

### **Composition:**

The composition of committee constituted for adherence of Code of Conduct and Code of Ethics is as follows:

- |  |   |                  |
|--|---|------------------|
| (i) Dean of Faculties                                  | – | Convenor         |
| (ii) Two Senior Professors                             | – | Members          |
| (iii) Two Associate Professors                         | – | Members          |
| (iv) One Assistant Professor                           | – | Member           |
| (v) Two Students Representative<br>(UG & PG Head Girl) | – | Member           |
| (vi) Office Superintendent                             | – | Member           |
| (vii) Director-Sports Board                            | – | Member-Secretary |



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IIS (deemed to be University)  
Mansarovar, Jaipur-302020

**AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY TO BE HELD ON 3 JANUARY 2020 AT 1.30 PM IN THE  
MEETING ROOM**

1. To discuss about the conduct of some of the staff members pertaining to the following issues:-
  - a. Online purchasing
  - b. Excessive use of mobile phone
  - c. Adherence of the prescribed uniform norms
  
2. Any other item with the permission of the chair



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**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY HELD ON 3 JANUARY 2020 AT 1.30 PM IN THE MEETING  
ROOM**

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Ms. Anuradha Dasani	Student Representative
8.	Ms. Smarnika Shekhawat	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and thereafter took the agenda items one by one. The Chairperson also shared with the members the action taken report.

**ITEM I To discuss about the conduct of some of the staff members pertaining to the following issues:-**

- a. Online purchasing**
- b. Excessive use of mobile phone**
- c. Adherence of the prescribed uniform norms**

The Member Secretary shared with the members that the behaviour and conduct of some of the staff members with reference to the aforementioned issues is not in tune with the University norms and policies. After detailed discussion it was decided that circulars should be re-issued to all staff members to remind them of the University policy vis-à-vis the issues.



**Registrar**

**ITEM II ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

The meeting ended with a vote of thanks to the Chair.



**Dr. Renu Shungloo**  
**Member-Secretary**



**Dr. Roopa Mathur**  
**Chairperson**



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**ACTION TAKEN REPORT FOR THE MEETING HELD ON 3 JULY, 2019**

<b>Item I</b>	To report about the activities to be taken to inculcate ethics and healthy practices amongst new students.	<ul style="list-style-type: none"> <li>• A separate session on healthy practices was held during the Orientation session organized on 9-10 July, 2019</li> <li>• New staff members were briefed about the code of conduct and ethics in the Induction Programme held on 24 and 25 September, 2019.</li> </ul>
<b>Item II</b>	To discuss about the measures to be proposed to anti ragging committee and grievance appeal committee to create awareness amongst staff and students regarding anti-ragging and grievance appeal mechanism.	<ul style="list-style-type: none"> <li>• A poster containing the names and contact numbers of the members of Anti Ragging committee was displayed on the Notice Boards</li> <li>• Mechanism for filing appeal to grievance appeal committee was displayed on the university website.</li> <li>• A complaint box for filing the complaints was put-up at prominent places in the campus.</li> </ul>



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**AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE UNIVERSITY TO BE HELD ON 3 JULY 2019 AT 1.30 PM IN THE MEETING ROOM**

**ITEM I TO REPORT ABOUT THE ACTIVITIES TO BE TAKEN TO INCULCATE ETHICS AND HEALTHY PRACTICES AMONGST STUDENTS.**

**ITEM II TO DISCUSS ABOUT THE MEASURES TO BE PROPOSED TO ANTI RAGGING COMMITTEE AND GRIEVANCE APPEAL COMMITTEE TO CREATE AWARENESS AMONGST STAFF AND STUDENTS REGARDING ANTI-RAGGING AND GRIEVANCE APPEAL MECHANISM.**



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**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY HELD ON 3 JULY 2019 AT 1.30 PM IN THE MEETING ROOM**

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Vacant	Student Representative
8.	Vacant	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and agenda items were taken up one by one. The Chairperson also shared with the members the action taken report.

**ITEM I To report about the activities to be taken to inculcate ethics and healthy practices amongst students.**

The Member Secretary Dr. Renu Shungloo shared with the members that University already had its Code of Conduct document for students and staff members. After deliberations it was decided that the following action should be taken to create awareness about the same amongst students and staff:

1. A session on Code of Conduct and Dos and Don'ts should be included in the Orientation programme conducted for students on 09-10 July 2019.



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Mansarovar, Jaipur-302020

2. In the induction programme organized for the faculty members, a session must be scheduled in the month of September for the University staff and students' disciplinary norms, the Code of Conducts/Ethics, Dress Code and other related norms.

**ITEM II TO DISCUSS ABOUT THE MEASURES TO BE PROPOSED TO ANTI RAGGING COMMITTEE AND GRIEVANCE APPEAL COMMITTEE TO CREATE AWARENESS AMONGST STAFF AND STUDENTS REGARDING ANTI-RAGGING AND GRIEVANCE APPEAL MECHANISM.**

The committee deliberated on the issues held in the past and recommended the following measures to be taken by the committees:

1. Anti-Ragging Committee must display the names and contact details of the staff members to be contacted in case of ragging.
2. Notices and brochures must be displayed on all the notice boards and website of the University.
3. The Grievance Appeal Committee must also publicize the mechanism of filing / registering the grievances related to Anti-ragging.
4. The complaint box for filing complaint by the students to be put-up at prominent location in the campus.

**ITEM III ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

The meeting ended with a vote of thanks to the Chair.



**Dr. Renu Shungloo**  
**Member-Secretary**



**Dr. Roopa Mathur**  
**Chairperson**



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**ACTION TAKEN REPORT FOR THE MEETING HELD ON 3 JANUARY, 2019**

<b>Item I</b>	To report about the activities taken or to be taken to inculcate ethics and healthy practices amongst students	Self Defense and Yoga camp was organized on 5 and 6 January, 2019
<b>Item II</b>	To review the cases of indiscipline in the last semester (if any)	Necessary action was taken against the defaulters and were warned for not repeating the misconduct.



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**AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY TO BE HELD ON 3 JANUARY 2019 AT 11.30 AM IN THE  
MEETING ROOM**

1. To report about the activities taken or to be taken to inculcate ethics and healthy practices amongst students.
2. To review the cases of indiscipline in the last semester (If any)
3. Any other item with the permission of the chair



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Mansarovar, Jaipur-302020

**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY HELD ON 3 JANUARY 2019 AT 11.30 AM IN THE MEETING  
ROOM**

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Ms. Niharika Joshi	Student Representative
8.	Ms. Rakshita Singh	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and taken agenda items one by one. The Chairperson also shared with the members the action taken report.

**ITEM I To report about the activities taken or to be taken to inculcate ethics and healthy practices amongst students.**

The Member-Secretary informed the members that the following activities focusing on the improvement of conduct and behaviour of the students will be conducted.

- Yoga Camp
- Self Defence



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**ITEM II TO REVIEW THE CASES OF INDISCIPLINE IN THE LAST SEMESTER (IF ANY)**

The following cases were reported to the committee members regarding indiscipline:

- Mis-behaviour with the teachers
- Students disputes
- Leaving University campus without permission
- Cases of theft

She further informed that concerned students have already been punished and all were warned not repeating such type of negligence in future.

**ITEM III ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

The meeting ended with a vote of thanks to the Chair.



