



6.3: Faculty Empowerment Strategies

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

Supporting Documents for Welfare Measures


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DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)

Criterion 6 - Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff, and avenues for career development/progression

S. No	Supporting Documents	Page No
1	Performance Appraisal Form (Blank)	2
2	Performance Appraisal Form (Filled)	11
3	Guidelines for Appraisal Form	25
4	ESI	32
5	Provident Fund	34
6	Group Insurance	40
7	Advance for laptop	53
8	Leave encashment	55
9	Incentives for Research	56
10	Special Academic Leave	57
11	Study Leave	59
12	Marriage Gift	60
13	Financial Assistance Policy during COVID 19	61
14	Uniforms given to fourth-class employees	62

*Link for HR policy: <https://www.itmgoi.in/IQAC/docs/policies/FINAL%20HR%20Policy%2019092024.pdf>



Performance Appraisal System Blank Form

ITM, Gwalior

SUMMARY OF FACULTY APPRAISAL

Appraisal for:		Session _____			
		For the Period from _____ to _____			
Name of the Faculty Member					
Designation					
Department					
Date of Joining the Present Post/University:					
Date of Submission of Appraisal Form					
	Minimum API	Maximum API	Score Earned		
	(A)	(B)	(C)		
Part A – Appraisal by HOD					
Personal Attributes	27	45			
Part B – Academic Performance Indicators					
Category - 1: Teaching, Learning & Evaluation Related Activities	75	115			
Category - 2: Profession Related Contribution, Extension And Co-Curricular Activities	20	45			
Category - 3: Research and Related Contributions	37	0**			
Category - 4: Industry Interface & Consultancy	20	50			
Category - 5: Student Feedback	35	70			
**Open (No Max API Limit)	214	325(+)			
Remarks of the Head					
A	Does the faculty member need counseling / Training?	Yes	No		
B	Does the faculty member need to be commended for good work?	Yes	No		
C	Recommended for Increment / DA?	Yes	No		
Remarks of HOD:					
Responsibilities Distribution and their Compliance: AP (40), Associate Prof (45), Professor (50)					
S. No.	Academic Activities (25)	Research (25)	Consultancy (15)	Administrative Activities (20)	Extension Activities (15)
Activities Performed					
No. of Hours Spent					
Benefits to Students/ University					
Overall Outcome					
Recommended for Increment / DA			Yes	No	
Others (If Any)					
Date:			Signature of Head		

Remarks of Dean

Recommended for Increment / DA

Yes

No

Others (if Any)

Date :

Signature of Dean

Part - A

APPRAISAL BY HOD

Name of the faculty member:

Designation:

Department:

The HOD will award points taking into consideration information on the basis of his own judgment.

Sr. No.	Attributes	Appraisal on 5 Point Scale	
1	Attitude to Learning		
2	Capacity to Lead		
3	Commitment to Quality Education		
4	Amenability to Discipline		
5	Perseverance		
6	Empathy with colleagues		
7	Integrity		
8	Team Player		
9	Innovation & Creativity		
	Total		

Minimum score required is 27

Suggestions for improvement if needed:

Date:

Signature of HOD

Suggestions for improvement if needed:

Date:

Signature of Dean Academics

Remarks by Director

A. Students' Feedback: _____

B. If any other : _____

C. : _____

Date:

Signature of Director

PART B: ACADEMIC PERFORMANCE INDICATORS

(API at the level of Assistant Professor / Associate Professor / Professor: 214 / 245 / 275)

(Please see detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: I Teaching, Learning and Evaluation Related

(i) a. Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Courses/ Papers	Level	Mode of teaching*	No. of classes per week allotted	No. of Classes conducted	% of Classes/Practicals taken as per documented record	API Score	Verified Score

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score	Verified Score
(a)	Classes Taken (max 50 for 100% performance with above 70% average attendance & proportionate score up to 80% performance with minimum 60% average attendance, below which no score may be given)		
i-b	Teaching Load in excess of University norms (18 in all)		

(ii) Additional knowledge resources provided to students

Sr. No.	Courses/Papers	Consulted	Prescribed	Additional Resource provided	API Score	Verified Score

(iii) Designing and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Sr. No.	Short Description	Designed/Updated	API Score	Verified Score

(iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination Duty	Duties Assigned	Extent to which carried out (%)	API Score	Verified Score

