

Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI)



Formerly known as the National Institute of Cooperative Management (NICM),
Post-Graduate Centre of Gujarat Technological University-MBA, Approved by AICTE-New Delhi,
Accredited as Cooperative Training Institute by C-PEC BIRD, Lucknow, NABARD



Summary of Handbook for Non-Teaching and Sub-Staffs

Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI) formerly known as National Institute of Cooperative Management (NICM) framed the handbook for Non-Teaching and Sub-Staff members as they form the backbone of day-to-day operations by ensuring smooth academic and administrative support in the institute. Their roles and responsibilities include assisting faculty, students, and visitors, maintaining discipline and cleanliness, managing records, and extending support in various institutional activities. MBA non-teaching staff members are required to work from Monday to Friday: 9:30 AM – 5:30 PM & Saturday: 9:30 AM – 02:00 PM, and presence during official working hours is mandatory. MDP non-teaching staff members are required to work from Monday to Friday: 10:00 AM – 06:00 PM & Saturday: 10:00 AM – 02:30 PM, and presence during official working hours is mandatory. MBA & MDP sub-staff members are required to work from Monday to Friday: 08:45 AM – 06:00 PM & Saturday: 08:45 AM – 02:30 PM, and presence during official working hours is mandatory. Attendance is recorded daily through biometric, and these records are used for salary, leave, and compliance purposes. The Institute provides essential facilities such as workspace, access to basic amenities, canteen, and prescribed uniforms where applicable. Staff members must follow institutional protocols including decent dress or uniform, compulsory wearing of ID cards within the campus, maintaining politeness and professionalism in workplace interactions, and ensuring confidentiality of official data. A log book must be maintained to record daily activities such as stock usage, maintenance work, and visitor entries for accountability. Salary is disbursed on a monthly basis along with a printed salary slip, subject to statutory deductions as per norms. Leave rules include Casual Leave (CL), Earned Leave (EL), and Medical Leave (ML) as per Institute policy, and prior approval is required, except in cases of emergency where the administration must be informed immediately.

The Institute maintains the detailed Handbook document.

