

Jagan Institute of Management Studies jims

NAAC A** Grade & NBA Accredited MCA Program

 Institutional Area, Sector-5, Rohini, Delhi 110085; Website: https://www.jimsindia.org/ Email: contact@jimsindia.org; principal@jimsindia.org; Phone: 011-46184000

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

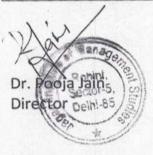
NOTICE

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



Copy forwarded to:

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





JAGAN INSTITUTE OF MANAGEMENT STUDIES



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.

- 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.
- 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.
- 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 you acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies

Authorized Signatory

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



Consent Letter

Date: 17 July 2023

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

Dear Sir/Madam,

I, <u>KEENIKA ARORA</u> 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,

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 opportunities 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 cum student counsellor
- 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
- C0-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

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Title with Page nos			BLICATIONS	Main	Co
	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 Multidimension al 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 Jair
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	# 501015

	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	Brance and the second s	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.
- 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
- 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 Neuropschiatric 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	12th from CBSE Delhi with First Division
2001	10th from CBSE Delhi with First Division

PERSONAL DETAILS

Date of Birth

7th 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

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Establishment of Personality Development Lab

Annexure XIII-B





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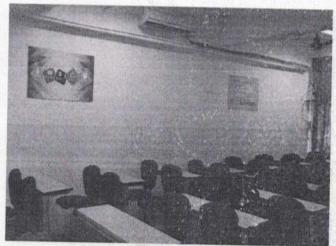
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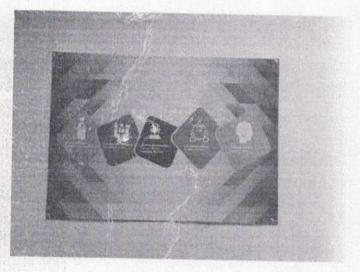
Personality Development Lab

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 Trained Faculty to conduct Practical session

Annexure XIII-B

SHIVANI WADHWA Assistant Professor Cultural In charge

2781, 1st floor Sector-46 Gurugram Pin Code:122001

Mobile No.: 09810058369

E-mail

shevane_arora@yahoo.com

Objective

To achieve a responsible and challenging position that offers an opportunity to explore my professional skills, knowledge and sense of dedication towards my work with a sole aim of seeing the progress of the institute.

Qualifications

- PhD in Management from Jagannath University
- MA in Psychology , IGNOU, Delhi (2022)
- Diploma in Training & Development from Indian Society of Training
 Development
- MBA in HR from MDU, Rohtak
- Post-Graduation Certificate in HR from AIMA, Delhi (2008-2009)

with 3.35CGPA

B.Sc. (Hons.) in Textile Designing form Lady Irwin College, Delhi

University (2001 – 2004)

X and XII from C.B.S.E.

Experience

Working as a Assistant Professor with Jagan Institute of Management Studies, since Sept. 2007. Also active participant for the college cultural team and organized the college fest in a team. Approved for three HR subjects for 2019 in HR.

Key Responsibilities

- Communication Skills, BBA, IPU (I and II year)
- Technical Communication, BCA, IPU (I yr.)
- MCA, IPU, Professional Proficiency
- Research Methodology, BBA (I year)
- Industrial Relation (HR) in IGNOU
- > HR, Communication skills (SMU)
- Personality Development sessions for MBA & MCA students
- Acted as a guide for BBA students for their project work.
- Editor for few articles in DIHE, MBA magazine
- Academic Magazine Editor
- Soft Skill trainer, MBA and BBA students