**Dr. Renu Shungloo**  
**Member-Secretary**



**Dr. Roopa Mathur**  
**Chairperson**



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**Mansarovar, Jaipur-302020**

**ACTION TAKEN REPORT FOR THE MEETING HELD ON 02 JULY, 2018**

<b>Item I</b>	To discuss regarding the code of conduct and ethics awareness drives to be conducted for new and old students and staff members	<ul style="list-style-type: none"> <li>• A session on code of ethics and conduct to be observed by the students at the University was held during the orientation session 2018-19.</li> </ul>
<b>Item II</b>	To discuss about the measures to be proposed to Anti Ragging Committee and Grievance Appeal Committee to create awareness amongst staff and students regarding Anti-Ragging measures and filling of Grievances	<ul style="list-style-type: none"> <li>• The new students were also informed about the Anti-Ragging Committee and the Grievance Appeal Committee and the mechanism for filing the complaints to these committees.</li> <li>• A poster displaying members of Anti-Ragging Committee along with their contact number was put-up on the notice boards.</li> <li>• Details regarding filing of appeal to Grievance Appeal Committee is displayed on the University website.</li> <li>• A complaint box for filing the complaints was put-up at prominent places in the campus.</li> </ul>
<b>Item III</b>	To report the cases of indiscipline in the last semester (If any)	<ul style="list-style-type: none"> <li>• Cases of indiscipline reported were duly counseled and were warned not repeating such behavior.</li> </ul>



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**AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY TO BE HELD ON 2 JULY 2018 AT 11.30 AM IN THE  
MEETING ROOM**

1. To discuss regarding the code of conduct and ethics awareness drives to be conducted for new and old students and staff members
2. To discuss about the measures to be proposed to Anti Ragging Committee and Grievance Appeal Committee to create awareness amongst staff and students regarding Anti-Ragging measures and filling of Grievances
3. To report the cases of indiscipline in the last semester (If any)
4. Any other item(s) with the permission of the Chair.



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**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY HELD ON 2 JULY 2018 AT 11.30 AM IN THE MEETING  
ROOM**

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Vacant	Student Representative
8.	Vacant	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and taken agenda items one by one. The Chairperson also shared with the members the action taken report.

**ITEM I To discuss regarding the code of conduct and ethics awareness drives to be conducted for new and old students**

It was proposed that as done in the past a session on code of conduct and ethics must be held in the Orientation Programme for the students to be organised on 06-07 July 2018. However the presenter should be asked to reiterate and share with the students the issues pertaining to mis-conduct and behaviour.



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**ITEM II TO DISCUSS ABOUT THE MEASURES TO BE PROPOSED TO ANTI RAGGING COMMITTEE AND GRIEVANCE APPEAL COMMITTEE TO CREATE AWARENESS AMONGST STAFF AND STUDENTS REGARDING ANTI-RAGGING MEASURES AND FILLING OF GRIEVANCES**

The committee discussed on the issues held in the past and recommended the following measures to be taken by the committees:

1. Anti-Ragging Committee shall display the names and contact details of the staff members to be contacted in case of ragging.
2. Notices and brochures must be displayed on all the notice boards and website of the University for awareness.
3. The Grievance Appeal Committee must also publicize the mechanism of filling the grievances

**ITEM III TO REPORT THE CASES OF INDISCIPLINE (IF ANY) IN THE LAST SEMESTER**

The Member-Secretary shared with committee members cases of indiscipline of the last semester like:

- Coming late to the campus
- Using mobile phone in the class
- Not adhering to the prescribed uniform norms

She further informed that defaulters have already been warned not to repeat such type of mistakes failing which in-disciplinary action will be taken against them.

**ITEM IV ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

The meeting ended with a vote of thanks to the Chair.



**Dr. Renu Shungloo**  
Member-Secretary



**Dr. Roopa Mathur**  
Chairperson



**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



**ACTION TAKEN REPORT FOR THE MEETING HELD ON 03 JANUARY, 2018**

<b>Item I</b>	<p>1. To discuss about the conduct of some of the staff members pertaining to following issues:-</p> <ol style="list-style-type: none"> <li>Parking of vehicles in the parking lot</li> <li>CUG Mobile numbers</li> <li>Connectivity with the existing students on social media</li> <li>Behavior of the staff in public</li> </ol>	<ul style="list-style-type: none"> <li>Necessary notices were circulated among staff members regarding the issues discussed.</li> </ul>
<b>Item II</b>	<p>To review the cases of indiscipline if any in the last semester</p>	<ul style="list-style-type: none"> <li>Reminders were circulated among the students to refrain from any misconduct.</li> </ul>



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Mansarovar, Jaipur-302020

**AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY TO BE HELD ON 3 JANUARY 2018 AT 1.30 PM IN THE  
MEETING ROOM**

2. To discuss about the conduct of some of the staff members pertaining to following issues:-
  - a. Parking of vehicles in the parking lot
  - b. CUG Mobile numbers
  - c. Connectivity with the existing students on social media
  - d. Behavior of the staff in public
3. To review the cases of indiscipline if any in the last semester
4. Any other item(s) with the permission of the Chair.



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**MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR  
MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE  
UNIVERSITY HELD ON 3 JANUARY 2018 AT 1.30 PM IN THE MEETING  
ROOM**

The following members were present:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Ms. Yasha Singh	Student Representative
8.	Ms. Divisha Agarwal	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and thereafter took the agenda items one by one. The Chairperson also shared with the members the action taken report.

**ITEM I To discuss about the conduct of some of the staff members pertaining to following issues:-**

- a. Parking of vehicles in the parking lot**
- b. CUG Mobile numbers**
- c. Connectivity with the existing students on social media**
- d. Behavior of the staff in public**

The Staff Secretary shared with the members that the behaviour and conduct of some of the staff members with reference to the aforementioned issues is not in tune with the University norms and policies. After detailed discussion it was decided that circulars should be re-issued to all staff members to remind them of the University policy vis-à-vis the issues.



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**ITEM II TO REVIEW THE CASES OF INDISCIPLINE IF ANY IN THE LAST SEMESTER**

The following cases of indiscipline were reported by the Member-Secretary to the committee members:

1. 3 cases for stealing of library books
2. 3 students found playing cards in the campus
3. 1 student stole mobile phone of a senior
4. 1 student found using mobile phone in the class.

After detailed discussions it was decided that in the forthcoming session circulars/notices should be issued time and again to remind the students of the action that can be taken in case of indiscipline and misconduct.

**ITEM III ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR**

The meeting ended with a vote of thanks to the Chair.



**Dr. Renu Shungloo**  
Member-Secretary



**Dr. Roopa Mathur**  
Chairperson



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IIS (deemed to be University)  
Mansarovar, Jaipur-302020



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

## **AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE UNIVERSITY TO BE HELD ON 3 JANUARY 2018 AT 1.30 PM IN THE MEETING ROOM**

1. To discuss about the conduct of some of the staff members pertaining to following issues:-
  - a. Parking of vehicles in the parking lot
  - b. CUG Mobile numbers
  - c. Connectivity with the existing students on social media
  - d. Behavior of the staff in public
2. To review the cases of indiscipline if any in the last semester
3. Any other item(s) with the permission of the Chair.

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IIS (deemed to be University)  
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## MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE UNIVERSITY HELD ON 3 JANUARY 2018 AT 1.30 PM IN THE MEETING ROOM

The following members were present:

S. No.	Name	Designation
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Ms. Yasha Singh	Student Representative
8.	Ms. Divisha Agarwal	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members and thereafter took the agenda items one by one. The Chairperson also shared with the members the action taken report.

