Ms. Keenika Arora

PAPERS PRESENTED IN CONFERENCES/ SEMINARS

- ❖ **HRM Ethics and Employment in BPO Industry** in the 2nd International Conference on “Exploring Non-Linear Growth Through HR Driven Strategies” on 12th-13th October 2012 at IMS, Noida
- ❖ **The Need of Cross-Cultural Training in Today’s Globally Competitive Environment of Business** in the International HR Conference on “Dynamics of Change: Macro & Micro Perspective” on 6th January 2010 at Indian Education Society’s Management College and Research Centre
- ❖ **Transforming HR: The Digital Way** in the “International Conference on Paradigm Shift of Privatization, Modernization & Globalization in the field of Media, Sciences, Management, Information Technology, and Library Information Sciences” on 10th December 2017 at IIMC
- ❖ **Impact of f-Commerce on New Age Technology** in the National Conference on New Age Marketing: Changing Paradigms on 28th January 2012 at IMS, Noida
- ❖ **Challenges and Growth of SME’s In India** in the National Seminar on Cyberspace or Duper space for Online Consumers on 10th October 2014 at IMS, Noida



- ❖ **Impact of Global Meltdown on Indian Business** in the National Seminar- "Impact of Global Meltdown on Indian Business" on 18th & 19th September 2009 at BIT, Meerut
- ❖ **Role and Importance of Human Resource Management in Today's Environment in the era of 21st Century** in the National Conference on 26th March 2019 at MDU, Rohtak

FACULTY DEVELOPMENT PROGRAMS

- ❖ 1 Week FDP on "Research Methodology and Data Analysis using SPSS" from 24th to 28th June 2019 at Tecnia Institute of Advanced Studies
- ❖ 1 Week FDP on "Innovations in Teaching Pedagogy in Business Education" from 24th to 30th April 2019 at Dr. Akhilesh Das Gupta Institute of Technology & Management
- ❖ 5 Days FDP on "Behavioral Finance, SPSS & EViews" from 28th May 2018 to 1st June 2018 at Dr. Akhilesh Das Gupta Institute of Technology & Management
- ❖ 2 Weeks FDP on Faculty Entrepreneurship Development Programme from 26th December 2017 to 8th January 2018 at TIAS
- ❖ 7 Day FDP on "Institutional Benchmarking of Best Practices" from 8th June 2020 to 14th June 2020 organized by 10 premier Institutes of India.
- ❖ 7 Days National Level FDP on "Application of Tools and Techniques in Research Methodology & Accelerate to Publish Article in Scopus and Web of Science" from 19th Dec 2020 to 24th Dec 2020 organized by Hindusthan College of Arts and Science Affiliated to Bharathiar University, Tamil Nadu.
- ❖ 2 Weeks Online Refresher Course (FDP) on E-learning Resource and Teaching Methodology in Education & Research Development from 27th April to 9th May 2020 organized by Sri Sai Ram Engineering College, Chennai.
- ❖ 1 Week FDP on "Bursting the Myths related to Stock Market", from 26th Dec to 1st Jan 2020 at Kamal Institute of Higher Education and Advance Technology
- ❖ 2 days MDP on "MOOCs – The Learning should never stop", September 15-16, 2022, at New Delhi Institute of Management.
- ❖ 5 Days Online FDP on "Inculcating Universal Human Values in Technical Education, 30th May 2022- 3rd June 2022, by AICTE
- ❖ 1 Week Online FDP on Artificial Intelligence, Machine Learning, and Network Security, 3rd May 2022-7th May 2022, Tecnia Institute of Advanced Studies

PATENT PUBLISHED

- ❖ A system and a method for decision making based on behavior of an individual, July 2022

ACCOMPLISHMENTS & CERTIFICATES

- ❖ Rewarded as the best faculty by the institute (IMS, Noida) in the year 2013
- ❖ Received letter of appreciation for the contribution made towards the 2nd International HR Conference organized in the year 2012 by the institute
- ❖ Successfully attained certificate from IIFT on "Psychometric Testing and it's application in Business" from IIFT, New Delhi
- ❖ Successfully completed training on "Effective Mentoring for HR Development" organized by Noida Management Association (NMA)
- ❖ Recognized by Escort Heart Institute for conducting the Neuropsychiatric Assessment on the Employees of MCD, Delhi
- ❖ Certificate Course in HR Management and Analytics by Amity Future Academy, 2020
- ❖ Advanced Level Innovation Ambassador Training by MoE's Innovation Cell & AICTE during 21-22
- ❖ Published Book "Human Resource Management" by Bhakur Publication Pvt Ltd., 2022



SCHOLASTIC CREDENTIALS

2011	M.Phil (Management) from Eastern Institute for Integrated Learning in Management, Sikkim
2009	MBA in Human Resource from MD University with First Division
2008	MA in Psychology from Punjab University with First Division
2006	BA (Hons) Psychology from University of Delhi with Second Division
2003	12 th from CBSE Delhi with First Division
2001	10 th from CBSE Delhi with First Division

PERSONAL DETAILS

Date of Birth	:	7 th October 1985
Address	:	D-84, Second Floor, Ajay Enclave, New Delhi-110018
Languages Known	:	English and Hindi
Preferred Location	:	Delhi/NCR
Marital Status	:	Married

Date: 06-07-2023

Place: New Delhi

Xenuka

