



No.JBIMS/MMS./Faculty Inv./2023-24/ 7SS

29th February, 2024

Mr. Ashwinkumar Hooda

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Mobile No. 9810051521

Class- MMS Semester-IV(Finance)
Sub: Financial Markets and Institutions

Dear Sir,

We take great pleasure in inviting you as visiting faculty for the academic year 2023-2024 for conducting 15 sessions of **three** hours.

It is important to take all the allotted lectures. In the event you are not able to take some lectures kindly inform the institute in advance.

We request you to accept an honorarium of **Rs.1,500/-** per hour, as a token of appreciation for your valuable service as Visiting Faculty to the Institute. Please communicate your acceptance of internal assignment on receipt of which our Librarian will prepare a library card for you. As a member of our Visiting Faculty you can avail our library facilities as per the University Rules, for the semester. **We request you to provide us your recent C.V. for our records.**

For the details about courses, pattern of question papers credit system please contact the Programme coordinator.

The Institute emphasizes continuous assessment of the students during the semester. Marks for this assessment are to be added to the marks of the semester-end examination conducted by the Institute. The weightage for internal assessment is 40% and the semester end examination is 60%. The semester – end examination involves a common paper in the subject, which is jointly set by the faculty members teaching the said subject, It requires passing separately in internal & semester end examination for student to pass the course. The semester-end examination are scheduled from **Last week of May, 2024** onwards. You are requested to complete your syllabus well in advance. Moreover, before the beginning of the semester, please hand over to the office any reading material that you wish to give to the students, for timely distribution of the same and also the **Teaching-Learning Plan**.

In the light of the recent Circular issued by the University of Mumbai, **I request you to keep the updated records of student attendance** and also let the office know the names of defaulters by the **end of 6 week**. The attendance requirement as per the University Circular is 75% of the days on which lectures are delivered.

Keeping in mind the dynamic business scenario, we request you to emphasize contemporary learning and use participative teaching methods like exercises, case studies, role plays and management games. We welcome you as faculty and look forward to your involved participation in this rewarding academic experience.

In order to declare the result in a timely manner we are setting up a common assessment programme (CAP). You are requested to assess the answer papers in the institute premises.

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With regards.

Yours sincerely,

Dr. Srinivasan R. Iyengar
Director