### ITEM I To discuss about the conduct of some of the staff members pertaining to following issues:-

- a. Parking of vehicles in the parking lot
- b. CUG Mobile numbers
- c. Connectivity with the existing students on social media
- d. Behavior of the staff in public

The Staff Secretary shared with the members that the behaviour and conduct of some of the staff members with reference to the aforementioned issues is not in tune with the University norms and policies. After detailed discussion it was decided that circulars should be re-issued to all staff members to remind them of the University policy vis-à-vis the issues.

### ITEM II TO REVIEW THE CASES OF INDISCIPLINE IF ANY IN THE LAST SEMESTER

The following cases of indiscipline were reported by the Member-Secretary to the committee members:

1. 3 cases for stealing of library books

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2. 3 students found playing cards in the campus
3. 1 student stole mobile phone of a senior
4. 1 student found using mobile phone in the class.

After detailed discussions it was decided that in the forthcoming session circulars/notices should be issued time and again to remind the students of the action that can be taken in case of indiscipline and mis-conduct.

## ITEM III ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

The meeting ended with a vote of thanks to the Chair.

**Dr. Renu Shungloo**  
**Member-Secretary**

**Dr. Roopa Mathur**  
**Chairperson**


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**Mansarovar, Jaipur-302020**



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## ACTION TAKEN REPORT FOR THE MEETING HELD ON 05 JULY, 2017

<b>Item I</b>	To discuss regarding the code of conduct and ethics awareness drives to be conducted for new and old students and staff members	<ul style="list-style-type: none"><li>• A session on Code of Conduct and Ethics was held during the orientation programme held on 06-08 July 2017.</li><li>• Induction programme was organized for faculty members on 08 August 2017 giving an insight about the University norms and code of conduct.</li></ul>
<b>Item II</b>	To discuss about the measures to be proposed to Anti Ragging Committee and Grievance Appeal Committee to create awareness amongst staff and students regarding the Anti-Ragging and Grievance Appeal Mechanism	<ul style="list-style-type: none"><li>• During the orientation session the student were briefed about the mechanism for filing complaints to Anti-Ragging Committee and Grievance Appeal Committee.</li><li>• Information about the Anti-Ragging Squad was displayed on notice boards.</li><li>• Details about the Grievance Appeal Committee was displayed on University website.</li></ul>
<b>Item III</b>	To report the cases of indiscipline in the last semester (If any)  	<ul style="list-style-type: none"><li>• The cases of indiscipline reported were warned of the consequences in case the misconduct is repeated.</li></ul>

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ICG Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
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## **AGENDA FOR THE MEETING OF THE COMMITTEE CONSTITUTED FOR MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE UNIVERSITY TO BE HELD ON 5 JULY 2017 AT 11.30 AM IN THE MEETING ROOM**

1. To discuss regarding the code of conduct and ethics awareness drives to be conducted for new and old students and staff members
2. To discuss about the measures to be proposed to Anti Ragging Committee and Grievance Appeal Committee to create awareness amongst staff and students regarding the Anti-Ragging and Grievance Appeal Mechanism.
3. To report the cases of indiscipline in the last semester (If any)
4. Any other item(s) with the permission of the Chair.

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Mansarovar, Jaipur-302020



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## MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED FOR MONITORING ADHERENCE OF THE CODE OF CONDUCT AT THE UNIVERSITY HELD ON 5 JULY 2017 AT 11.30 AM IN THE MEETING ROOM

The following members were present:

S. No.	Name	Designation
1.	Prof. Roopa Mathur Dean, Faculty of Arts & Social Sciences	Convener
2.	Prof Ila Joshi	Member
3.	Prof Radha Kashyap	Member
4.	Dr. Manisha Patni	Member
5.	Dr. Rimika Singhvi	Member
6.	Dr. Himangini Rathore Hooja	Member
7.	Vacant	Student Representative
8.	Vacant	Student Representative
9.	Dr. Renu Shungloo Director, Sports Board	Member-Secretary

The Chairperson of the Committee welcomed all the members. Thereafter, agenda items were taken up. The Chairperson also shared with the members the action taken report.

### ITEM I TO DISCUSS REGARDING THE CODE OF CONDUCT AND ETHICS AWARENESS DRIVES TO BE CONDUCTED FOR NEW AND OLD STUDENTS AND STAFF MEMBERS

The Member Secretary Dr. Renu Shungloo shared with the members that University already had its Code of Conduct document for students and staff members. After deliberations it was decided that the following action should be taken to create awareness about the same amongst students and staff:

1. A session on Code of Conduct and Dos and Don'ts should be included in the Induction / Orientation programme conducted for students.
2. In the induction programme organized for the faculty members, a session must be scheduled on 08 August 2017 for the University staff and students disciplinary norms, the Code of Conducts/Ethics, Dress Code and other related norms.

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ICG Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA



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## **ITEM II TO DISCUSS ABOUT THE MEASURES TO BE PROPOSED TO ANTI RAGGING COMMITTEE AND GRIEVANCE APPEAL COMMITTEE TO CREATE AWARENESS AMONGST STAFF AND STUDENTS REGARDING ANTI-RAGGING AND GRIEVANCE APPEAL MECHANISM.**

The committee deliberated on the issues held in the past and recommended the following measures to be taken by the committees:

1. Anti-Ragging Committee must display the names and contact details of the staff members to be contacted in case of ragging.
2. Notices and brochures must be displayed on all the notice boards and website of the University.
3. The Grievance Appeal Committee must also publicize the mechanism of filing / registering the grievances related to Anti-ragging.

## **ITEM III TO REPORT THE CASES OF INDISCIPLINE IN THE LAST SEMESTER (IF ANY)**

The Member-Secretary shared with committee members cases of indiscipline of the last semester (even semester December-April 2016) like:

- Leaving campus using non-conveyance I-Card
- Using forged ID cards
- Flouting the dress code norms
- Playing Holi in the campus
- and Stealing books from the Library.

She further informed that suitable action has already been taken against the defaulters and the concerned students have been counselled to improve their behaviour and conduct.

The meeting ended with a vote of thanks to the Chair.

**Registrar**

IIS (deemed to be University)  
Mansarovar, Jaipur-302020

**Dr. Renu Shungloo**  
**Member-Secretary**

**Dr. Roopa Mathur**  
**Chairperson**

**ACADEMIC YEAR**

**2019-20**

**Orientation Schedule**  
**Undergraduate Courses**

<b>Name of the Programme</b> <ul style="list-style-type: none"> <li>• BA/BA (Hons.)</li> <li>• B.Sc./B.Sc.(Hons.)</li> <li>• BFA</li> <li>• B.A. B.Ed./B.Sc. B.Ed.</li> </ul>	<b>Date of Orientation</b>	<b>8 July 2019 (Monday)</b>
	<b>Venue</b>	IIS Auditorium, IIS campus, Near Ridhi Sidhi Sweets, Kshipra Path, Mansarovar, Jaipur
	<b>Date of Commencement of Classes</b>	10 July 2019 (Wednesday)

<b>Name of the Programme</b> <ul style="list-style-type: none"> <li>• B.Com./B.Com. (Hons.)</li> <li>• B.Com. (Hons.)Professional</li> <li>• B.Sc. JDT</li> </ul>	<b>Date of Orientation</b>	<b>9 July 2019 (Tuesday)</b>
	<b>Venue</b>	IIS Auditorium, IIS campus, Near Ridhi Sidhi Sweets, Kshipra Path, Mansarovar, Jaipur
	<b>Date of Commencement of Classes</b>	10 July 2019 (Wednesday)

