

## **Criteria 1**

### **Supporting Document**

**(Academic Year 2023-2024)**

**1.2.2**

***Notice, Copy of MOU and summary report of 5 value added courses***

**NOTICE**

**VALUE ADDED COURSES**



# Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/BBA/2024/621b

September 11, 2023

## NOTICE

### Value Added Course

#### Value Added Course

For the students of BBA-I Semester who have registered for the following course.

Course Name : Introduction to HTML  
Mode : Offline  
Duration : 30 Hours  
Start Date – 22<sup>nd</sup> –September -2023

Resource Person: Dr. Ruchi Singhal

*Prashant Kumar*  
**Dr. Prashant Kumar**  
HOD

#### For Distribution:

All Notice Board

#### For information, Please

Director





**Jagannath International Management School**  
MOR, Pocket-105, Kalkaji, New Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/B.COM(H)/2023/734b

September 11, 2023

**NOTICE**  
**Value Added Course**

**Value Added Course**

For the students of B.Com (H) I Semester who have registered for the following course.

Course Name : Introduction to HTML  
Mode : Offline  
Duration : 30 Hours  
Start Date – 22<sup>nd</sup> –September -2023

Resource Person: Dr. Ruchi Singhal

  
Dr. Prashant Kumar  
HOD

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# Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



September 11, 2023

JIMS/BBA/2024/621a

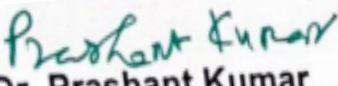
## NOTICE Value Added Course

### Value Added Course

For the students of BBA III Semester who have registered for the following course.

Course Name : Soft Skills Development  
Mode : Offline  
Duration : 30 Hours  
Start Date – 21<sup>st</sup> – August -2023

Resource Person: Dr. Jyoti Kukreja

  
Dr. Prashant Kumar  
HOD

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**Jagannath International Management School**  
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MOR, Pocket-105, Kalkaji, New Delhi-110019



JIMS/B.COM(H)/2023/734a

September 11, 2023

**NOTICE**  
**Value Added Course**

**Value Added Course**

For the students of B.Com (H) III Semester who have registered for the following course.

Course Name : Soft Skills Development  
Mode : Offline  
Duration : 30 Hours  
Start Date – 21<sup>st</sup> –August -2023

Resource Person: Dr. Jyoti Kukreja

*Prashant Kumar*  
Dr. Prashant Kumar  
HOD

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# Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/BBA/2024/669-c

January 25<sup>th</sup>, 2024

## NOTICE

### Value Added Course

#### Value Added Course

For the students of BBA II Semester who have registered for the course launched by AMVI Consultancy and Training Services.

Course Name : PDP (Personality Development Certification)  
Mode : Offline  
Duration : 40 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: Dr. Jyoti Kukreja

Dr. Prashant Kumar  
HOD

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# Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/B.COM(H)/2023/783-b

January 25<sup>th</sup>, 2024

## NOTICE

### Value Added Course

#### Value Added Course

For the students of B.COM(H) II Semester who have registered for the course launched by AMVI Consultancy and Training Services.

Course Name : PDP (Personality Development Certification)  
Mode : Offline  
Duration : 40 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: Dr. Jyoti Kukreja

*Prashant Kumar*  
Dr. Prashant Kumar  
HOD

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# Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/BBA/2024/669-d

January 25<sup>th</sup>, 2024

## NOTICE

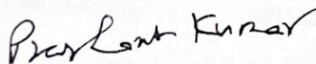
### Value Added Course

#### **Value Added Course**

For the students of BBA IV Semester who have registered for the course launched by NSE Academy Certification in Financial Markets.

Course Name : NCFM Financial Markets: A Beginner's Module  
Mode : Offline  
Duration : 30 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: Dr. Deeksha Arora

  
Dr. Prashant Kumar  
HOD

#### For Distribution:

All Notice Board

#### For information, Please

Director





# Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/B.COM(H)/2023/783-c

January 25<sup>th</sup>, 2024

## NOTICE

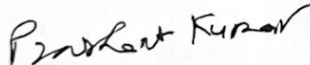
### Value Added Course

#### Value Added Course

For the students of B.COM(H) IV Semester who have registered for the course launched by NSE Academy Certification in Financial Markets.

Course Name : NCFM Financial Markets: A Beginner's Module  
Mode : Offline  
Duration : 30 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: Dr. Deeksha Arora

  
Dr. Prashant Kumar  
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# Jagannath International Management School

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JIMS/B.COM(H)/2023/783-d

January 25<sup>th</sup>, 2024

## NOTICE

### Value Added Course

#### Value Added Course

For the students of B.COM(H) VI Semester who have registered for the course launched by Vivekanand infotech and training.

Course Name : Advance Excel  
Mode : Offline  
Duration : 30 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: Dr. Ruchi Singhal

*Dr. Prashant Kumar*

Dr. Prashant Kumar  
HOD

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Director





# Jagannath International Management School

MOR, Pocket-105, Kalkaji, Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)



JIMS/BBA/2024/669-e

January 25<sup>th</sup>, 2024

## NOTICE

### Value Added Course

#### Value Added Course

For the students of **BBA** VI Semester who have registered for the course launched by Vivekanand infotech and training.

Course Name : Advance Excel  
Mode : Offline  
Duration : 30 Hours  
Start Date - 25-Jan-2024 onwards

Resource Person: **Dr. Ruchi Singhal**

*Prashant Kumar*

**Dr. Prashant Kumar**  
HOD

#### For Distribution:

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#### For information, Please

Director





**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**ODD 2023**

# **MEMORANDUM OF UNDERSTANDING (MOU)**

## **Introduction to HTML**

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (referred as MOU here after) is made and executed on 22<sup>nd</sup> September 2023.

### **BETWEEN**

Jagannath International Management School. MÓR Pocket 105, Kalkaji, New Delhi, Delhi 110019 Herein after referred to as "JIMS", The Party of First Part

### **AND**

Vivekanand Infotech Training Private Limited, 15 A Ring Road Lajpat Nagar New Delhi 110024 Herein after referred to as "Vivekanand Infotech Training Private Limited", The Party of Second Part

WHEREAS "Vivekanand Infotech Training Private Limited " is a training firm that imparts industry-oriented knowledge and skill sets to students and working professional.

AND WHEREAS "JIMS" is a premier management Institute of India with a clear vision and purpose of grooming world class business leaders to meet the challenges of a rapidly changing business environment.

And is taking the services from Vivekanand Infotech Training Private Limited for training students on Introduction to HTML.

With this consideration the JIMS is entering MOU with Vivekanand Infotech Training Private Limited.

**NOW THIS MOU WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:**

- 1 JIMS and Vivekanand Infotech Training Private Limited have entered this MOU for providing course on.
2. Vivekanand Infotech Training Private Limited would conduct the certified programme on **Introduction to HTML.**
- 3 The certificates would be issued by Vivekanand Infotech Training Private Limited. **Trainer would be allocated by Vivekanand Infotech Training Private Limited.**



4. Duration of the course would be 30 Hours.
5. The course will be free of cost.
6. Assessment will be conducted at the end of the course of 30 hours and certificates will be issued to all those attempting the assessment exam and attaining the passing criteria set by the trainer.
7. Each party shall be on their own without imposing any cost on each other.
8. Each party shall indemnify each other from any costs, liabilities or penalties arising out of their actions.
9. Any dispute arising out of this AGREEMENT shall be addressed initially through mutual discussions and later referred to an independent arbitrator appointed by Vivekanand Infotech Training Private Limited as per the arbitration act.
10. Jurisdiction for the AGREEMENT shall be that of the courts of New Delhi, India exclusively.
11. This is the whole agreement between JIMS and Vivekanand Infotech Training Private Limited and there is no other agreement between the two.
12. Any changes in the agreement, terms of operations, student financial, Academy financials, or any changes, additions, omissions which may affect the financials or operations of this business will have to be agreed and signed by the below signing authorities.

IN WITNESS WHEREOF the parties herein have executed these presents on the day, month and year mentioned at the outset.

Place of execution: New Delhi

On the date- 22<sup>nd</sup> September 2023

SIGNED AND DELIVERED

By the within named

For JIMS KALKAJI-

Signatory Authority



1. Name: Dr. Anuj Verma  
Director, JIMS

SIGNED AND DELIVERED

By the within named

For Vivekanand Infotech Training Private Limited  
Vivekanand Infotech Training Pvt. Ltd.



Ms. Arushi Bakshi  
Director

2. Name: Ms. Arushi Bakshi  
Director, Vivekanand Infotech Training Private Limited

**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**Soft Skills Development**

## Memorandum of Understanding

This Memorandum of Understanding (referred as MOU here after) is made and executed on 21<sup>st</sup> August 2023 in JIMS Kalkaji.

### BETWEEN

Jagannath International Management School, MOR Pocket 105, Kalkaji, New Delhi, Delhi 110019

Herein after referred to as "JIMS", The Party of First Part

### AND

AMVI Consultancy and Training Services, Building No. UG-34 Somdatt Chamber 2 Bhikaji Cama Place  
New Delhi - 110066

Herein after referred to as "AMVI Consultancy and Training Services", The Party of Second Part

WHEREAS "AMVI Consultancy and Training Services" is a consultancy firm that imparts industry-oriented knowledge and skill sets to students and working professional.

AND WHEREAS "JIMS" is a premier management Institute of India with a clear vision and purpose of grooming world class business leaders to meet the challenges of a rapidly changing business environment.

And is taking the services from AMVI Consultancy and Training Services for training students on **Soft Skills Development**.

With this consideration the JIMS is entering MOU with AMVI Consultancy and Training Services.

**NOW THIS MOU WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

- 1 JIMS and AMVI Consultancy and Training Services have entered this MOU for providing course on Soft Skills Development.
2. AMVI Consultancy and Training Services would conduct the certified programme on Soft Skills Development at JIMS campus.
- 3 The certificates would be issued by AMVI Consultancy and Training Services. Trainer would be allocated by AMVI Consultancy and Training Services.



4. Duration of the course would be 30 Hours.
5. The course will be free of cost.
6. Assessment will be conducted at the end of the course of 30 hours and certificates will be issued to all those attempting the assessment exam and attaining the passing criteria set by the trainer.
7. Each party shall be on their own without imposing any cost on each other.
8. Each party shall indemnify each other from any costs, liabilities or penalties arising out of their actions.
9. Any dispute arising out of this AGREEMENT shall be addressed initially through mutual discussions and later referred to an independent arbitrator appointed by AMVI Consultancy and Training Services as per the arbitration act.
10. Jurisdiction for the AGREEMENT shall be that of the courts of New Delhi, India exclusively.
11. This is the whole agreement between JIMS and AMVI Consultancy and Training Services and there is no other agreement between the two.
12. Any changes in the agreement, terms of operations, student financial, Academy financials, or any changes, additions, omissions which may affect the financials or operations of this business will have to be agreed and signed by the below signing authorities.

