



**Jagan Institute of Management Studies**  
3, Institutional Area, Sector-5, Rohini, Delhi-110085

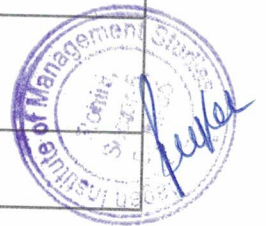
**Establishment of Personality  
Development Lab**

**Annexure XIII-B**

## Jagan Institute of Management Studies

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

List of Personal Development activities conducted by the Institute				
S.No	Date of Activity	Topics	Speaker / Designation	Organised For
1	26-Apr-23	How to do well in personal interview	Mr. Amit Poddar -Senior Regional Head, Time Education Pvt. Ltd.	BCA , BBA
2	25-04-2023	Pre placement Activity: Campus to corporate	Prof. SC Kapoor Professor	BCA
3	20-04-2023	Pre placement Activity: Campus to corporate	Prof. SC Kapoor Professor	BBA
4	17-04-2023	Samadhaan -Case Study Competition	Dr. Sonal , Dr. Priyanka Gandhi Associate Professor	BBA/BCA/MCA/BA(H)Eco
5	22-03-2023	Session on NIMCET	Mr. Hemant Kumar & Dr. Suman Madan	BCA
6	02-Jan-23	Pre-placement on Journey from potential to performance To make the students realise their potential and areas of interest	Dr. Priyanka Gandhi, Associate Professor, JIMS	MCA, BBA, BCA, BA(Hons)(Eco)
7	16-Dec-22	Interview Preparation - HDFC Bank	Dr. Sachin Sabharwal, Asst. Professor, JIMSR	BBA & BA(Hons.)(Eco)
8	17-Nov-22	Pre-Placement activities on Career Opportunities after BCA	Dr. Geeta Sharma, Associate Professor, JIMSR	MCA, BBA, BCA, BA(Hons)(Eco)
9	17-Nov-22	Career Opportunities after BCATo aware our students about Career Opportunities after BCA, like higher studies, Jobs with different profile, entrepreneurship etc.	Mr. Devesh Lowe, Assistant Professor, JIMSR	MCA, BBA, BCA, BA(Hons)(Eco)
10	19-Oct-22	Workshop on Communication Skills	Ms Shalu Mehra, ELT Consultant, Author & Corporate Coach.	MCA, BBA, BCA, BA(Hons)(Eco)
11	18-Oct-22	Interview Preparation - SAP Labs	Mr. Moksh & Mr. Vishwas, SAP Interns (2023 BCA)	BCA
12	12-Sep-22	Quant Session Quantitative aptitude	Mr. J.P Singh, Professor, JIMS	BCA



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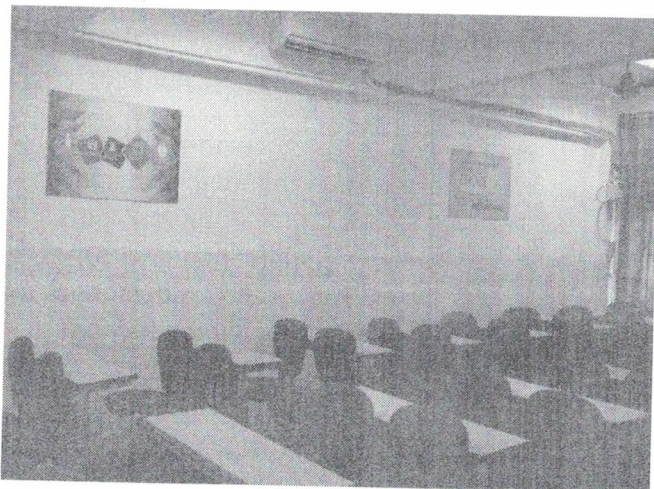
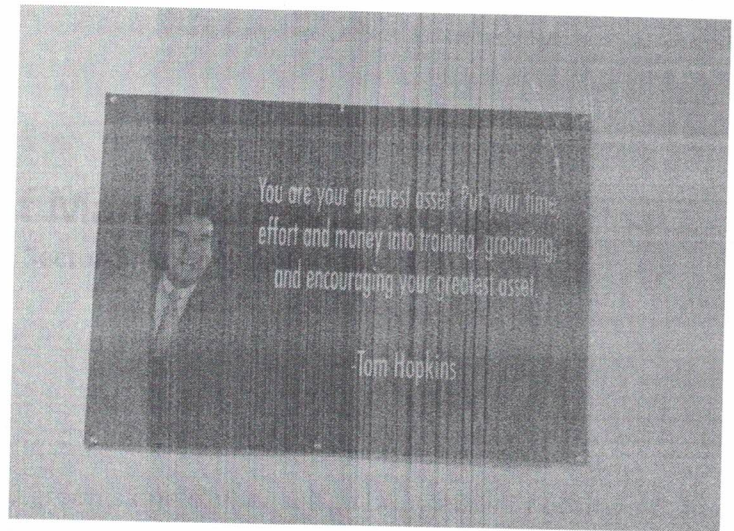
13	20-Jul-22	Pre- Placement Quantitative Aptitude	Mr. Nihar Singh (MBA from IIM rohtak and Mathematics (H) from hansraj college (DU) from Time Education Pvt. Ltd.	MCA, BBA, BCA, BA(Hons)(Eco)
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## Personality Development Lab