Activity	Cultural	NCC / Sports	NSS
Date	<b>12 July 2019</b>	<b>13 July 2019</b>	<b>15 July 2019</b>
Venue	<b>Vinayak Hall, IISU Campus, Mansarovar, Jaipur</b>	<b>Vinayak Hall, IISU Campus, Mansarovar, Jaipur</b>	<b>Vinayak Hall, IISU Campus, Mansarovar, Jaipur</b>
9:30 am – 10:30 am	<ul style="list-style-type: none"> <li>• Bachelor of Commerce (Pass)</li> <li>• Bachelor of Commerce (Prof.)</li> <li>• Bachelor of Commerce (Hons.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce (Pass)</li> <li>• Bachelor of Commerce (Prof.)</li> <li>• Bachelor of Commerce (Hons.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce (Pass)</li> <li>• Bachelor of Commerce (Prof.)</li> <li>• Bachelor of Commerce (Hons.)</li> </ul>
10:45 am – 11:45 am	<ul style="list-style-type: none"> <li>• Bachelor of Business Administration</li> <li>• Bachelor of Computer Application</li> <li>• BA Journalism and Mass Communication</li> <li>• Bachelor of Fine Arts</li> <li>• B.Sc. Fashion Design</li> <li>• B.Sc. JDT</li> <li>• B.Sc. (Hons.) Home Science</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Business Administration</li> <li>• Bachelor of Computer Application</li> <li>• BA Journalism and Mass Communication</li> <li>• Bachelor of Fine Arts</li> <li>• B.Sc. Fashion Design</li> <li>• B.Sc. JDT</li> <li>• B.Sc. (Hons.) Home Science</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Business Administration</li> <li>• Bachelor of Computer Application</li> <li>• BA Journalism and Mass Communication</li> <li>• Bachelor of Fine Arts</li> <li>• B.Sc. Fashion Design</li> <li>• B.Sc. JDT</li> <li>• B.Sc. (Hons.) Home Science</li> </ul>
12:00 noon – 1:00 pm	<ul style="list-style-type: none"> <li>• Bachelor of Arts (Pass)</li> <li>• Bachelor of Science (Pass)</li> <li>• Bachelor of Science (Hons.)</li> <li>• Bachelor of Arts (Hons.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (Pass)</li> <li>• Bachelor of Science (Pass)</li> <li>• Bachelor of Science (Hons.)</li> <li>• Bachelor of Arts (Hons.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (Pass)</li> <li>• Bachelor of Science (Pass)</li> <li>• Bachelor of Science (Hons.)</li> <li>• Bachelor of Arts (Hons.)</li> </ul>



**Registrar**

**Undergraduate Courses**

**Venue : IIS Auditorium, India International School Campus,  
Kshipra Path, Mansarovar, Jaipur**

Time	Session	Presentation by	Duration
9:00 am-9.30 am	<b>Parents' Orientation</b>	<b>Prof. Sharad Rathore</b> Chief Protocol Officer	30 minutes
<b>Students Orientation</b>			
9:45 am	<ul style="list-style-type: none"> <li>Welcome (Tika- Moli)</li> <li>Prayer</li> <li>Introduction of the Event</li> </ul>		10 minutes
9:55 am	<b>Welcome Address</b>	<b>Dr. Ashok Gupta</b> Vice Chancellor IIS(deemed to be University), Jaipur	10 minutes
10:05 am	<b>An Introduction to IIS (deemed to be University), Jaipur</b>		
	IIS(deemed to be University) - A Virtual Tour	<b>Dr. Garima Srivastava</b>	10 minutes
	Faculty at a Glance	<b>Prof. Sharad Rathore</b>	10 minutes
10:25 am	<b>Academics</b>		
	Systems and Operations	<b>Prof. Roopa Mathur</b> Dean, Academics	20 minutes
	COSD, Short Term Courses & BEC	<b>Dr. Rimika Singhvi</b>	15 minutes
11:00 am	<b>Examinations</b>		
	Assessment and Evaluation	<b>Prof. Nisha Yadav</b> Controller of Examinations	20 minutes
11:20 am	<b>Beyond Academics</b>		
	Extra & Co-curricular Activities	<b>Dr. Shilpi Rijhwani</b>	10 minutes
11:30 am	<b>Student Support</b>		
	Library	<b>Prof. Deepa Pareek</b>	10 minutes
	Metacampus	<b>Ms. Harshita Bhargava</b>	10 minutes
	Placement & Training	<b>Dr. Shivi Saxena</b>	10 minutes
	<b>Healthy Practices</b>	<b>Dr. Roopam Kothari</b>	20 minutes
	Preparatory Classes for Civil Services	<b>Ms. Ridhsidh Singh</b>	10 minutes
12:30 am	<b>DOs and DONTs</b>		
12:40 pm	<b>The Cafeteria</b>		
		<b>Dr. Deepika Kaurani</b>	40 minutes
1:20 pm	Transit to IISU Campus		
			20 minutes
	Campus Visit		
			20 minutes
2:00 pm	Refreshments		
			15 minutes
	Visit to Respective Departments		
			15 minutes
2:30 pm onwards	Bus Route Setting		



*Registre*  
**Registrar**

IIS (deemed to be University)  
Mansarovar, Jaipur-302020

## Code of Conduct briefed during Orientation Programme 2019-20



*Rajee*

**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020

**Box for filing complaints against ragging**



**Box for filing complaints**



*Anglo*  
**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020





IISU Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA

Tel : 91-141-2400160-161  
Fax : 91-141-2395494

Web : [www.iisuniv.ac.in](http://www.iisuniv.ac.in)  
Email : [iisuniversity@iisuniv.ac.in](mailto:iisuniversity@iisuniv.ac.in)

**September 18, 2019**

## **NOTICE**

The University is organizing an Induction Programme for new Faculty Members - who've joined over the last two years - on 24-25 Sept. '19, in order to make them conversant with some of its important systemic features including Credit-based Curricula; Exams and Evaluation; Teaching & Research; Learning-resources available, etc.

A detailed Schedule and the name-list are attached with the mail. Part-timers are required to stay back for the same.

**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

September 17, 2019

## NOTICE

The University is organizing an Induction Programme for new faculty members (list enclosed) as per schedule given below:

PHASE I		PHASE II	
Venue : Ojas Hall		Venue : Ojas Hall	
Date : 24 September 2019 (Tuesday )		Date : 25 September 2019 (Wednesday)	
Session I 3:15 – 3:45 pm	Resource Person	Session III 3:15 – 3:45 pm	Resource Person
<b>Systems &amp; Operations</b> (Credit-based curricula, etc.)	Prof. Roopa Mathur	<b>Teaching</b> (Teaching Plans; Attendance Registers & Metacampus) & <b>Research</b> (Faculty / Student Projects; the role of IQAC & CRIT; applying to external funding agencies etc.)	Prof. Ila Joshi  Prof. Radha Kashyap
Session II 3:45 – 4:15 pm	Resource Person	Session IV 3:45 – 4:15 pm	Resource Person
<b>Exams &amp; Evaluation</b> (Yellow booklet-entries, etc.)	Prof. Nisha Yadav	<b>Library &amp; Other Resources</b>	Prof. Deepa Pareek & Prof. Sharad Rathore

All such staff members are required to attend the same compulsorily.