IN WITNESS WHEREOF the parties herein have executed these presents on the day, month and year mentioned at the outset.

Place of execution: New Delhi

On the date 21<sup>st</sup> August 2023

SIGNED AND DELIVERED

By the within named

For JIMS KALKAJI-

Signatory Authority:



1. Name: Dr. Anuj Verma

Director, JIMS

SIGNED AND DELIVERED

By the within named

For AMVI CONSULTANCY AND TRAINING SERVICES

AMVI Consultancy and Training Services

Ms. Manvi Gupta  
Director

2. Name: Ms. Manvi Gupta

Director, AMVI Consultancy and Training Services



**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**Even 2024**

**MEMORANDUM OF  
UNDERSTANDING  
(MOU)**

**Personality Development**



## Memorandum of Understanding

This Memorandum of Understanding (referred as MOU here after) is made and executed on 25<sup>th</sup> January 2024 in JIMS Kalkaji.

### BETWEEN

Jagannath International Management School, MOR Pocket 105, Kalkaji, New Delhi, Delhi 110019

Herein after referred to as "JIMS", The Party of First Part

### AND

AMVI Consultancy and Training Services, Building No. UG-34 Somdatt Chamber 2 Bhikaji Cama Place New Delhi - 110066"

Herein after referred to as "AMVI Consultancy and Training Services", The Party of Second Part

WHEREAS "AMVI Consultancy and Training Services" is a consultancy firm that imparts industry-oriented knowledge and skill sets to students and working professional.

AND WHEREAS "JIMS" is a premier management Institute of India with a clear vision and purpose of grooming world class business leaders to meet the challenges of a rapidly changing business environment.

And is taking the services from AMVI Consultancy and Training Services for training students on Personality Development.

With this consideration the JIMS is entering MOU with AMVI Consultancy and Training Services.

**NOW THIS MOU WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

- 1 JIMS and AMVI Consultancy and Training Services have entered this MOU for providing course on Personality Development.
2. AMVI Consultancy and Training Services would conduct the certified programme on Personality Development at JIMS campus.
- 3 The certificates would be issued by AMVI Consultancy and Training Services. Trainer would be allocated by AMVI Consultancy and Training Services.

4. Duration of the course would be 40 Hours.
5. The course will be free of cost.
6. Assessment will be conducted at the end of the course of 40 hours and certificates will be issued to all those attempting the assessment exam and attaining the passing criteria set by the trainer.
7. Each party shall be on their own without imposing any cost on each other.
8. Each party shall indemnify each other from any costs, liabilities or penalties arising out of their actions.
9. Any dispute arising out of this AGREEMENT shall be addressed initially through mutual discussions and later referred to an independent arbitrator appointed by AMVI Consultancy and Training Services as per the arbitration act.
10. Jurisdiction for the AGREEMENT shall be that of the courts of New Delhi, India exclusively.
11. This is the whole agreement between JIMS and AMVI Consultancy and Training Services and there is no other agreement between the two.
12. Any changes in the agreement, terms of operations, student financial, Academy financials, or any changes, additions, omissions which may affect the financials or operations of this business will have to be agreed and signed by the below signing authorities.

IN WITNESS WHEREOF the parties herein have executed these presents on the day, month and year mentioned at the outset.

Place of execution: New Delhi

On the date 22<sup>nd</sup> January 2024

SIGNED AND DELIVERED

By the within named

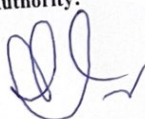
For JIMS KALKAJI

SIGNED AND DELIVERED

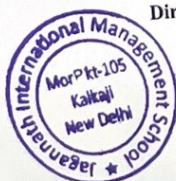
By the within named

For AMVI CONSULTANCY AND TRAINING SERVICES

Signatory Authority:



1. Name: Dr. Anuj Verma  
Director, JIMS



2. Name: Ms. Manvi Gupta



Director, AMVI Consultancy and Training Services

AMVI Consultancy and Training Services

Ms. Manvi Gupta  
Director

# **MEMORANDUM OF UNDERSTANDING (MOU)**

**NCFM Financial Markets: A Beginner's Module**



## 100

BETWEEN

AND

**Deser Merchants Corp. v. Nat. Int. Assoc. of Firefighters**

Authenticated signature

Collaborator and NAL shall hereinafter be jointly referred to as the “**Parties**”.

**WHEREAS,**

- DR. AMBESKAR ROAD, BICOLLA (EAST)  
MUMBAI - 400 027

**SHEET** 76551  
**125753**

**SPECIAL ADDRESS**  
**FEB 22 2021**

**भारत**

ZERO ZERO ZERO ONE ZERO ZERO  
12:33

Shubham



*Asad*



3. The Parties have appreciated each other's objectives in promoting excellence, inter alia, in education as common areas of interest and are desirous of entering into an Agreement for NCFM examination.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

Based on the terms and conditions as may be mutually agreed upon between the Parties from time to time, both the Parties agree as follows:

**1. Definitions:**

The following expressions shall have the following meanings:

"Candidate(s)/candidate(s)/Student(s)/student(s)" shall mean any person who has registered himself/herself as a participant for the Program(s) and must be a student of the Collaborator.

"Program/program(s)/Course(s)/course(s)" shall mean the Program(s) as given in clause 3.1 below including NCFM (as specified under Annexure 1 and Annexure 4 of this Agreement) or other program(s) as may be jointly offered by Parties.

"Program Fees" shall mean the fees paid by each Candidate for the Program(s) jointly offered by Parties and as specified in the SOW of each Program.

"Faculty" shall mean the faculty member, either full time, part time, visiting or guest faculty engaged either by Collaborator or NAL as may be agreed by the Parties and specified in the SOW of each Program.

"Confidential Information" includes-

- a) any of a party's proprietary technology and / or software in all versions and forms of expression, whether or not the same has been patented or the copyright thereto registered, is the subject of a pending patent or registration application, or forms the basis for a patentable invention;
- b) any manuals, notes, documentation, technical information, drawings, diagrams, specifications, or formulas which are not intended for distribution to or use by end-users or know-how related to any of the foregoing;
- c) any information regarding current or proposed Program, Program outline, study material, Candidates details, faculties details, business methods, financial data or marketing data which are not intended for distribution;
- d) any other written information that is clearly marked or designated as confidential or proprietary by such party.

"Discrepancy" includes but is not limited to false information, contradictory information, partial disclosure.

"Faculty/Trainers" shall include but is not limited to University's present teachers, past teachers, visiting faculty, professionals from out of the University and faculty from out of the University.





## 2. SCOPE

- 2.1. Subject to the terms and conditions of this Agreement, the Parties agree to work together to jointly implement and conduct the Programs from time to time, for the students of the Collaborator upon payment of such fees by the Candidates, as may be specified by NSE Academy for the Program.
- 2.2. The Parties shall finalise the structure, terms, contents, conditions and any other relevant particulars of any Program through a written SOW in the format prescribed in Annexure 1 herein ("**SOW**"). All SOW's entered into between the Parties for any Program shall not be binding and valid unless it is in writing and signed by both the Parties. Parties shall not be entitled to carry out any Program in the absence of any such written and signed SOW. The Parties shall not refuse to enter any SOW without any valid reason. There shall be no cap on the number of SOW's that can be issued by the Parties. The SOW shall contain particulars such as course structure, pedagogy, eligibility, Course Fees and any other particular as may be required for carrying out the Program. All SOWs shall be drafted so as to be consistent with this Agreement. In the event of a conflict between the terms of the Agreement and any SOW, the terms of the SOW shall prevail.
- 2.3. The Code of conduct of the Invigilator are provided in Annexure 2 of this Agreement.

## 3. JOINT OBLIGATIONS OF PARTIES:

- 3.1 Parties , in joint co-operation, shall launch the following Programs:
- 3.1.1 NCFM, an online certification examination open to all the students of the Collaborator
  - 3.1.2 Any other program as the Parties may agree to jointly offer in the future through a written addendum signed by both the Parties.
- 3.2 Unless otherwise stated in an SOW, Collaborator shall be responsible for enrollment, admission, collection of Program Fees from the Candidates and maintaining records of the Candidates under the Program.
- 3.3 Unless otherwise stated in an SOW, Collaborator shall submit complete details to NAL about the Candidates enrolling for the Program, including but not limited to name, address, phone numbers, email address, qualifications, work experience, class schedule and so on within a fortnight from the date of closure of admissions. All Applications must be dispensed and all Admissions must be closed before the commencement of the Program. NAL reserves the right to raise any objection or seek clarification in case of any discrepancy/uncertainty/doubts with respect to the details submitted by Collaborator for which the Collaborator must cooperate and appropriate satisfactory reasons with details. In case discrepancy is proved

*Handwritten signature*



*Handwritten signature*





after discussion between parties, the respective Candidate's admissions shall be liable to be dismissed.

3.4 For the theoretical part of the Program, NAL shall provide the study material in such form as agreed mutually between NAL and Collaborator. The study material may be upgraded by NAL from time to time and Collaborator would implement the upgraded study material from the time agreed upon by the Parties.

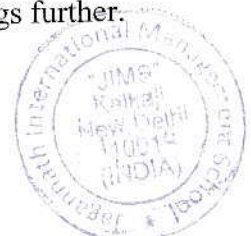
3.5 The details of collaborative terms which are either not specifically given in the SOW or as a part of this Agreement, shall be mutually settled between the Parties in writing. Similarly, Parties may launch other collaborative programs as per this agreement or modified terms, in writing, to make the Program successful and economically viable.

3.6 Parties shall conduct examination and evaluation of respective papers, wherever required. Collaborator will consolidate and prepare the result after transferring the credit of marks / grades awarded by NAL wherever required, and more specifically in the manner specified in each SOW.

3.7 Dr. Ashok Sharma from the Collaborator and Mr. Abhishek Dave, adave@nse.co.in from NAL will be the Program Co-ordinator and single point of contact and co-ordination between Collaborator and NAL, until notified otherwise by each Party.

3.8 In order to successfully launch and execute the Programs, Parties will resolve any issues arising on daily basis by negotiations and reducing it to writing and signed by the Parties for issues not specifically listed as a part of the Agreement.