Personality Development training enhances and grooms one's inner self to bring about a positive change in life. It brings about a change in our appearance and attitude as well. Using the most modern adult learning pedagogy; personality Development training program focuses on making the students ready for corporate life. Following are some of the topics that personality development training entails.

- Self-Awareness
- Time Management
- Goal Setting
- Stress Management
- Leadership Skills
- Team building
- Grooming
- Problem Solving Skills





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# **Availability of Student Counsellor in the institute**

**Annexure XIII-B**



# 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

*Pooja*  
Dr. Pooja Jain  
Director  
Sector-5,  
Delhi-85

**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

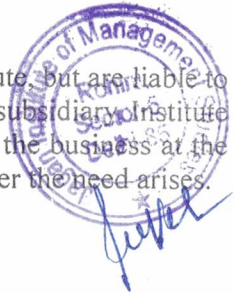
Ms. Keenika Arora  
D-84, 2<sup>nd</sup> Floor, Ajay Enclave  
New Delhi-110018

**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: 17<sup>th</sup> 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 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 CONSPICUOUS

- ❖ 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 2<sup>nd</sup> International Conference on “Exploring Non-Linear Growth Through HR Driven Strategies” on 12<sup>th</sup>-13<sup>th</sup> 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 6<sup>th</sup> 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 10<sup>th</sup> December 2017 at IIMC
- ❖ **Impact of f-Commerce on New Age Technology** in the National Conference on New Age Marketing: Changing Paradigms on 28<sup>th</sup> 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 10<sup>th</sup> October 2014 at IMS, Noida



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

#### FACULTY DEVELOPMENT PROGRAMS

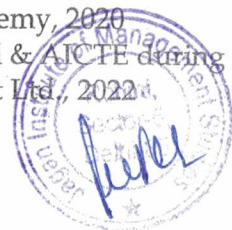
- ❖ 1 Week FDP on "Research Methodology and Data Analysis using SPSS" from 24<sup>th</sup> to 28<sup>th</sup> June 2019 at Tecnia Institute of Advanced Studies
- ❖ 1 Week FDP on "Innovations in Teaching Pedagogy in Business Education" from 24<sup>th</sup> to 30<sup>th</sup> April 2019 at Dr. Akhilesh Das Gupta Institute of Technology & Management
- ❖ 5 Days FDP on "Behavioral Finance, SPSS & EVIEWS" from 28<sup>th</sup> May 2018 to 1<sup>st</sup> June 2018 at Dr. Akhilesh Das Gupta Institute of Technology & Management
- ❖ **2 Weeks FDP on Faculty Entrepreneurship Development Programme** from 26<sup>th</sup> December 2017 to 8<sup>th</sup> January 2018 at TIAS
- ❖ 7 Day FDP on "Institutional Benchmarking of Best Practices" from 8<sup>th</sup> June 2020 to 14<sup>th</sup> 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 19<sup>th</sup> Dec 2020 to 24<sup>th</sup> 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 27<sup>th</sup> April to 9<sup>th</sup> May 2020 organized by Sri Sai Ram Engineering College, Chennai.
- ❖ 1 Week FDP on "Bursting the Myths related to Stock Market", from 26<sup>th</sup> Dec to 1<sup>st</sup> 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, 30<sup>th</sup> May 2022- 3<sup>rd</sup> June 2022, by AICTE
- ❖ 1 Week Online FDP on Artificial Intelligence, Machine Learning, and Network Security, 3<sup>rd</sup> May 2022-7<sup>th</sup> 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 Thakur 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 <sup>th</sup> from CBSE Delhi with First Division
2001	10 <sup>th</sup> from CBSE Delhi with First Division

## PERSONAL DETAILS

Date of Birth	:	7 <sup>th</sup> 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

*Seenuka*



# Punjabi University

## Master of Arts

Certified that Keenika Saini, ~~son~~ daughter of Shri Naveen Saini and Smt. Renu Saini, and of the D.A.R. College, Sector-10, Chandigarh, has obtained the degree in Master of Arts in the subject of Psychology, of this University, having passed the examination for the said degree held in April, 2008, in the First Division.

Given under the seal of the University

A. K. Bhandari  
Controller of Examinations

S. S. Saini  
Registrar



R. Saini  
VICE-CHANCELLOR

R. Saini  
CHANCELLOR



Chandigarh, Aug 22, 2008

Keenika  
By Affected