Registrar

Registrar

IIS (deemed to be University)  
Mansarovar, Jaipur-302020

## Induction Programme for new faculty members



*Anjali*

**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020

# Poster Displaying Information about Anti-Ragging Squad put-up on the Notice Board



## ANTI-RAGGING HELPLINES ANTI-RAGGING SQUAD

2019-20



Dr. Renu Shungloo  
Nodal Officer  
9783307299



Dr. Shailja Juneja  
Member  
9783307261



Dr. Varsha Goyal  
Member  
9783307344



Dr. Anubha Jain  
Member  
9783307048



Dr. Astha Pareek  
Member  
9772204388



Dr. Sunetra Dutt  
Member  
9783307314



Dr. Shilpi Saxena  
Member  
8003095362



Dr. Aditi R. Khandelwal  
Member  
8875003239



Dr. Gaurav Bagra  
Member  
9116109068



Dr. Ujjawala M. Tiwari  
Member  
9783307338



Dr. Prachi Goswami  
Member  
9783307199



Dr. Radhika Sharma  
Member  
9783307183



Dr. Chhavi Jain  
Member  
9783307068



Dr. Mahima Rai  
Member  
8003095365



Dr. Neha Mathur  
Member  
8003095796



Dr. Isha Sharma  
Member  
9001094924



Dr. Smrita Purohit  
Member  
9783307302



Dr. Ruchi Goswami  
Member  
9783307200



Dr. Arti Sharma  
Member  
9001078298



Dr. Ruchi Jain  
Member  
9783307201



Dr. Preeti Agrawat  
Member  
9001015083



Dr. Surbhi Gupta  
Member  
8875003243



Dr. Megha Aarya  
Member  
---



Dr. Himangini Rathore  
Member  
9116109052



Dr. Neelam Sharma  
Member  
8003597708



Ms. Janki Pareek  
Member  
9116676133

Note: Any Student who has any problem regarding ragging can approach any staff member other than squad in the campus.

Ragging is a CRIME



*Signature*

Registrar  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020

## Self Defense and Yoga Camp organized in January 2020



Location - IIS University  
Location Co-ordinates -  
26.837371,75.770276 (Google Maps)

*Rajeev*  
**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



*Angie*

**Registrar**

**IIS (deemed to be University)  
Mansarovar, Jaipur-302020**

January 31, 2020

All staff to please note:

1. Online shopping from the University is totally banned. The staff can neither place an order nor receive any packet / delivery in the University campus.
2. Ordering of food through Swiggy /Zomoto or any other external agency is totally prohibited. No order be placed for a material to be brought and delivered inside.
3. Use of ear phone in the class and excessive use of mobile phone on the campus will attract penal action. Mobile phone can be used only in the Staff Room or at any other designated place.



**Dr. Ashok Gupta**  
Vice Chancellor



**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



IISU Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA

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Fax : 91-141-2395494

Web : [www.iisuniv.ac.in](http://www.iisuniv.ac.in)  
Email : [iisuniversity@iisuniv.ac.in](mailto:iisuniversity@iisuniv.ac.in)

September 4, 2019

### NOTICE

It has been observed that some staff members (especially male) do not attend their duties in proper prescribed uniform.

All the staff members are advised to adhere to the uniform norms, failing which they will be marked leave for the day, without any further advisories in this regard.

**Dr. Ashok Gupta**  
**Vice Chancellor**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**





IISU Campus, Gurukul Marg,  
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**July 11, 2019**

**NOTICE**

All staff members are advised not to share their details about phone numbers and home address etc., with any student, parent or outsiders. They are also advised to remove all such information from their website/account so that the same may not be misused.

This should be done immediately.

**Dr. Raakhi Gupta**  
**Registrar**

**PS. : This advisory is being issued since many incidents of indecency have been reported in some Universities of Jaipur.**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**



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SFS, Mansarovar, Jaipur 302020  
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**July 5, 2019**

## **NOTICE**

Students are strongly advised not to wear indecent/revealing clothes like TUBE TOPS, SPAGHETTI TOPS, BACKLESS TOPS, MINI SKIRTS and LOW WAIST JEANS etc. on the campus. Strict disciplinary; action will be taken against those who flout the rules.

A handwritten signature in blue ink, appearing to read 'Raakhi'.

**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



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**July 1, 2019**

**NOTICE**

All female faculty members are required to note that the new dress code will be effective from 8 July 2019 as per the following guidelines:

Monday/ Thursday	: Burgundy & Peach
Tuesday/ Friday	: Green
Wednesday /Saturday	: Black & Red

A handwritten signature in blue ink, appearing to read 'Raakhi'.

**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**



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July 1, 2019

## NOTICE

Any student of IIS (Deemed to be University) found guilty of offence of Ragging on university campus, in university bus, in university Hostel or anywhere else will be punished as per the provisions of the UGC Regulations or as per the law in force.

Any complaint regarding ragging may be made to **Dr. Renu Shungloo**, Head, Department of Physical Education and Nodal Officer of Anti Ragging Squad.

A handwritten signature in black ink, appearing to read 'Ashok Gupta'.

**Dr. Ashok Gupta**  
**Vice Chancellor**

A handwritten signature in black ink, appearing to read 'Renu Shungloo'.

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

**ACADEMIC YEAR**

**2018-19**

**Orientation Schedule**

**Undergraduate Courses**

**Name of the Programme**  
BA (Pass Course) / BA (Honours)/ B.Sc. (Pass Course)/  
B.Sc.(Honours)/ BVA/B.A. B.Ed./B.Sc. B.Ed.

**Date of Orientation :**  
6 July 2018 (Friday)

**Venue :**  
IIS Auditorium, IIS campus, Near Ridhi Sidhi  
Sweets, Kshipra Path, Mansarovar, Jaipur

**Date of Commencement of Classes**  
7 July 2018 (Saturday)

**Name of the Programme**  
B.Com. (Pass Course)/B.Com. (Honours) /  
B.Com. (Honours) Professional / B.Sc. JD

**Date of Orientation :**  
7 July 2018 (Saturday)

**Venue :**  
IIS Auditorium, IIS campus, Near Ridhi Sidhi  
Sweets, Kshipra Path, Mansarovar, Jaipur

**Date of Commencement of Classes**  
9 July 2018 (Monday)

Time	Session	Presentation by	Duration
9:00 am-9.30 am	<b>Parents' Orientation</b>	<b>Prof. Sharad Rathore</b> Chief Protocol Officer	30 minutes

**Students Orientation**

9:45 am	Welcome (Tika- Moli) Prayer Introduction of the Event		10 minutes
9:55 am	<b>Welcome Address</b>	<b>Dr. Ashok Gupta</b> Vice Chancellor IIS University, Jaipur	10 minutes
10:05 am	<b>An Introduction to IIS University</b>		
	IIS University - A Virtual Tour		10 minutes
	Faculty at a Glance	<b>Prof. Sharad Rathore</b>	10 minutes
10:25 am	<b>Academics</b>		
	Systems and Operations	<b>Prof. Roopa Mathur</b> Dean, Academics	20 minutes
	COSD & Short Term Courses	<b>Dr. Rimika Singhvi</b>	15 minutes
11:00 am	<b>Examinations</b>		
	Assessment and Evaluation	<b>Prof. Nisha Yadav</b> Controller of Examinations	20 minutes
11:20 am	<b>Beyond Academics</b> Extra & Co-curricular Activities	<b>Dr. Shilpi Rijhwani</b>	10 minutes
11:30 am	<b>Student Support</b>		
	Library	<b>Prof. Deepa Pareek</b>	10 minutes
	Metacampus	<b>Dr. Nidhi Sharma</b>	10 minutes
	Placement & Training	<b>Ms. Shivi Saxena</b>	10 minutes
	<b>Healthy Practices</b>	<b>Dr. Roopam Kothari</b>	20 minutes
	Preparatory Classes for Civil Services	<b>Ms. Ridhsidh Singh</b>	10 minutes
12:30 am	<b>Do's and Don'ts</b>	<b>Dr. Radhika Sharma</b>	10 minutes
12:40 pm	<b>Motivational Talk</b>		40 minutes
1:20 pm	Transit to IISU Campus		20 minutes
	Campus Visit		20 minutes
2:00 pm	Refreshments		15 minutes
	Visit to respective Departments		15 minutes
2:30 pm onwards	Bus Route Setting		