3.9 Collaborator hereby acknowledges that NAL has in the past and will continue in the future, to put in various efforts in the development of the capital markets in India and in spreading awareness and knowledge of investing in capital market, for which it has incurred significant costs over a period of time. In an effort to further enhance the visibility of investing in capital markets in India and in an attempt to make the younger generation of Indians aware of the advantages and merits in investing in the Indian capital markets, NSE has formed its subsidiary NAL to carry out this initiative and NAL has decided to enter into the transaction contemplated under this Agreement. In view of this and the mutual benefits which the Parties will derive by being associated with each other in this endeavour, Collaborator, voluntarily agrees to acknowledge that this engagement with NAL is on an exclusive basis from the date of this Agreement and that the Collaborator will neither associate itself nor undertake, directly or indirectly any work of any nature that is in direct or indirect competition with or is detrimental to the Program or interests of NSE/NAL during the validity of this Agreement, without NAL's prior written consent. However, nothing in this Agreement shall prevent NAL from undertaking similar initiatives with third Parties not privy to the Agreement but in dealings further.



#### 4. CONSIDERATION AND PROGRAM FEES:

- 4.1. All Candidates enrolled for any Program which is offered pursuant to this Agreement, shall be responsible and liable for paying the prescribed Program Fees for the Program.
- 4.2. Unless otherwise stated in an SOW, Collaborator shall collect the Program Fees (as applicable from time to time) inclusive of taxes from each Candidate enrolled for the Program and shall disburse/pay the entire Program Fee to NSE Academy within 15 working days upon receipt of the invoice raised by NSE Academy in accordance with the terms of this Agreement. as may be applicable from all Candidates from time to time.
- 4.3. The payment of the Program Fees to NSE Academy collected by the Collaborator from the Candidates shall be in accordance with the terms as provided in Annexure 1 of this Agreement. .

#### 5. CONFIDENTIALITY

Both the Parties agree to maintain confidentiality of this Agreement and all Confidential Information (written or oral) shared with each other or which comes to their knowledge under or as a result of this Agreement and shall not divulge such information to any third party under any circumstances whatsoever, (except to their own employees who are associated to the program), without prior written consent of the other party. The confidentiality obligation under this clause shall not apply to information that:

- is available in public domain; or becomes so at a future date (otherwise than as a result of a breach of this clause); or
- which is trivial or obvious, or
- which the receiving party already had in its possession before the Effective Date; or
- which the receiving party acquires from a third party and is entitled to disclose it; or
- which was independently developed by or on behalf of the receiving party without use of, reference to or reliance on any confidential information of the other party; or
- is disclosed pursuant to any requirement of law.

#### 6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 Neither party during the course of performance of this Agreement neither desire nor intend to transfer any intellectual property rights whatsoever with respect to any information exchanged during the tenure of this Agreement.





- 6.2 The Parties acknowledge that they will not acquire any right, title, or interest in either party's trademarks, trade names, service marks, copyrights, patents, ideas, concepts, designs, specifications, models, processes, software systems, technologies, inventions, utility models, course content, domain names, rights in goodwill, rights in designs and other pre-existing intellectual property owned or developed by either Party.
- 6.3 NSE Academy is the sole and exclusive owner of any/all intellectual property right emanating from or in relation to NCFM.
- 6.3 This clause 6 shall survive the termination or expiry of the Agreement.

## 7 NO LIABILITY OR AUTHORITY

- 7.1 Nothing in this Agreement shall give either Party, any rights to use any trade names or trademarks or any service marks (or the goodwill associated therewith) which are used by the other, save as may be authorized by the latter in writing.
- 7.2 Neither Party shall be liable to the other for special, indirect or consequential losses or damages incurred or suffered by the other party arising as a result of or arising out of this Agreement whether in contract, tort or otherwise, even if the other has been advised of the possibility of such loss or damages.

## 8. INDEMNITY

8.1 Each party will indemnify the other party and hold harmless from and against any direct and actual losses, reasonable costs including without limitation to the reasonable fees, costs of investigation, expenses, claims, damages, penalties and liabilities arising out of any claims, actions or proceedings (collectively, "Losses") which may be incurred, made against or suffered by other party, its directors, officers, agents or employees arising directly out of or in connection with or as a consequence of (i) the non-performance of the obligations of the other party as detailed herein, (ii) any material breach of any representations, warranties, covenants, NSE Academy's intellectual property rights, or undertakings, express or implied, of the other party in this Agreement.

8.2 Except in cases of gross negligence, willful misconduct, default and/or fraud the total liability of NSE Academy under this Agreement, in all cases shall be limited to the amount of Program Fees received by NSE Academy under this Agreement on an annual basis.





## 9. REPRESENTATIONS AND WARRANTIES

- 9.1 Each Party represents and warrants to the other that:
- 9.1.1 It has the full power and absolute authority to enter into, execute and deliver this Agreement and to perform its obligations and the transactions contemplated hereby and, it is duly incorporated and validly registered under the laws of the jurisdiction of its incorporation or organisation.
- 9.1.2 The execution and delivery of this Agreement and the performance by it of the transactions contemplated hereby have been duly authorised by all necessary corporate or other internal action of such Party.
- 9.1.3 The execution, delivery and performance of this Agreement does not constitute a breach of any agreement, arrangement or understanding, oral or written, entered into by it with any third party;
- 9.1.4 The execution, delivery and performance by it of this Agreement does not violate any statute, law, regulation, rule, order, decree, injunction or other restriction of any governmental entity, court or tribunal to which it is subject;
- 9.2 Each Party warrants to the other that the representations and warranties in Clause 9 hereof are true and accurate in all respects and do not contain any untrue statement of any fact or omit to state any necessary or material fact.
- 9.3 Notwithstanding anything to the contrary contained in this Agreement, each Party hereby acknowledges and confirms that the performance by the other Party of its obligations under and in accordance with this Agreement is interlinked with the due performance of its own duties, obligations and responsibilities under and in accordance with this Agreement.

## 10. ASSIGNMENT

The Collaborator shall not assign or otherwise transfer the rights and obligations contemplated under this Agreement without the prior written consent of NSE Academy.

## 11. TERM AND TERMINATION

- 11.1 This Agreement shall remain in force for an initial period of three years from the date of signing unless its validity is renewed in writing for a further period mutually agreed by the Parties.
- 11.2 This Agreement may be terminated (i) by mutual consent of the Parties; or (ii) immediately by a written notice by the non-defaulting party in the event the other party commits a material breach of the Agreement and is unable to rectify it within 15 (fifteen) days after receiving a written notice; (iii) immediately if it ceases to be a university.
- 11.3 This Agreement may be terminated at any time by either party with one month written notice to the other without assigning any reason whatsoever. Notwithstanding, the termination of this Agreement the Collaborator shall complete the running academic session according to



this Agreement and the certificate of completion shall be awarded to the students accordingly.

11.4 Notwithstanding any termination or expiration of this Agreement, the rights and obligations under clauses 'Confidentiality', 'Intellectual Property Rights', 'Indemnity' and 'Representations and Warranties' shall survive and continue and shall bind the parties and their legal representatives, successors and assigns.

11.5 Any termination under the above clauses shall not affect the rights and obligations of the Parties and the Parties shall be entitled to exercise their rights and be obliged to fulfill their obligations under this Agreement which had arisen prior to such termination.

**12. GOVERNING LAW**

This Agreement shall be governed by and construed and interpreted in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the Courts of Mumbai.

**13. NO PARTNERSHIP OR AGENCY**

This Agreement is on a Principal to Principal basis and neither Party shall describe itself as an agent, partner, joint-venture partner, employee, or representative of the other Party, or pledge the credit of the other Party in any way or make any representations or give any warranties to any third party which may require the other Party to undertake or be liable for, whether directly or indirectly, any obligation and/or responsibility to any third party or enter into contracts on behalf of the other Party.

**14. DISPUTE RESOLUTION**

All disputes, differences or questions arising out of this Agreement including the interpretation of the terms herein or in regard to the obligations, failure or breach of any terms thereof by either of the party under this Agreement or of any matter whatsoever arising under this Agreement which have not been mutually settled shall be referred to arbitration under the provisions of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Mumbai.

The courts of Mumbai, India shall have the sole and exclusive jurisdiction on any/all disputes arising from or in relation to this Agreement.

The provisions of this clause shall survive the termination of this Agreement.

**15. CONSTRUCTION**

The entire understanding between parties with respect to the subject matter herein is contained in this Agreement and any other representation made prior to or during the operation of this Agreement is expressly excluded.





**16. HEADINGS**

The headings in this Agreement are inserted for ease of reference only and shall not affect the interpretation of the Agreement.

**17. ALTERATION**

Any alteration, modification or addition to this Agreement or waiver of any of the terms hereof shall be valid if made by mutual consent of both the Parties in writing and duly signed.

**18. COUNTERPARTS**

This Agreement may be executed by both Parties hereto in two counterparts, each of which when executed shall be deemed to be an original, but both of which taken together shall constitute one and the same Agreement.

**19. WAIVER**

Either Party may (i) extend the time for performance of any of the duties, obligations or responsibilities of the other Party (ii) waive any duties, obligations or responsibilities of the other Party contained herein. Any such extension or waiver shall be valid only if set forth in an instrument in writing duly signed by the Party to be bound thereby. Any waiver of any term or condition shall not be construed as a waiver of any subsequent breach or a subsequent waiver of the same term or condition, or a waiver of any other term or condition, of this Agreement. The failure of a Party to assert any of its rights hereunder shall not constitute a waiver of any such rights.

**20. SEVERABILITY**

If any provision of this Agreement shall be found by any court or government or administrative body of competent jurisdiction to be invalid or unenforceable, the invalidity or un-enforceability of such provision shall not affect the other provisions of this Agreement and all provisions not affected by such invalidity or un-enforceability shall remain in full force and effect.

**21. NOTICE**

- 21.1 All notices, approvals, instructions, demand and other communication given or made under this Agreement shall be in writing and may be given by electronic mail, facsimile, by personal delivery or by sending the same by pre-paid registered mail addressed to the relevant Party at its postal address, email address or fax number set out below (or such other address or fax number as the addressee has by 5 (five) Business Days' prior written notice specified to the other Parties).



*Handwritten signature*



21.2 Addresses for service of notice or communication:

**If to NSE Academy Limited:**

To the attention of: **Mr. Abhilash Misra**  
Designation: Chief Executive Officer  
Email: [abhilashm@nse.co.in](mailto:abhilashm@nse.co.in)  
Address: Exchange Plaza, Bandra-Kurla Complex, Bandra (East), Mumbai 400051

**If to Jagannath International Management School:**

To the attention of: **Dr. Ashok Sharma**  
Designation: Director  
E-mail: [director.kj@jagannath.org](mailto:director.kj@jagannath.org)  
Address: MOR Pocket 105, Kalkaji, New Delhi-110019

21.3 Any notice, approval, instruction, demand or other communication so addressed to the relevant Party shall be deemed to have been delivered (1) if given or made by registered mail, 10 (ten) Business Days after posting; (2) if given by personal delivery at the time of delivery; (3) if given or made by facsimile, upon receipt of a transmission report confirming dispatch; and (4) if given by electronic mail, upon receipt of a confirmation of delivery.