- An overview of the AI industry across nations: using analytics to forecast industry's fate, 4th International Conference on Operations Management (ICOM-2022), IBS, Hyderabad, and May 13, 2022.
- A tool to transform Social Finance Ecosystem of India: A case study of India Stack, Case Writing Competition and Conference, AIMA, March 23,2022
- Security Infringement Due to Technology, International Conference on Technology and Information Management, K J Somaiya Institute of Management, February 26,2022
- Corona Lockdown: Resolving Conflicts in Housing Society, National Conference, Jagannath University, Jagannath University.
- Psychological Contract and Employee Retention: A comparative study of Pre and Post Covid Scenario, ISDSI-Global Conference held at IIM Nagpur, December 27,2021
- Living with COVID: HR Role in New Abnormal, A Virtual Universal Conference on Multidisciplinary Research & Innovation, DHS FOUNDATION, New Delhi, INDIA in collaboration with CAMPBELL UNIVERSITY, North Carolina, USA, July 12,2020
- MOOCS programme on Case Study Methodology from Politecnica University in May,2020.
- "Indian IT Companies: Styles of Conflict Management" paper in AEGAEUM Journal, DOI: 16.10089.A.J. 2020.V818.285311.4057
- "Corona Lockdown: Resolving Conflicts in Housing Societies" paper in JURJ, Jagannath University, Vol.- 1, Issue 1, 2020
- "Living with COVID: HR Role in New Abnormal" paper in UPACRI in collaboration with CAMPBELL University, USA, 2020
- Research paper on "Impact of Psychological Contract on Organizational Commitment" in IIM, Khozikode, Dec,2019
- Determining the Feasibility Index of Psychological Contract on Management Students- Publishes in UGC recognized International Journal JETIR, June, 2018, Volume 5, and Issue 6.
- Sustainability in Academics: The role of inter-relationship between Innovation, Organizational and Human Values - IIM Shillong in December-,2018
- Research paper on "A Qualitative Study on Workplace Stress: Fight or Flight Response" in International Journal of Engineering & Management Research in June, 2016.
- Research paper on "Multi-Tasking- stressor for modern Working women" in 3rd International Conference by International Stress Management Association in November, 2016.
- Article on "Insight to Social Media" for the magazine of the cultural programme "OPINE, 2011.
- An article on Interview Skills in Pioneer newspaper of 10th Aug. 11
- Key resource person for the seminar in ICA for the topic" Leadership & Motivation".
- An article on "International HRM: The Role of Expatriate" published in DIHE magazine
- Article on "Time Management" published in the magazine: VISION
- An article on "Youth: the spring" for the magazine of the cultural programme.
- ➤ An article on "Emotional Intelligence" published in DIHE magazine

FDP'S, Seminars and conferences

- AICTE (ATAL) one week Training in February 2022 on Innovative Technical education Practices and Academic Leadership.
- Organized Workshop on Case Study in May, 2020 by Dr. Namita Rajput Principal Aurobindo College.
- One week FDP on "Online Teaching-Learning Processes using ICT Tools for Education 4.0" organized by Department of Information Technology, SVPCET Nagpur, in association with Computer Society of India from 8th to 13th June, 2020.
- Research Methodology Workshop by REST society for Research International from 18th April to 21st April
- Multi-Criteria decision making workshop by REST Society for Research International from April 23-25,2020
- NITTR, Chandigarh Training Programme on Life Skills from 18th May to 22nd May,2020
- > Attended FDP in MDI on "Contemporary Teaching Androgogies" on 5th to 7th June, 2019
- Attended FDP on "Logistics by Logistic Skill Council" in JIMS on 21st 22nd May, 2019
- Attended FDP on "Research Methods & Data Analysis using SPSS on 1st and 2nd June, 2017.
- Training Professional Boot-Camp held by DMA on 10th March, 2017
- Key participant for the workshop on "Stress Management" held by DMA.
- Attended FDP on "Business Stimulations" organized by Lal Bahadur Shastri Institute of Management, Delhi
- Attended the HR Summit on "20:20 HR Strategies".
- > Attended the FDP on "Leveraging Technology for Quality Education" conducted by Bharti Vidyapeeth on 28th May'11.
- Attended Opine 2K9 organized by JIMS on "Managing Downturn-Converting Setback into an Opportunity"
- Attended Opine 2K10 organized by JIMS on "Young India: Opportunities and Challenges".
- Attended the Corporate Data Mining SPSS workshop by Dr. Prabhat Mittal (DU)and certified for the same.
- Attended the FDP on "Business Simulation" held by AIMA
- MDP on "Enhancing Managerial Competencies" held by JIMS.
- > Attended FDP on "Knowledge Management" held by Management Foundation at Indian Habitat Centre.
- Attended the Faculty Development Programme by GHRDC
- Interactive Teaching Practices in Present Scenario by Mr. V.K Mehta (Bharat Electronics)

Certifications

- Awarded the 1st prize for the speech competition on the topic
- "Changing Teacher-Student Relationship in the Current Scenario".
- Awarded a certificate from JIMS for being an effective member for literareview for the magazine for HR Summit on HR in 2020.
- Awarded a certificate for being an effective organizer for the cultural ever since 2019.

Computer Skills

- Expertise in M.S. Office
- Basics of computer
- > Internet

Hobbies

Surfing on net, Playing outdoor games.

Personal Details

Husband's Name

: Mr. Gaurav Wadhwa

Husband's occupation: Business
Languages Known
English

: English, Hindi

Languages Known Marital status

: Married

Date of Birth

: December 5,1983

DATE: 2nd Jan, 2024 PLACE:Gurugram

Shivani Wadhwa

in