*Signature*

**Registrar**

## Orientation 2018



*Signature*

**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020

# Faculty Induction Programme

5<sup>th</sup> September 2018



*Alp*

**Registrar**

**IIIS (deemed to be University)**  
Mansarovar, Jaipur-302020



# Poster Displaying Information about Anti-Ragging Squad put-up on the Notice Board



(deemed to be UNIVERSITY)  
JAIPUR

## ANTI-RAGGING HELPLINES

### ANTI-RAGGING SQUAD

2018-19



Dr. Renu Shungloo  
Nodal Officer  
9783307299



Dr. Shailja Juneja  
Member  
9783307261



Dr. Varsha Goyal  
Member  
9783307344



Dr. Anubha Jain  
Member  
9783307048



Dr. Astha Pareek  
Member  
9772204388



Dr. Sunetra Dutt  
Member  
9783307314



Dr. Shilpi Saxena  
Member  
8003095362



Dr. Aditi R. Khandelwal  
Member  
8875003239



Dr. Gaurav Bagra  
Member  
9116109068



Dr. Ujjawala M. Tiwari  
Member  
9783307338



Dr. Prachi Goswami  
Member  
9783307199



Dr. Radhika Sharma  
Member  
9783307183



Dr. Chhavi Jain  
Member  
9783307068



Dr. Mahima Rai  
Member  
8003095365



Dr. Neha Mathur  
Member  
8003095796



Dr. Isha Sharma  
Member  
9001094924



Dr. Smita Purohit  
Member  
9783307302



Dr. Ruchi Goswami  
Member  
9783307200



Dr. Arti Sharma  
Member  
9001078298



Dr. Ruchi Jain  
Member  
9783307201



Dr. Preeti Agrawat  
Member  
9001015083



Dr. Surbhi Gupta  
Member  
8875003243



Dr. Megha Aarya  
Member  
---



Dr. Himangini Rathore  
Member  
9116109052



Dr. Neelam Sharma  
Member  
8003597708



Ms. Janki Pareek  
Member  
9116676133

Note: Any Student who has any problem regarding ragging can approach any staff member other than squad in the campus.

Ragging is a CRIME



*Signature*

Registrar

IIS (deemed to be University)  
Mansarovar, Jaipur-302020

**July 30, 2018**

**ADVISORY**

Last week I had the privilege of meeting with all the teaching faculty of the University. It was a great experience. I am sure, we will be able to do better in the days to come. The feedback received, and observations made are very important for the growth of this institution.

We have opted to be in the teaching profession which is considered to be a noble job and expects us all to follow teacher like behaviour. We have to be sincere and loyal to our task and the institution besides being exemplary in our behaviour, conduct and disposition on and off the campus.

I have a few observations to make as an ADVISORY to all the male staff:

1. Everybody should be proud of the institution and the uniform they adorn. It should be worn keeping in mind the decorum of the profession. The I-Card has to be a part of the Uniform to be worn every day.
2. Please ensure that you come on duty duly shaved, neat and clean and proper hair cut with shoes on. Coming in Chappals /Sandals shall not be permitted.
3. Whenever we go out to attend a function/ conference/ seminar/ meeting on behalf of the institution, our official uniform should be worn with a feeling of pride and honour.
4. We should try to be judicious while using social media platform. The posting of photographs on Face Book, Instagram and Twitter etc. should be done only with caution, adhering to decency norms.
5. We must not be in connect with the existing students on social media including WhatsApp. The students should not be allowed access to your account. However, we may have telephone numbers of the existing students including Whatsapp Groups for emergency use.



  
**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



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Email : icg@iisuniv.ac.in

6. Our movement and behavior in public places and parties has to be exemplary and decent as we are always under a scanner by students past or present and/or their parents.
7. Please do not switch off your CUG numbers 24X7 as this is our platform for official communication and emergency contacts. Those who have not got their CUG numbers, have to apply for a CUG sim to the University Office and get it activated within a week so that the same could be added to the WHATSAPP group of the University.

The Heads of the Departments would be responsible to ensure that this **ADVISORY** is followed in letter and in spirit.

The Registrar or the Dean Academics should be contacted in case of any problem in following the above advisory.

A handwritten signature in black ink, appearing to read 'Ashok Gupta'.

**Dr. Ashok Gupta**  
**Vice Chancellor**

A handwritten signature in blue ink, appearing to read 'Anjali'.

**Registrar**

**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

**July 25, 2018**

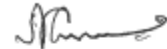
**ADVISORY**

Last week I had the privilege of meeting with all the teaching faculty of the University. It was a great experience. I am sure, we will be able to do better in the days to come. The feedback received, and observations made are very important for the growth of this institution.

We have opted to be in the teaching profession which is considered to be a noble job and expects us all to follow teacher like behaviour. We have to be sincere and loyal to our task and the institution besides being exemplary in our behaviour, conduct and disposition on and off the campus.

I have a few observations to make as an ADVISORY to all the female staff:

1. All our Teaching and Non-teaching staff is quite active and smart. They do not need any extra make-up to look smarter. It is, therefore, expected that the IISU should either be a non-make up campus or a campus with little make up. The dark make up should be avoided at all cost.
2. Everybody should be proud of the institution and the uniform they adorn. It should be worn keeping in mind the decorum of the profession, therefore cuts or sleeveless/short sleeves should be avoided. The I-Card has to be a part of the Uniform to be worn every day.
3. Whenever we go out to attend a function/ conference/ seminar/ meeting on behalf of the institution, our official uniform should be worn with a feeling of pride and honour.
4. We should try to be judicious while using social media platform. The posting of photographs on Face Book, Instagram and Twitter etc. should be done only with caution, adhering to decency norms.
5. We must not be in connect with the existing students on social media including WhatsApp. The students should not be allowed access to your account. However, we may have telephone numbers of the existing students including Whatsapp Groups for emergency use.



**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020



IISU Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA

Telephone : 91-141-2400160-161  
Fax : 91-141-2395494

Web : [www.iisuniv.ac.in](http://www.iisuniv.ac.in)  
Email : [log@iisuniv.ac.in](mailto:log@iisuniv.ac.in)

6. Our movement and behavior in public places and parties has to be exemplary and decent as we are always under a scanner by students past or present and/or their parents.
7. Please do not switch off your CUG numbers 24X7 as this is our platform for official communication and emergency contacts. Those who have not got their CUG numbers, have to apply for a CUG sim to the University Office and get it activated within a week so that the same could be added to the WHATSAPP group of the University.

The Heads of the Departments would be responsible to ensure that this **ADVISORY** is followed in letter and in spirit.

The Registrar or the Dean Academics should be contacted in case of any problem in following the above advisory.

**Dr. Ashok Gupta**  
**Vice Chancellor**

**Registrar**

**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

June 26, 2018

## NOTICE

Any student of The IIS University found guilty of offence of Ragging on university campus, in university bus, in university Hostel or anywhere else will be punished as per the provisions of the UGC Regulations or as per the law in force.

Any complaint regarding ragging may be made to **Dr. Renu Shungloo**, Head, Dept. of Physical Education and Nodal Officer of Anti Ragging Squad.