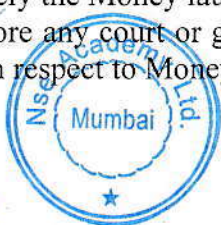
21.4 Any notice required to be made or given hereunder may be signed by an officer, manager or authorized representative of the Party giving or making the same. No recipient shall be required or obliged to inquire as to the authority of the officer, manager or authorized representative so signing.

**22. PUBLIC ANNOUNCEMENT**

The Parties hereto shall consult with each other before issuing and shall provide the other with a reasonable opportunity to review and comment upon, any press release or other public statements with respect to the transaction contemplated by this Agreement or any part thereof, and shall not issue any such press release or make any such public statements prior to such consultation except as may be required by applicable law or judicial process or for correspondence with Regulatory authorities.

**23 ANTI-MONEY LAUNDERING**

Each Party hereby warrants, represents and undertakes that while the AGREEMENT remains in force; it will comply with all applicable laws and other governmental or regulatory requirements and guidance, which may, from time to time, include but not limited to those pertaining to tax reporting and money laundering statutes and the rules and regulations thereunder and any related or similar rules, regulations or guidelines issued administered or enforced by any governmental agency having jurisdiction over the Party (collectively the Money laundering Laws) and no suit or proceeding is pending by or before any court or governmental agency or authority etc. involving the Party with respect to Money Laundering Laws.



## 24 ANTI-BRIBERY AND CORRUPTION

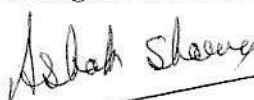
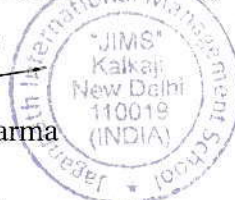
Each Party hereby confirms that it is aware of and understands its obligations under anti-bribery and corruption laws and confirms that it will at all times ensure that its directors, officers, agents employees or other persons acting on its behalf in relation to the activities undertaken of the purpose of the Agreement are aware of and comply with both the letter and spirit of the applicable anti-bribery and corruption laws and are not aware of or have not taken any action that would result in a violation by such person of any such law or that they will not take any actions or make any omissions which would cause the Party to be in violation of applicable anti-bribery and corruption laws.

## 25 Force Majeure

If the performance of any obligations by any Party as specified in this Agreement is prevented, restricted, delayed or interfered by reason of force majeure then notwithstanding anything hereinbefore contained, the Party affected shall be excused from its performance to the extent such performance relates to such prevention, restriction, delay or interference and provided the Party so affected uses its best efforts to remove such cause of non-performance and when removed the Party shall continue performance with utmost urgency. For the purpose of this Article "Force Majeure" means and includes fire, explosion, pandemic, epidemic, cyclone, floods, war, revolution, blockage or embargo, any law, order, demands or requirements of any Government or statutory authority, strikes, which are not instigated for the purpose of avoiding obligations herein or any other circumstances beyond the control of the Party affected.

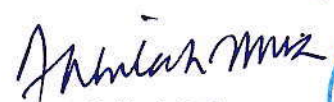

IN WITNESS WHEREOF both the Parties through their duly authorized representatives signed this Agreement on the day, month and year first hereinabove mentioned.

**For Jagannath International Management School:**

  
**Name:** Dr. Ashok Sharma  


**Designation:** Director  
Officer

**For NSE Academy Ltd.**



  
**Name:** Mr. Abhilash Misra  


**Designation:** Chief Executive

**Witness:**

-   
1. Dr. Sandeepa Kaur
-   
2. Rachna Kallur

**Witness:**

-   
1. Abhishek Dave
-   
2. Ronal Thakur



## Annexure 1

### 1. SOW for NCFM Examination

Name of the program (Program 1) : NCFM Examination

:

Academic cycle : Every academic calendar year

**Suggested NCFM modules are mentioned in Annexure 4, Jagannath International Management School can only select NCFM modules Priced Rs. 1,700/- Plus GST**

Pedagogy : Self-learning Mode

Eligibility for : NCFM examinations for students of  
BBA/B.Com/PGDM/MBA

Fees :

The value per candidate per NCFM module is Rs. 1700/- plus applicable GST (Current applicable GST @ 18%).

**The validity of fees shall be as per the policy of NCFM examinations.**

The fees may be subject to revision if NAL increases the NCFM examination fees in general during the tenure of the agreement.

#### Registration & Examinations:

Collaborator shall be responsible for registration, collection of fees from candidate and enrollment of the candidate for the NCFM examinations.

**Collaborator will transfer the entire Program Fees along with applicable taxes, collected from candidates to NAL.**

An online examination will be conducted by NAL at the examination center provided by the Collaborator which must be mutually convenient for both NAL and Collaborator.

Award :

NCFM Certificate would be awarded to the successful Candidate by NAL



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**Programme Co-ordinator** :

**From Collaborator** – Dr. Ashok Sharma, director.kj@jagannath.org

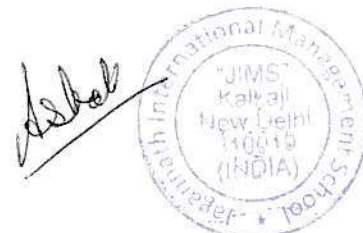
**From NAL** – Abhishek Dave, adave@nse.co.in

**2. RESPONSIBILITIES, OBLIGATIONS AND UNDERTAKINGS OF NSE ACADEMY:**

1. NSE Academy shall take or cause to be taken all necessary steps and actions within its control in a timely manner to enable the collaborator to perform all the services in accordance with this agreement.
2. NSE Academy shall create a corporate login in NCFM online portal for the collaborator to enroll candidates for examination, check account balance and examination result of the candidate.
3. NSE Academy shall provide its online testing platform for conducting the certification examinations.
4. NSE Academy shall do sanity checks of the testing infrastructure 2 working days prior the date of examination. The collaborator shall provide its co-operation for the same.
5. NSE Academy shall issue NCFM certificate(s) or any other certificate with respect to the Programs under this Agreement in the form and format as decided by NSE Academy to the Candidates upon successful completion of the Program by respective Candidate.

**3. RIGHTS AND OBLIGATIONS OF COLLABORATOR:**

1. Collaborator shall consult NSE Academy and take NSE Academy's approval before undertaking any kind of marketing with regard to the course. Specifically in instances where NSE Academy's name, logo etc. are being used.
2. Collaborator shall be responsible for the registration, collection of fees from the candidates and enrolment of the candidates for the examination through the online portal provided by NSE Academy.
3. The collaborator shall be responsible for collection of fees along with applicable taxes from candidates and forward the same to NSE Academy. The fees along with applicable taxes may be forwarded either through Demand Draft or Online mode minimum 10 working days prior to the scheduled NCFM examination date.
4. Collaborator shall share all details of the candidates enrolled for NCFM examinations along with name, NCFM Registration Number, email ID and contact details at the time of forwarding the fees to NSE Academy.
5. The collaborator should finalize the date, time and venue of the respective NCFM examinations and inform NSE Academy 10 working days prior to the scheduled date of examination.



*Handwritten signature*

6. The validity of the fees is 90 days from the date of receipt of payment, as per the NCFM examination policy.
7. The collaborator shall co-ordinate with the candidates and provide necessary assistance and guidance to solve the candidate's queries before and after the examination.
8. The collaborator will be solely responsible of the test invigilation and supervision, as per the Code of Conduct of NCFM examinations provided as Annexure 2 and Annexure 3.

## **Annexure 2**

### **CODE AND CONDUCT OF INVIGILATOR**

#### **1. Contact Details**

##### **I. NCFM Websites:**

Candidate Registration and Enrolments:

<https://www.ncfm-india.com/ORE/OREloginPage.jsp>

Website: <https://www.nseindia.com/>

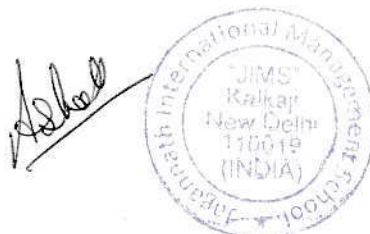
#### **2. General Duties of an Invigilator**

The Invigilator deployed for conducting NCFM Certification Examinations should perform the following duties on a regular basis:

- A. Record attendance of candidate through signature on the Examination Attendance sheet/ test schedule.
- B. Verification of Candidates based on original Identity Proof/s.
- C. Read out Instructions to Candidates before commencement of examination as per Annexure 1
- D. Provide rough sheet/s to candidates (on request) before the start of examination.
- E. Supervise examination by ensuring that there is no talking or disruption to the candidates once the examination has started and to ensure candidates obey Instructions and NCFM Policies as per Annexure 1 & Annexure 2.
- F. Collect Admit Cards & rough sheet/s back from Candidates at the end of examination.
- G. Ensure to prevent leakage of NCFM Question Bank in any manner by candidates.
- H. Provide attested scorecards to Candidates after end of examination
- I. Require candidates to provide feedback (optional) on completion of examination.



*Amir M*



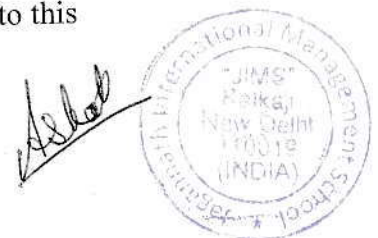


### 3. Role and Responsibilities of an Invigilator

The role of an invigilator is to ensure that examinations are conducted in accordance with NCFM's Code of Conduct for Invigilators. Responsibilities of the Invigilator are summarized as follows:

#### 3.1 Pre Examination Preparations.

- A. System Checks: The Invigilator/Test Administrator shall ensure the following:
- I. Invigilator/ shall allow candidates to login/appear for examination only from designated login accounts of designated workstations only.
  - II. The invigilator should ensure that access to the rest of the search engines such as Google, Yahoo, etc. are blocked on the workstations used by candidates for NCFM Certification Examinations.
  - III. Invigilator/s, shall make sure that only Windows XP/Vista/7 Operating System and Internet Explorer version 9 or above are installed on the workstations which are to be used for NCFM Certification Examination.
  - IV. The invigilator/Test administrators should ensure that access to external disk drives such as USB, CD, DVD, etc. is disabled and not provided to candidates before or during the examination.
  - V. Anti-virus software on all the Testing Centre Workstations shall be updated.
- B. Browser Checks: The Invigilator/s, shall ensure that following browser settings are updated to Test Centre workstations.
- i. Homepage of the Internet Explorer version 9 or above is set to <https://www.enit.co.in/ncfm2/loginPage.jsp>
  - ii. Invigilator/Test Administrator shall ensure that auto-completion of web address, forms and username and passwords is disabled. This can be achieved by clicking: Tools-> Internet Options-> Content->Auto Complete Settings->uncheck all options.
  - iii. Script debugging is disabled. This can be achieved by clicking Tools->Internet Options->Advanced>Disable Script Debugging (Internet Explorer).
  - iv. Notification about script errors is disabled. This can be achieved by clicking Tools->Internet Options ->Advanced->Uncheck Display a notification about every script error.
  - v. Emptying of Temporary Internet Files after closing browser is enabled. This can be achieved by clicking Tools->Internet Options->Advanced-> Check Empty internet temporary file folder when browser is closed.
  - vi. Compatibility Mode in Internet Explorer 8 and above is turned on by default. This can be achieved by clicking Internet Explorer -> Tools -> Compatibility View Settings -> Display All Websites in Compatibility View.
  - vii. Programmatic Clipboard Access for Internet Explorer 8 and above is allowed by default. This can be achieved by clicking Internet Explorer -> Tools -> Options ->Security -> Custom Level -> Security Settings -> Scripting -> Allow Programmatic Clipboard Access -> Enable.
  - viii. Remote Desktop Connection is disabled ("START" button>computer>properties>Remote Settings>Remote>uncheck "Allow Remote Assistance connection to this computer under "Remote Assistance>Remote Desktop>don't allow connection to this computer>Apply>OK)





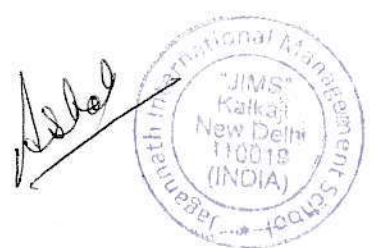
- ix. All internet websites except <https://www.enit.co.in/ncfm2/loginPage.jsp> in shall be disabled on the Testing Centre Workstations.
- x. The invigilator shall mandatorily assign workstations to the candidates while allowing them to enter in to the test area.
- C. The Invigilator/s shall open NCFM Certification homepage with candidate login credentials on allocated workstation/s.
- D. Candidate/s appearing NCFM Examinations shall be compulsorily required to carry following documents at the Test time
  - I. Printout of Admit Card
  - II. Any one of the following :- (Only in Original)
    - a) College ID (only of current academic year)
    - b) Employee ID card (bearing a photograph)
    - c) Driver's Licence
    - b) Passport
    - c) PAN Card
    - d) Voter ID Card
    - e) Aadhar Card/ e-aadhar card

### 3.2 During the Conduct of Examination

- E. The Invigilator/s shall ensure that the examination starts punctually and that candidates have been informed of the end time as appropriate.
- F. The Invigilator/s shall ensure that the Candidate/s is not carrying/using any personal belongings including but not limited to mobile phone/s, book/s, electronic device/s, camera/s, eatable/s etc. inside the test area. The Invigilator/s shall supervise the examination by patrolling the Test Area and ensure calm and quite environment in the Test Centre/Area.
- G. The Invigilator shall take the following action in case of Misconduct/Malpractice by Candidate/s during conduct of examination:
  - Terminate the examination of such candidate/s immediately and/or issue a prohibitive warning to such candidate as applicable and specified in NCFM Policy vide Annexure 2 on Unfair Means, Cheating, Forgery & Impersonation for candidates during the conduct of examination.

### 4. Conduct as Invigilators

- A. The sanctity of the examination depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator including but not limited to colluding with candidate/s in adopting unfair means etc., poor judgment in maintaining the stated decorum inside the Test /Area etc. is likely to result in undesirable consequences affecting the reputation and /or loss of business for NCFM and shall be considered a serious offence.
- B. A checklist has been included in this Code of Conduct for Invigilation as a quick 'Checklist guide to invigilation' (Annexure 3)



## 5. Good Practice

### DOs

- Reach the location of Test Centre at least 15 minutes before the designated slot start time of the examination
- Be clear and audible while making announcements to the candidate/s
- Make sure that all System/Browser checks are in place and in case of any discrepancy contact the System Administrator and or NCFM immediately.
- Ensure that candidate/s sit in their allocated seat only.
- Ensure that candidates are under constant scrutiny and be alert for candidates wanting any assistance.
- Ensure that no-one other than candidate/s and organization's invigilation staff involved in the administration of the examination enters examination area.
- Be aware that any item (pen-drive, pencil case, handkerchief, etc.) may be used for dishonest purposes
- Be aware that candidates find it disturbing if you stand close enough to be able to read their work and/or stand behind them for long periods
- Keep conversation with candidates and your fellow invigilators to a minimum and only related to the examination in question

### DONTs

- Arrive at the Test Centre at the last minute and/or conduct a superficial check or verification
- Give or try to give, directly or indirectly, assistance to any candidate/s in an Examination.
- Do anything which may disturb candidate/s or in any way disrupt the smooth conduct of an Examination
- Leave the examination hall unattended at any point of time during the conduct of Examination
- Allow to take unauthorized materials inside examination hall
- Talk to the candidate/s in unparliamentarily/rude language or tone
- Admit the candidate/s into the examination hall later than 30 minutes after the designated slot start time of examination
- Eat, read a book/newspaper; or do any unrelated work; use a mobile phone unless it is absolutely necessary and exam related
- Offer any advice on the interpretation of the questions
- Say anything to any candidate that might be regarded as directly assisting them to answer any examination question
- Allow any candidate to disrupt smooth running of the examination or to communicate in any way with each other, if required you may instruct the candidate to leave the examination room immediately.





## 6. Invigilating Candidates for NCFM Certification Examination

### 6.1. Confirming Identity of Candidates

- A. The Invigilator/s shall verify following credentials of candidates on attendance sheet against photo identity proof and admit card submitted by candidates.
- Name of the candidate
  - Photograph of candidate on the attendance sheet against (i) person appearing at Test Centre for attending Examination and (ii) Photograph on the identity proof submitted by candidate.
  - NCFM Registration Number
  - Examination Details like Examination Module, Date of Examination, and Time Slot.
- B. The invigilator shall not perform verification of candidates based on photocopy of identity proofs produced by candidates.
- C. Please respect the dignity of the candidate whose photograph you are checking and be mindful of the need to be discreet.
- D. If a candidate cannot verify his/her proof of identity you shall summarily reject the candidate/s from appearing in the examination.
- E. If you suspect that the impersonation of a candidate has taken place then the examination of such candidate shall be immediately terminated. The incident should be reported to NSE Academy at the email ID provided for communication before leaving the Test Centre for the day.

### 6.2. Admit candidates inside Test Area.

- A. Once a candidate's proof of identity is verified you may proceed to admit the candidate/s to the examination room
- B. The invigilator should ensure that candidate/s do not carry any material other than those necessary during examination such as Admit card, Photo Identity Proof, calculators and pens/ pencils inside Test centre/Area
- C. Candidates are not allowed to carry following items inside the Test Centre/Area
- Coats/jackets, caps
  - Prohibited electronic devices such as mobile phones, Laptops, Storage devices (USB drives/portable Hard disks) etc.
  - Wallets and or Purses etc.
- Invigilator shall ask candidates to leave them in a designated safe area/Locker outside the examination room before entering the Test Area.
- D. At the point of admission (at the entrance to the examination room) remind candidates, that when they enter the examination room they are under examination conditions and CCTV Surveillance.
- E. Remember that you are responsible for ensuring that, as close as possible, the examination begins at the designated slot start time. NEVER start an examination earlier than the scheduled start time.

### 6.3. Distribution of rough sheet/s

- A. Rough sheet/s may be distributed to candidates on request by the invigilators before the start of the examination.





- B. Request all candidates to write their names and enrolment numbers on the rough sheets provided to them.
- C. Candidate/s shall not be allowed to exchange his/her rough sheet with any other candidate/s and that such case/s shall be deemed as cheating.
- D. Make sure that the candidate/s do not copy down the question/s of the examination into the rough sheet/s provided to them
- E. All rough sheets provided to candidates should be collected by invigilator before candidate leaves examination hall.

#### 6.4. Announcements to be made at the start of each examination

- A. Instructions related to the examination are displayed to all Candidates before the start of examination on the workstation screen. Candidates are expected to read them before start of the examination familiarise themselves with information and instructions.
- B. A concise version of the examination announcements still be read out by the examination invigilator at the start of each examination (Annexure 1)

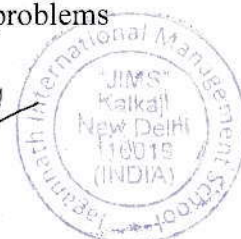
#### 6.5. Start the examination

- A. After all the candidates have settled down and announcements have been made you may formally start the examination at designated slot start time by instructing candidates to click on start examination. At this stage the examination shall formally start.
- B. Collect all examination materials (if you find any) from empty desks immediately after the examination has started.
- C. Never start an examination earlier than the start time than the designated examination time slot.
- D. In the unlikely event of a major IT systems failure at the Test centre on the day of the examination, examination may have to be postponed. The Invigilator after getting confirmation from NCFM may inform candidates about postponement of examination.
- E. In such case/s NCFM will arrange to reschedule examination at the earliest opportunity and inform all candidates and concerned invigilators of the revised date and time.
- F. Candidates are required to sit only on the designated seat allocated to him within the Test Area. They will need to display their Admit Card on the desk at all times ready for checking during the examination.
- G. The invigilator along with IT Support Co-ordinator and/or system administrator should be on hand at the start of the on-line examination to assist with any emerging technical problems and/or candidates who may have problems logging-in.
- H. If technical problems persist it may be necessary to move a candidate to another PC desk. There will be a few spare unallocated computers located in the Test Area to mitigate the potential risk that not all PCs will be working on the day of the examination. Arrange to move the candidate(s) facing technical problems to one of the spare computers instead.

*[Handwritten signature]*



*[Handwritten signature]*



## 7. During the examination

### 7.1. Filling in the Examination Attendance Sheet

- A. Invigilator shall ensure that all Candidate/s appearing for the examination possess valid ID proof verified against the candidate details.

### 7.2. Candidate queries

- A. If a candidate/s requests for an extra rough sheet for doing rough work, make sure to keep the previous rough sheet in your custody before handing out a new rough sheet
- B. Do NOT assist candidates with any queries related to examination question.
- C. In an unlikely event that a candidate/s mentions particular question or two which he/she thinks contain errors. He/she should leave the question un-attempted and mention the correct answer according to him, in the back-up sheet. The back-up sheet should be forwarded for verification to NSE Academy at the email ID provided for communication.

### 7.3. Usage of calculators

- A. Candidates are permitted to use calculators during NCFM examination
- B. Calculators should be silent while operated, and may be simple, scientific or financial (depending upon NCFM module)
- C. Calculators which do not fall within these specifications should be confiscated until the end of the examination. The use of non-approved calculators is a suspected breach of regulations.
- D. If calculators are being used by the candidates please ensure that all detachable lids are removed from the calculator itself and placed on the examination room floor visible to the invigilator.
- E. Candidates may be permitted to use the calculator available in his/her computer.
- F. Alternatively candidate may also use Open Office for computation purpose only.

### 7.4 Malpractice

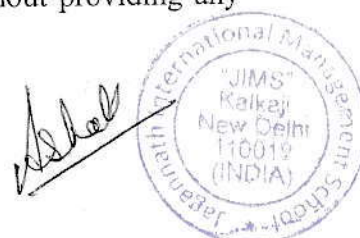
#### 7.4.1. If you suspect that malpractice has occurred, first:

- A. observe carefully and discreetly the candidate(s) concerned
- B. warn the candidate involved in the malpractice that his/her examination shall be terminated and he/she shall be expelled from examination hall

#### 7.4.2. If you are convinced that malpractice has occurred, then:

- A. Immediately terminate the examination of such candidate by clicking on End examination and expel him/her from examination hall without providing any mark sheet/scorecard

*Shankar*





- B. confiscate any unauthorized material and the existing prohibited instruments that the candidate is caught carrying
- C. inform NSE Academy at the email ID provided for communication.

#### 7.5. Fire Alarm

- A. Note down the exact time of incident.
- B. Accompany candidates out of the building, using the emergency exits
- C. If circumstances permit, take the Examination Attendance sheet and check that all candidates who were present during examination have left the premises.
- D. Maintain silence as far as possible, and instruct candidates not to discuss the content of the examination
- E. If it is declared safe to do so, instruct the candidates to return to Test Area. Re-check the candidates with Attendance sheet, and allow appropriate extra time for the examination

#### 7.6. Mobile phones

- A. Candidates should be informed that they must ensure that their mobile phone is kept in switched off mode in the designated safe area outside the Test Centre/Area.
- B. If whilst the examination is in progress candidate/s are caught in possession of a mobile phone they will be summarily rejected from re-entering the examination room and their examination including the outcome shall be terminated.

#### 8. At the end of examination

- A. When a candidate has answered all the questions and s/he is satisfied that they have completed the examination they may end the examination by clicking on Submit Paper. Candidate may click on 'Submit answer paper' to confirm submission of examination.
- B. Once the examination is over scorecard displaying result of the examination will appear on the screen.
- C. In the unlikely event that a candidate experiences technical problems whilst submitting his/her examination invigilator may arrange to call support team of NAL as per the escalation Matrix given below.
- D. The candidates may be requested to submit online feedback form before they logged out of their candidate portal after completing NCFM examination.
- E. Please ensure that all candidate/s have been logged out of their candidate portal before they leave the examination room.
- F. when you are satisfied that you have collected all the appropriate examination material including hall ticket and rough sheets etc. from the candidate/s who has satisfactorily submitted his/her examination, you may allow the candidate/ s to leave examination room.

*Handwritten signature*





## 9. Annexures

### Annexure 1- Instructions to Candidates

(Read aloud before commencement of examination)

1. Candidates are advised to keep all Personal belongings such as Mobile Phones, gadgets etc. in a switched off mode in the locker room.
2. After logging in, the instructions shall be displayed on the screen. Candidate shall read the instructions carefully and click on start examination to appear for examination.
3. Candidate shall submit all papers including rough sheets and admit card with the invigilator before leaving the Test Centre.
4. Results will be declared by the system itself once the student clicks the 'Submit' button after the Examination is completed. In case the examination duration is elapsed the system will treat the answer sheet as submitted and auto-display the result on the screen.
5. For any query, you should raise your hand & the invigilator shall come to your allotted seat.
6. You are not allowed to talk to any candidate/s or move out of your allotted seat unless granted permission by the invigilator.
7. Please keep your admit card on desk and in clear view at all times.
8. Open Office Spreadsheet / Excel will be provided as per Ready Reckoner of NCFM modules.

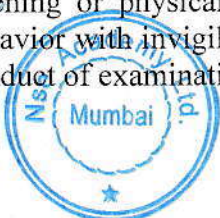
### Annexure 2 –

#### "Policy on Unfair Means, Cheating, Forgery, Impersonation, etc."

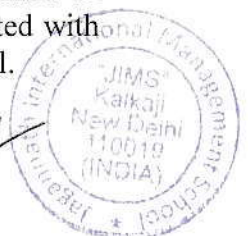
The following act/s shall be deemed as use of Unfair Means:

1. Gaining access to test questions before the examination or aiding someone else to do so.
2. Communicating with and / or disturbing other candidates or consulting other persons inside/outside the examination room during the examination.
3. Using an unauthorized calculator or other mechanical/electronic aid, which is not permitted.
4. Having access to or being in possession of books, consulting notes, typed sheets or any other material connected or not connected with the examination.
5. Carrying and/or using the electronic/photographic/communication devices/equipment's that are prohibited during the examinations including but not limited to mobile phones, laptops, tablet PCs, cameras, headphones, pen- drives, Bluetooth devices etc.
6. moving out of your allotted seat at the test center, for any reason whatsoever, without the consent of the invigilator.
7. Threatening or physically or verbally abusing or indulging in any kind of misbehavior with invigilator / fellow candidates or any person connected with the conduct of examination either inside or outside the examination hall.

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*Handwritten signature*



8. Using abusive or obscene language/signs/symbols through any means within the premises of the Test Centre.
9. Copying, disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission, theft and storage of the contents of the Question bank/corresponding answers of NCFM Certification Examination or any information therein in whole or part thereof in any form or by any means, verbal or written (e.g.: smuggling rough sheet out of examination hall), electronically or mechanically for any purpose. Such activities shall be deemed as question bank theft.
10. Unprofessional/unruly behavior towards the invigilator/test administrator and/or pestering the invigilator for issues including but not limited to extra time allotment, allowing to sit for exam in absence of necessary id proofs/documents etc. even if the invigilator has withheld the request at first instance.
11. Carrying/consuming food, tobacco products and/or alcoholic/non-alcoholic beverages etc. excluding drinking water or entering the Test Centre in an inebriated/intoxicated state inside the examination hall.
12. Using or being in possession of any kind of weapons/scissor/knife etc. inside the examination hall.

The following act/s shall be deemed as Cheating, Impersonation and forgery:

1. Receiving or giving assistance to the fellow candidate/s directly or indirectly or involved in copying in any form including but not limited to looking into any other workstation different from the allotted one during the course of the exam etc.
2. Attempting to receive or receiving any assistance from outside in any manner.
3. Indulging in group copying/making sounds/unsolicited gestures to hint at answers etc. during the course of the examination.
4. Arranging to have another person take an examination for the candidate or appearing for examination for another candidate.
5. Allowing/Making somebody else to write/submit answers on behalf of the candidate during examination.
6. Helping or receiving help from other candidate/s for impersonation.
7. Partially or completely signing Attendance sheet on somebody else's behalf or having somebody else sign the attendance sheet on his/her behalf.
8. Moving out onto another candidate's workstation without the consent/permission of the invigilator/Test administrator during the course of examination.
9. Any document/information or part thereof related to NCFM Certification Examinations including but not limited to identity proof of candidate/s, Admit Card/Hall Ticket, score card etc. is altered using any of the methods of forgery including but not limited to handwriting, printing, engraving, typewriting etc. and/or such document/information is produced with the intent to defraud.
10. Any document/information or part thereof pertaining to NCFM Certification Examinations including but not limited to identity proof of candidate/s, Admit Card/Hall Ticket, score card etc. NCFMs materially different from the records available with NSE Academy Ltd.

*Amritha*



*Asheesh*





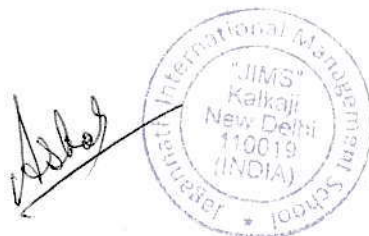
11. Any document/information or part thereof provided by the Candidate in relation to NCFM Certification Examinations is found to be false or misrepresented by the Candidate/s.
12. Any other act which is similar in nature and may be deemed as an act of forgery by NSE Academy Ltd.

If the same candidate/s is caught guilty of any of above acts, the invigilator shall expel such Candidate/s from the examination hall immediately and examination of such candidate/s. The candidate/s shall be debarred from appearing from any, some or all of NCFM Certification Examinations for a period of 6 months or more. In these circumstances, the claims for refund of fees shall not be entertained by NSE Academy. Ltd.

### **Annexure- 3: Checklist Guide to Invigilation**

The following activities are included in this Guide to Invigilation as a checklist to support staff acting as examination invigilators to enable them to fulfil the role consistently and effectively. :

1. Be present at Test Centre on the day of examination at least 30 minutes prior to the designated slot start time of the examination.
2. Check that all the PCs as required for examination are switched on.
3. Thoroughly verify each candidate/s proof of identity. In case/s of any discrepancy summarily reject the candidate from entering the examination room to appear for examination.
4. Admit candidates and remind them that they are under examination conditions until they leave at the end of the exam
5. Read out candidates instructions (Annexure-1)
6. Start the examination promptly at the designated slot start time i.e. when you tell candidates to click on start examination (never start an exam early).
7. DO NOT allow any candidate into the examination room after 30 minutes from the designated slot start time.
8. Do a headcount of all candidates in venue (should be same total as those present on test schedule/attendance sheet)
9. Invigilate the examination by walking quietly and inconspicuously around the room, pausing to observe the candidates from different aspects of the room (e.g. front, back,) do not stay in any one spot for too long or stand too close to candidates to be able to read their work.
10. DO NOT talk or whisper to other invigilators/candidates in the room unless exam related queries
11. Look out for candidates needing assistance
12. DO NOT help candidates with the question paper (i.e. do not clarify/explain text) or provide examination materials to candidates
13. Any errors on the question paper should be reported to NCFM HO with the backup sheet.
14. Collect all appropriate exam materials (admit cards, rough sheets etc.) at the end of examination before allowing a candidate to leave examination area.





**Annexure-4:**

Based on the requirement of Jagannath International Management School students shall undergo for the below mentioned modules across the duration of their course. The examination of the said modules will be conducted at Jagannath International Management School , Kalka Ji, New Delhi.