**Dr. Ashok Gupta**  
Vice Chancellor



**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020

**July 24, 2018**

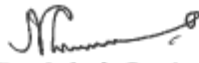
**ADVISORY**

Last week I had the privilege of meeting with all the teaching faculty of the University. It was a great experience. I am sure; we will be able to do better in the days to come. The feedback received, and observations made are very important for the growth of this institution.

I have a few observations to make an ADVISORY for all female staff:

1. All our Teaching and Non-teaching staff are quite active and smart. They don't need any extra make-up to look smarter. It is therefore, expected that it should either be a non-make up campus or a campus with little makeup. The dark shade of lipstick is not to be used. However, moderate, lightest shade of lipstick colour be used to maintain the dignity and decorum of the institution.
2. Everybody should be proud of the institution and the uniform they adorn. The uniform should not be deep cut or short sleeves. The I-Card has to be a part of the Uniform to be worn every day.
3. Whenever we go out to attend a function/ conference/ Seminar/ Meeting on behalf of the institution, our official uniform should be worn with a feeling pride of honour.
4. We should try to be judicious while using social media platform. The posting of photographs should be done only with caution adhering to decency norms.
5. We should not be in connect with the existing students on social media like Face-book, Twitter and Instagram etc. The students should not be allowed access to your account. . However, we may have telephone numbers of the existing students for emergency use.
6. Our movement and behavior in public places and parties has to be exemplary and decent as we are always under a watch by students or their parents.
7. Please do not switch off your CUG numbers at any time of the day as this is our requirement for official communication and emergency contacts. Those who have not got their CUG numbers, have to apply for a CUG Sim to the University Office and get it activated within a week so that the same could be added to the WHATSAPP group of the University

The Heads of the Departments would be responsible to ensure that this **ADVISORY** is followed in letter in spirit.



**Dr. Ashok Gupta**  
**Vice Chancellor**



**Registrar**

**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

# Yoga & Self Defense Camp

5-6 January, 2019



*Angie*

**Registrar**

**IIS (deemed to be University)  
Mansarovar, Jaipur-302020**



**ACADEMIC YEAR**

**2017-18**



# THE IIS UNIVERSITY

deemed to be a university under Section 3 of UGC Act, 1956 JAIPUR

## ABHINANDAN 2017-18

### Orientation Schedule

Date	Programme	Venue	Date of Commencement of Classes
6 July 2017	<ul style="list-style-type: none"> <li>• BA (Pass Course)</li> <li>• B.Sc. (Pass Course)</li> <li>• B.Sc.(Honours)</li> <li>• BA (Honours)</li> <li>• BVA</li> <li>• B.Sc. B.Ed.</li> <li>• B.A. B.Ed.</li> </ul>	IIS, Auditorium Kshipra Path, Mansarovar	7 July 2017
7 July 2016	<ul style="list-style-type: none"> <li>• B.Com. (Pass Course)</li> <li>• B.Com. (Honours)</li> <li>• B.Com. (Honours) Professional</li> <li>• B.Sc. JDIT</li> </ul>	IIS, Auditorium Kshipra Path, Mansarovar	8 July 2017
6,7 & 8 July 2017	<ul style="list-style-type: none"> <li>• B.Sc. Fashion Design</li> <li>• BA Journalism &amp; Mass Communication</li> <li>• B.Sc. (Hons.) Home Science</li> </ul>	Vinayak Hall IISU Campus, Mansarovar	10 July 2017
6,7 & 8 July 2017	• Bachelor of Business Administration (BBA)	ISIM Auditorium Mahaveer Marg, Mansarovar	10 July 2017
6,7 & 8 July 2017	• Bachelor of Computer Applications (BCA)	Computer Lab, IISU Campus, Mansarovar	10 July 2017
12 July 2017	• All PG Programmes	Vinayak Hall, IISU Campus, Mansarovar	13 July 2017

### Orientation Programme for UG Students

(Venue : IIS Auditorium, Kshipra Path, Mansarovar)

Time	Sessions	Speakers
09:00 am -09:30 am	Parents' Session	<b>Prof. Sharad Rathore</b> , Chief Protocol Officer
09:45 am -09:55 am	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• University Prayer</li> <li>• Introduction of the Event</li> </ul>	
09:55 am -10:05 am	Welcome Note	<b>Dr. Ashok Gupta</b> Vice Chancellor, The IIS University, Jaipur
10:05 am – 10:25 am	Systems and Operations	<b>Prof. Roopa Mathur</b> Dean, Academics
10:25 am – 10:45 am	Assessment and Evaluation	<b>Prof. Nisha Yadav</b> , Controller of Examinations
10:45 am – 11:05 am	Infrastructure	
11:05 am – 11:15 am	Attendance & Metacampus	<b>Dr. Nidhi Sharma</b>
11:15 am - 11:25 am	Extra & Co-Curricular Activities	<b>Dr. Bhawana Arya</b>
11:25 pm -11:35 pm	COSD Courses & BEC	<b>Dr. Rimika Singhvi</b>
11:35 am -11:45 am	Placement & Training	<b>Ms. Shivi Saxena</b>
11:45 am -11:55 noon	<b>Do's and Dont's</b>	<b>Dr. Radhika Sharma</b>
11:55 am -12:05 pm	Preparatory Classes for Civil Services	<b>Ms. Ridhsidh Singh</b>
12:05 pm - 12:35 pm	Motivational Talk by an Invited Expert	
12:35 pm - 1:00 pm	Transit to The IISU Campus	
1:00 pm – 1:30 pm	Campus Visit	
1:30 pm -1:45 pm	Refreshment	
1:45 pm - 2:00 pm	Visit to respective Departments	
2:00 pm onwards	Bus Route Setting	

**Registrar**

IIS (deemed to be University)  
Mansarovar, Jaipur-302020

## Orientation 2017-18



*Anjali*  
**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020

## Poster Displaying Information about Anti-Ragging Squad put-up on the Notice Board



# ANTI-RAGGING HELPLINES

## ANTI-RAGGING SQUAD

### 2017-18

**THE IIS UNIVERSITY**  
INSPIRATION INNOVATION SYNERGY  
deemed to be a university under Section 3 of UGC Act, 1956

				
<b>Dr. Renu Shungloo</b> Convenor & Nodal Officer 9783307299	<b>Dr. Arti Sharma</b> Member (Arts) 8875003270	<b>Ms. Sunetra Dutt</b> Member (Arts) 9783307314	<b>Dr. Amita Raj Goyal</b> Member (Arts) 9783307011	<b>Ms. Ujjwala M. Tiwari</b> Member (Arts) 9783307338
				
<b>Ms. Surbhi Gupta</b> Member (Arts) 8875003243	<b>Dr. Priyanka Mathur</b> Member (Science) 9783307179	<b>Ms. Manisha Patni</b> Member (Science) 9783307131	<b>Dr. Shelja Juneja</b> Member (Science) 9783307261	<b>Dr. Shilpi Rijhwani</b> Member (Science) 9783307282
				
<b>Ms. Anubha Jain</b> Member (Computers) 9783307048	<b>Ms. Astha Pareek</b> Member (Computers) 9772204388	<b>Ms. Deepika Singh</b> Member (Commerce) 9783307074	<b>Dr. Ruchi Jain</b> Member (Commerce) 9783307201	<b>Dr. Ankita Jain</b> Member (Commerce) 9783307046
				
<b>Dr. Shweta Gupta</b> Member (Commerce) 9783307298	<b>Dr. Chhavi Jain</b> Member (Commerce) 9783307068	<b>Dr. Payal Mehtani</b> Member (Commerce) 9783307166	<b>Dr. Garima Srivastava</b> Member (JMC) 9772204303	

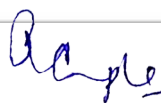
**Note : Any Student who has any problem regarding ragging can approach any staff member other than squad in the**

Latitude 26: 50: 14.80199999999959...