SN	NAME OF THE MODULES
1	Financial Markets: A beginners' Module
2	Commercial Banking In India -A beginners' Module
3	Capital Market Dealers Module
4	Derivative Market Dealers Module
5	Options Trading Strategies
6	Mutual Funds (Advanced Module)
7	FIMMDA-NSE- Debt Market
8	Fundamental Analysis
9	Technical Analysis
10	Interest rate derivatives - A Beginners' Module
11	Wealth Management
12	Financial Valuation and Modeling
13	Investment Analysis and portfolio Management
14	NSDL Depository Operations Module

**Annexure-5:**

Escalation Matrix for NCFM test center / examinations related queries

**NCFM Help Desk**

Level -1	011-49393015
Level -2	Kunal Tyagi 011-49393032/9911037288
Level -3	Abhishek Dave 011-49393023/9565813387



# **MEMORANDUM OF UNDERSTANDING (MOU)**

**Advanced Excel**



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (referred as MOU here after) is made and executed on 25<sup>th</sup> January 2024.

### **BETWEEN**

Jagannath International Management School, MÓR Pocket 105, Kalkaji, New Delhi, Delhi 110019 Herein after referred to as "**JIMS**", The Party of First Part

### **AND**

Vivekanand Infotech Training Private Limited, 15 A Ring Road Lajpat Nagar New Delhi 110024 Herein after referred to as "**Vivekanand Infotech Training Private Limited**", The Party of Second Part

WHEREAS "Vivekanand Infotech Training Private Limited " is a training firm that imparts industry-oriented knowledge and skill sets to students and working professional.

AND WHEREAS "JIMS" is a premier management Institute of India with a clear vision and purpose of grooming world class business leaders to meet the challenges of a rapidly changing business environment.

And is taking the services from Vivekanand Infotech Training Private Limited for training students on Advance Excel.

With this consideration the JIMS is entering MOU with Vivekanand Infotech Training Private Limited.

### **NOW THIS MOU WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS:**

- 1 JIMS and Vivekanand Infotech Training Private Limited have entered this MOU for providing course on Advance Excel.
2. Vivekanand Infotech Training Private Limited would conduct the certified programme on Advance Excel.
- 3 The certificates would be issued by Vivekanand Infotech Training Private Limited. Trainer would be allocated by Jagannath International Management School, Kalkaji.

4. Duration of the course would be 30 Hours.
5. The course will be free of cost.
6. Assessment will be conducted at the end of the course of 30 hours and certificates will be issued to all those attempting the assessment exam and attaining the passing criteria set by the trainer.
7. Each party shall be on their own without imposing any cost on each other.
8. Each party shall indemnify each other from any costs, liabilities or penalties arising out of their actions.
9. Any dispute arising out of this AGREEMENT shall be addressed initially through mutual discussions and later referred to an independent arbitrator appointed by Vivekanand Infotech Training Private Limited as per the arbitration act.
10. Jurisdiction for the AGREEMENT shall be that of the courts of New Delhi, India exclusively.
11. This is the whole agreement between JIMS and Vivekanand Infotech Training Private Limited and there is no other agreement between the two.
12. Any changes in the agreement, terms of operations, student financial, Academy financials, or any changes, additions, omissions which may affect the financials or operations of this business will have to be agreed and signed by the below signing authorities.

IN WITNESS WHEREOF the parties herein have executed these presents on the day, month and year mentioned at the outset.

Place of execution: New Delhi

On the date- 24<sup>th</sup> January 2024

SIGNED AND DELIVERED

By the within named


For JIMS KALKAJI-

SIGNED AND DELIVERED

By the within named

For Vivekanand Infotech Training Private Limited

Signatory Authority



1. Name: Dr. Anuj Verma

Director, JIMS



2. Name: Ms. Arushi Bakshi

Director, Vivekanand Infotech Training Private Limited

Vivekanand Infotech Training Pvt Ltd.



# **SUMMARY REPORT**

## **Assessment Year 2023-24**

# **SUMMARY REPORT**

## **ODD 2023**



# **SUMMARY REPORT**

## **Introduction to HTML**

### **BBA and BCOM(H)**



# Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

## Summary Report

### Introduction to HTML

The Introduction to HTML course was conducted as a value-added course for the students of BBA and B. Com (H) first semester, in the odd semester 2023 from the month September. The duration of the course was 30 hours which started from 22<sup>nd</sup> September, 2023.

The trainer Dr. Ruchi Singhal successfully provided management students with a foundational understanding of HTML. Through a combination of theoretical knowledge and practical application, participants gained valuable skills in web development. The course effectively met its objectives, preparing students with the essential skills required for creating and managing web content.

Total no. of students in receipt of certificate includes 106 from BBA I Morning and Evening.

Total no. of students in receipt of certificate includes 109 from B.COM (H) I Morning and Evening.

Total no. of students in receipt of certificate are 215.

*Prashant Kumar*

**Dr. Prashant Kumar**  
HOD BBA and B.COM (H)

**Dr. Ruchi Singhal**  
Trainer, Vivekanand Infotech Training Private Limited





# **SUMMARY REPORT**

**Soft Skills Development**

**BBA and BCOM(H)**

## Summary Report

### Soft Skills Development

The Soft Skills Development course was conducted as a value-added course for the students of BBA and B.Com (H) third semester, in the odd semester 2023 from the month August. This course was intended to enhance the student's overall personality. The duration of the course was 30 hours which started from 21<sup>st</sup> August, 2023.

The trainer Dr. Jyoti Kukreja guided management students with essential non-technical skills crucial for success in their professional careers. The program spanned 30 hours and covered a range of topics through interactive sessions, practical exercises, and group activities.

The Soft Skills Development Course successfully met its objectives, providing management students with valuable skills necessary for their professional growth. Participants demonstrated significant improvements in key areas, reflecting the effectiveness of the program.

Total no. of students in receipt of certificate includes 82 from BBA III Morning and Evening.

Total no. of students in receipt of certificate includes 77 from B.COM (H) III Morning and Evening.

Total no. of students in receipt of certificate are 159.

*Prashant Kumar*

**Dr. Prashant Kumar**  
HOD B.Com (H)

*Jyoti Kukreja*

**Dr. Jyoti Kukreja**  
Trainer, AMVI Consultancy and Training Services.







# **SUMMARY REPORT**

**Even 2024**

# **SUMMARY REPORT**

## **Personality Development**



	<p style="text-align: center;"><b>Jagannath International Management School</b></p> <p style="text-align: center;">(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)</p> <p style="text-align: center;">Accredited by National Assessment and Accreditation Council (NAAC)</p>	
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## Summary Report

### Personality Development

The Personality Development course was conducted as a value-added course for the students of BBA and BCom. (H) second semester, in the month of January, 2024. This course was intended to enhance the student's overall personality. The duration of the course was 40 hours which started from 25th January, 2024.

The trainer Dr. Jyoti Kukreja gave a thorough insight about the concept of personality. She addressed the various aspects of personality along with the significance of each one of them. Through the various activities such as seminar classroom and many other speaking exercises that have helped meet not only the course objectives but outcomes as well.


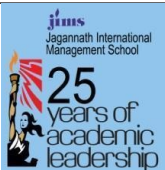
#### **Course Objectives / Outcome:**

- To help students assess and understand their strengths, weaknesses, values, and personality traits through self-reflection and standardized assessments.
  
- Students will learn and practice effective verbal and non-verbal communication techniques, including public speaking, active listening, and body language, to improve interpersonal interactions.
  
- Participants will enhance their ability to recognize, understand, and manage their own emotions and those of others, leading to better stress management, empathy, and relationship-building.
  
- The program aims to build students' self-confidence and self-esteem through various activities and exercises that encourage positive self-perception and assertiveness.

#### **Assessment Analysis:**

**Students were assessed on the basis of class activities, 5 assignments and one assessment test.**

- 1. Google forms link -**

	<p style="text-align: center;"><b>Jagannath International Management School</b></p> <p style="text-align: center;">(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)</p> <p style="text-align: center;">Accredited by National Assessment and Accreditation Council (NAAC)</p>	
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[https://docs.google.com/forms/d/1O7D\\_JntbOWaChRy7n7tWhODjd4OQe0\\_It1OXUOqH-Zo/edit?ts=664afda8](https://docs.google.com/forms/d/1O7D_JntbOWaChRy7n7tWhODjd4OQe0_It1OXUOqH-Zo/edit?ts=664afda8)

## 2. Google Classroom link -

<https://classroom.google.com/c/NjY2OTUxMTE5NTc0>

1. Swot Analysis
2. News Analysis
3. LinkedIn Profile Creation
4. CV Building
5. Self-Introduction

## 3. Class Activities:

<https://drive.google.com/drive/folders/1fdPzaCiDzIMh-vNeuYcUkDeIK1ZWVodB>

### **Feedback:**

<https://docs.google.com/forms/d/10cYUsOjnmKtCsNxdWUjMU0gcgNThL7DBOXAXHmj3RV/M/edit?ts=664b00a9>

Total no. of students in receipt of certificate includes **103 from BBA II Morning and Evening.**

Total no. of students in receipt of certificate includes **97 from BCOM(H) II Morning and Evening.**

Total no. of students in receipt of certificate are **200.**

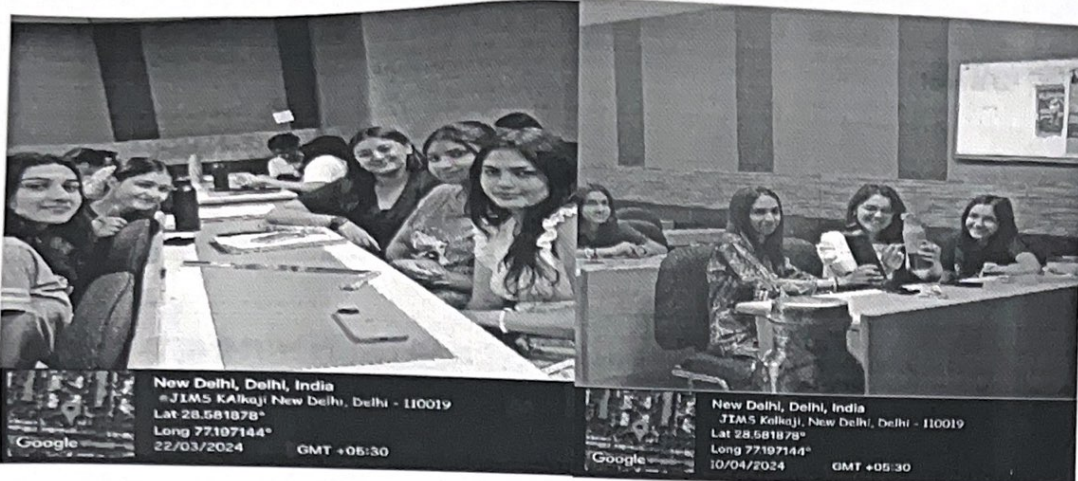
### **Geotagged Photos:**



# Jagannath International Management School

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Accredited by National Assessment and Accreditation Council (NAAC)



New Delhi, Delhi, India  
JIMS Kalkaji New Delhi, Delhi - 110019  
Lat 28.581878°  
Long 77.107144°  
22/03/2024 GMT +05:30

New Delhi, Delhi, India  
JIMS Kalkaji, New Delhi, Delhi - 110019  
Lat 28.581878°  
Long 77.107144°  
10/04/2024 GMT +05:30

*Gurmeet*

Ms. Gurmeet Sodhi  
Faculty Coordinator

*Nikhita*

Ms. Nikhita Dhawan  
Faculty Coordinator

*Ruchi*

Dr. Ruchi Srivastava  
HOD BBA


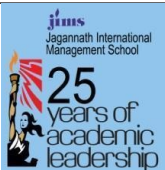
*Prashant Kumar*

Dr. Prashant Kumar  
HOD BCOM. (H)



# **SUMMARY REPORT**

## **NCFM Financial Markets: A Beginner's Module**

	<p style="text-align: center;"><b>Jagannath International Management School</b></p> <p style="text-align: center;">(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)</p> <p style="text-align: center;">Accredited by National Assessment and Accreditation Council (NAAC)</p>	
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## Summary Report

### NCFM Financial Markets: A Beginner's Module

The NCFM Mutual Fund: A beginner's module was conducted as a value-added course for the students of BBA and BCom. (H) fourth semester, in the month of January 2024. This course was intended to enhance the student's overall knowledge about mutual funds. The duration of the course was 30 hours which started from 25th January 2024.

The trainer Dr. Deeksha Arora gave a thorough insight about the concept of Mutual funds. They addressed the various aspects of Mutual funds along with its significance.

#### **Course Objectives / Outcome:**

After doing this course, the student will be able to know-

1. The basics of Mutual Funds, their role and structure, different kinds of Mutual Fund Schemes and their features
2. Mutual funds Organization structure and role of different parties in the structure
3. Offer documents of different schemes and SEBI requirement on preparation on Offer documents.
4. Suitability of Scheme Information Document (SID), Statement of Additional Information (SAI) and Key Information Memorandum (KIM)
5. Investment plans, products and services offered to present and prospective investors in the financial market
6. Different types of plans; Systematic Investment Plan (SIP); Systematic Transfer Plan (STP) and Systematic Withdrawal Plan (SWP)

#### **Assessment Analysis:**

**Students were assessed based on exam conducted by NSE Academy Limited,**

The NCFM Mutual Funds Beginners Module course, conducted in collaboration with NSE Academy, aimed to provide foundational knowledge in mutual funds to students of the BCOM(H) and BBA 2022-25 Batch. The course spanned 30 hours and was led by Dr. Deeksha Arora. The online exam was conducted on 15th April 2024.



# Jagannath International Management School

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)



Performance: Out of the 66 students who registered for the course from B.COM(H) IV Morning and Evening batch, an impressive 64 successfully passed, indicating a pass rate of approximately 97%. This high pass rate underscores the effectiveness of the teaching methods employed and the dedication of both the instructor and the students.

Out of the 24 students who registered for the course from B.COM IV Evening batch, an impressive 18 successfully passed, indicating a pass rate of approximately 97%. This high pass rate underscores the effectiveness of the teaching methods employed and the dedication of both the instructor and the students.

## Feedback:

[https://docs.google.com/forms/u/1/d/1DlhtFhTevi6\\_Bc8hygdxCaK8b8oBq\\_-oWqjcBSPJ3E4/edit?usp=forms\\_home&ths=true](https://docs.google.com/forms/u/1/d/1DlhtFhTevi6_Bc8hygdxCaK8b8oBq_-oWqjcBSPJ3E4/edit?usp=forms_home&ths=true)

Total no. of students in receipt of certificate includes **64** from **BCom(H) Morning & Evening**.

Total no. of students in receipt of certificate includes **24** from **BBA Morning & Evening**.

## Geotagged Photos:







*Kanika*

Ms. Kanika Parashar  
Faculty Coordinator BBA Morning

*Kanika*

Ms. Kanika Parashar  
Faculty Coordinator B.COM(H) Morning

*Sangeeta*

Ms. Sangeeta Sharma  
Faculty Coordinator BBA Evening

*Aastha*

Ms. Aastha Behl  
Faculty Coordinator B.COM(H) Evening

*Dr. Ruchi*

Dr. Ruchi Srivastava  
HOD BBA

*Prashant Kumar*

Dr. Prashant Kumar  
HOD BCOM. (H)

# **SUMMARY REPORT**

## **Advanced Excel**

## Summary Report

### Advance MS Excel

A Value-Added Course called **Advance Excel** course was conducted for the students of BBA and BCom. (H) sixth semester, in the month of January, 2024. The goal of this course was to empower learners to become proficient Excel users capable of leveraging the software's capabilities to enhance productivity, streamline workflows, and perform data analysis effectively in various professional settings. The training session commenced on January 25, 2024, and continued for 30 hours.

#### Course Objectives:

1. **Basic Understanding:** Provide a foundational understanding of Excel's interface, terminology, and basic functions.
2. **Data Entry and Formatting:** Teach techniques for entering data efficiently and formatting it effectively for clarity and professionalism.
3. **Formulas and Functions:** Introduce commonly used formulas and functions (e.g., SUM, AVERAGE, IF, VLOOKUP) and how to use them to perform calculations and analysis.
4. **Data Analysis:** Explore tools and features for analyzing data, including sorting, filtering, and creating pivot tables.
5. **Charts and Graphs:** Learn how to create visually appealing charts and graphs to represent data effectively.
6. **Data Validation and Protection:** Understand how to validate data entry and protect worksheets to prevent unwanted changes.
7. **Advanced Functions and Features:** Cover more complex functions and features such as macros, advanced charting, and data visualization tools.
8. **Collaboration and Sharing:** Teach methods for sharing and collaborating on Excel workbooks with others, including version control and commenting.



9. Efficiency and Productivity: Provide tips and techniques for working more efficiently in Excel, including keyboard shortcuts and best practices.

10. Real-World Applications: Apply Excel skills to practical scenarios relevant to different industries and job roles.

These objectives collectively aim to equip learners with the skills needed to navigate Excel proficiently, from basic data entry to advanced analysis and reporting.

## Course Outcomes:

The course outcomes of an MS Excel course typically reflect the specific knowledge and skills that participants are expected to gain by the end of the training. These outcomes align with the course objectives and focus on practical application.

1. Proficient Navigation: Navigate and utilize Excel's interface efficiently, including ribbon commands, shortcuts, and workbook management.
2. Data Entry and Formatting: Enter and format data effectively, including applying cell styles, conditional formatting, and custom number formats.
3. Formulas and Functions Mastery: Demonstrate proficiency in using a variety of formulas and functions for calculations, data manipulation, and logical operations.
4. Data Analysis and Visualization: Analyze data using sorting, filtering, and pivot tables; create compelling charts and graphs to visually represent data insights.
5. Problem Solving with Excel: Apply Excel tools and functions to solve real-world business problems and scenarios.
6. Data Validation and Protection: Implement data validation rules and worksheet protection to ensure data integrity and prevent unauthorized changes.
7. Advanced Features: Utilize advanced features such as macros, lookup functions, nested formulas, and array formulas to streamline tasks and automate processes.
8. Collaboration and Sharing: Share and collaborate on workbooks effectively, including version control, sharing permissions, and commenting.
9. Workflow Efficiency: Improve workflow efficiency by applying best practices, keyboard shortcuts, and Excel tips and tricks.

10. Practical Application: Apply Excel skills to create reports, analyze data, and make informed business decisions.

11. Documentation and Reporting: Create professional reports and documentation using Excel, including formatting for readability and clarity.

12. Continued Learning: Develop a foundation for ongoing learning and exploration of advanced Excel topics beyond the course.

These outcomes collectively empower learners to become proficient Excel users capable of leveraging the software's capabilities to enhance productivity, streamline workflows, and perform data analysis effectively in various professional settings. Each outcome contributes to building a comprehensive skill set in Microsoft Excel.

### Assessment Analysis:

Students were assessed on the basis of assessment test.

1. Google forms link –

<https://docs.google.com/forms/d/1nbsdziHAc7Mx33X2JQEBJKeHOq8CvSZfLcMSQeevNB4/edit>

2. Feedback:

[https://docs.google.com/forms/d/1ejqL\\_fXUG1xpm5Y-w4ANAv35zYVNhulav\\_yx2egMtS4/edit](https://docs.google.com/forms/d/1ejqL_fXUG1xpm5Y-w4ANAv35zYVNhulav_yx2egMtS4/edit)

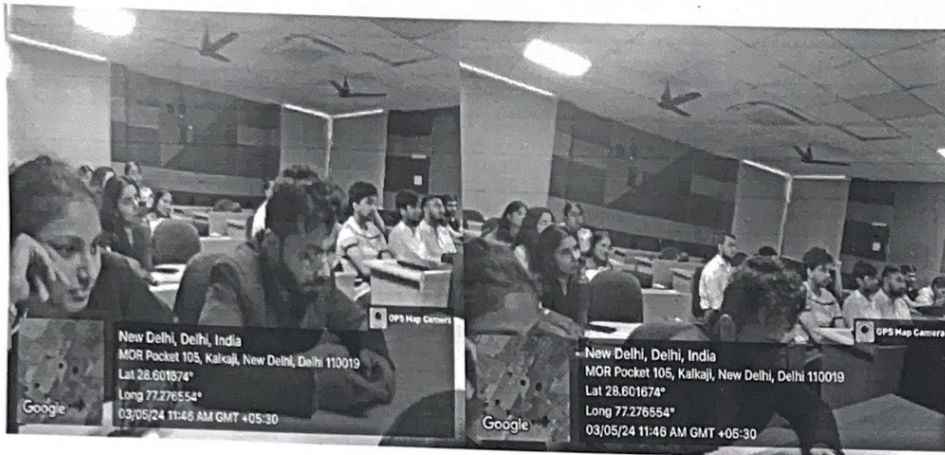
Total no. of students in receipt of certificate includes **96** from **BBA VI Morning and Evening**.

Total no. of students in receipt of certificate includes **104** from **BCOM(H) VI Morning and Evening**.

Total no. of students in receipt of certificate are **200**.

### Geotagged Photos:





*Dolly*  
Ms. Dolly Sharma  
Faculty Coordinator BBA Morning

*Prashant Kumar*  
Dr. Prashant Kumar  
Faculty Coordinator B.COM(H) Morning

*Prashant Kumar*  
Dr. Prashant Kumar  
Faculty Coordinator BBA Evening

*Prashant Kumar*  
Dr. Prashant Kumar  
Faculty Coordinator B.COM(H) Evening

*Ruchi*  
Dr. Ruchi Srivastava  
HOD BBA

*Prashant Kumar*  
Dr. Prashant Kumar  
HOD BCOM. (H)