Longitude 75: 46: 12.44400000000178...

Altitude 346

**Ragging is a CRIME**

  
**Registrar**  
 IIS (deemed to be University)  
 Mansarovar, Jaipur-302020

July 4, 2017

## NOTICE

Any student of The IIS University found guilty of offence of Ragging on university campus, in university bus, in university Hostel or anywhere else will be punished as per the provisions of the UGC Regulations or as per the law in force.

Any complaint regarding ragging may be made to **Dr. Renu Shungloo**, Head, Dept. of Physical Education and Nodal Officer of Anti Ragging Squad.

  
**Dr. Ashok Gupta**  
Vice Chancellor

  
**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

July 25, 2017

## NOTICE

All Staff members are required to note the following:

1. Maintain Discipline and Decorum in the campus
2. All personnel of the University should refrain from using bad language and indulging in staff room and/or departmental politics
3. Decisions based on personal preferences or prejudices should be avoided.
4. Quite often college stationery Envelops, white sheets etc. is used for personal and unofficial purposes like resignations, submission of any kind of applications. All concerned are required to note that the University stationery should not be used for any purpose other than official communication.
5. Many staff members make extensive use of their mobile phones for personal purposes on campus. They keep on talking for hours at the cost of the institution time which is highly objectionable. The following code of conduct should be followed pertaining to use of mobile phones on the campus.
  - Do not carry your mobile phone to the classroom.
  - Mobile phone must be kept on a vibrating mode while on campus.
  - It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
  - Avoid using mobile phones for sending unnecessary or uncalled for messages.
  - Do not leave behind your mobile phone at home.
  - Do not ignore official calls. It should be on active mode when out of campus or at home.
  - Important and urgent messages should be left as 'SMS' in case of emergency.

Web : [www.iisuniv.ac.in](http://www.iisuniv.ac.in) [www.icfa.org](http://www.icfa.org)  
Email : [icg@iisuniv.ac.in](mailto:icg@iisuniv.ac.in)

ICG Campus, Gurukul Marg,  
BFS, Mansarovar, Jaipur 302020  
INDIA

Telephone : 91-141-2400160-161  
Fax : 91-141-2385494

**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

- Missed calls from the CUG phone should be attended to. They could be important.
  - It must be switched off during a meeting, conference or important discussions.
  - All important and frequently used numbers should be fed in.
  - Be brief, gentle and courteous while using the mobile phone.
  - Do not forget to greet each other in Indian traditional way while talking.
  - Do not lend your mobile to students under any circumstances.
  - Try and keep your mobile phones handy at all times. Use it to make communication and interaction a pleasure.
  - Don't SMS personal messages to students or their parents.
6. Staff members do not park their vehicles in the space allocated for them. In order to punch their attendance they leave their cars in between on the road, which obstructs the movement of buses. All are advised to park their vehicles in place first and then punch attendance. Under no circumstances should the vehicles be left in between road, which please note.
7. It has been observed that a good number of staff members do not adhere to the prescribed uniform norms and wear either casual or previous uniform sarees. It is also noticed that some of the faculty members wear torn or faded sarees which give a bad impression of the institute. All such staff members are advised to adhere to dress code norms. The I- Card, which is a part of Uniform must be worn while on duty compulsorily.
8. It has been observed that staff members proceeds on leave without any intimation to the concerned authorities. Staff Members are advised to kindly Note :

- Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Management.
- Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone call giving reason should reach the Registrar (M.No.9783300009)/Mr. Arvind Sharma ( M.No.9783307062) on the day of absence. When a phone message is sent, it should be confirmed in writing by the

Web : [www.iisuniv.ac.in](http://www.iisuniv.ac.in) [www.icfa.org](http://www.icfa.org)  
Email : [icg@iisuniv.ac.in](mailto:icg@iisuniv.ac.in)

ICG Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA

Telephone : 81-141-2400180-161  
Fax : 81-141-2385494

**Registrar**

**IIS (deemed to be University)**  
Mansarovar, Jaipur-302020



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

**August 4, 2017**

## **NOTICE**

This is for the information of all new faculty members (Full Time & Part Time Lecturers), that there shall be meeting with the Hon'ble Vice Chancellor on Tuesday i.e. 8 August 2017 between 3:00 & 4:00 pm in the A.V.Hall.

All are required to attend the meeting compulsorily.

**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302029**





# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

December 4, 2017

## IMPORTANT NOTICE

It has been observed that staff members (Teaching & Non-Teaching) do not follow the prescribed uniform code which is not appreciated, as it goes against the ethos of discipline.

The following dress code by the female and male members of staff is to be strictly followed w.e.f. Monday, i.e. 12 December 2016. The defaulters will face action.

Staff Members	Dress Code- Summer	Dress Code-Winter
Female	Day Code Uniform with ID Card	Day Code Uniform with Black -Cardigan/ Stole / Shawl / Uniform Blazer and ID Card
Male	1. Day Code Uniform with Black Belt, Black formal shoes (leather) and ID Card 2. With Clean Shaven look 3. Tie (During University Function)	1. Day Code Uniform with Black Belt, Black formal shoes (leather) Black - Sweater/ Uniform Blazer and ID Card. 2. With Clean Shaven look 3. Tie (During University Function)

Also please note that the staff members who have not yet purchased the uniform and blazer, are required to purchase the same immediately.

The following members of staff will keep a check on the defaulters and report back in writing to me:

1. Dr. Manisha Patni
2. Dr. Shilpi Rijhwani
3. Dr. Archana Gupta
4. Dr. Ruchi Jain I
5. Dr. Renu Shungloo

  
**Dr. Ashok Gupta**  
Vice Chancellor

  
**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



# THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

February 27, 2018

## NOTICE

An orientation session for the faculty members will be organized to acquaint them with the Grading System to be implemented from the next academic session i.e. 2018-2019. The schedule of the orientation session is as follows"

<b>Day &amp; Date</b>	<b>Faculty</b>	<b>Time</b>
06.03.2018	Arts & Social Sciences	03:14 pm - 04:00 pm
07.03.2018	Commerce & Management	03:15 pm - 04:00 pm
08.03.2018	Science	03:15 pm - 04:00 pm

All are advised to attend accordingly. Attendance is compulsory

**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**

**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

ICG Campus, Gurukul Marg,  
SFS, Mansarovar, Jaipur 302020  
INDIA



**THE IIS UNIVERSITY**  
deemed to be a university under section 3 of UGC Act., 1956

**March 30, 2018**

**NOTICE**

It has been observed that faculty members do not park their vehicles in the space allocated for them. In order to punch their attendance they leave their cars in between on the road, which obstructs the movement of buses. It has also been brought to the notice of the undersigned that in the morning after punching the Biometric Attendance, they leave the campus without any information or approval.

All are advised to park their vehicles in proper place first and then punch attendance. Under no circumstances should the vehicles be left in between road and no one will leave the campus without prior approval of the competent authority, which please note.

**Dr. Ashok Gupta**  
**Vice Chancellor**

**Registrar**  
**IIS (deemed to be University)**  
**Mansarovar, Jaipur-302020**

## Yoga & Self Defense Camp in 8-9, January 2018



*Rajeev*

**Registrar**

**IIIS (deemed to be University)**  
Mansarovar, Jaipur-302020