(v) Developing and Imparting Remedial/Bridge Courses, Counselling modules and Personality Development Courses/modules

Sr. No.	Name of Course/Module	Developed for Course	API Score	Verified Score

(vi) Practical's /experiments/projects/skill development assignment designed & included in syllabus

Sr. No.	Name of course for which experiment is designed	Name or title of experiment	Equipment/lab used for conduction of experiment	API Score	Verified Score

(vii) Manuals designed for course and is included in syllabus

Sr. No.	Name of course for which manual is designed/updated	Nature of activity designed/updated	API Score	Verified Score

(viii) Performance of students (Complete courses, taught independently)

Sr. No.	Name of Courses	Name of Papers	Pass Percentage	Syllabus/age covered	API Score	Verified Score

* No paper was shared or partially taught

CATEGORY: II Co-curricular, Extension, Professional Development Related Activities

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Average Hrs/week	API Score	Verified Score
(i)	Extension, Co-curricular & field based Activities			
(ii)	Contribution to Corporate Life Management of the Institution	Yearly/Semester wise responsibilities	API Score	

(iii) Coordination of Socio-Cultural and Sports Activities

Sr. No.	Name of Activity	Level	Role	Special Achievement	APIScore	Verified Score

(iv) Participation in committee concerned with admission

Sr. No.	Nature of Duty Indoor/Outdoor	Role	APIScore	Verified Score

(v). Administrative responsibilities

Sr. No.	Administration Duty performed	Period		API Score	Verified Score
		From	To		

(vi) Responsibility for or participation in committees for Students' Welfare, Counseling and Discipline (Mentors), campus development, i/c library

Sr. No.	Nature of Duty	Position Held	Period		APIScore	Verified Score
			From	To		

For Mentors

Sr. No.	No. of Students Allotted	No. of Students Dropout	No. of Students Cleared	No. of Students Failed	Period		API Score	Verified Score
					From	To		

(vii) Organization of Conference/Training as Chairman/Organizational Secretary/Treasurer

Sr. No.	Name of Events	Level	Position Held	Dates	APIScore	Verified Score
		National/International				

(viii) Membership in professional bodies

Sr. No.	Name of Professional Body	Membership status & Yearly/Life	APIScore	Verified Score

(ix) Short term training courses in Educational technology, Curriculum development, Professional development, Examination reforms, Institutional Governance

Sr. No.	Name of Programme	Organized by	Dates	APIScore	Verified Score

CATEGORY: III Research, Publications and Academic

i) Research Publications: Papers Published in Refereed Journals with impact factor

Sr. No.	Title with page nos.	Journal	ISSN/IS BN No.	Name & address of publisher	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Date of Publishing	API Score	Impact factor (wherever applicable)	Verified Score

ii) Publications of full papers in conference proceedings, both National and International

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	Organised/ Sponsored by	API Score	Verified Score

(iii) Articles / Chapters published (iii-a), (iii-b), (iii-c), (iii-d) & (iii-e)

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	Date of Publishing	No. of co-authors	Whether you are the main author	API Score	Verified Score

(iv) Research Guidance

Sr. No.	Name of Candidate	Topic	Guide/Co-guide	Ph.D /M.Phil /M.Tech /M.Sc	APIScore	Verified Score

(v) Refresher courses, Methodology workshops, Soft skills development programmes, Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one-week duration)

Sr. No.	Programme	Duration	Organized by	API Score	Verified Score

(vi) Papers presented in conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the Paper Presented	Title of Conference / Seminar	Organized by	Whether international/national/state/regional/college or university level	Dates	API Score	Verified Score

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(vii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organized by	Whether international/national	Dates	API Score	Verified Score

(viii) Awards

Sr. No.	Name of Award/Honour/Recognition	Awarded by	Level Status National/International	Year	API Score	Verified Score

(ix) Publication of Journal/s and Magazines at ITM University

Sr. No.	Name Journal/Magazines	Periodicity	Your credentials in magazines	Year	API Score	Verified Score

CATEGORY: IV Industry Interface & Consultancy

(i) Ongoing and Completed Research Projects and Consultancies (i-a), (i-b), (i-c) & (i-d)

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	Verified Score

(ii) Completed Projects / Consultancies

Sr. No.	Title	Nature of activity	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether you are the Principal investigator	Revenue earned through the activity	API Score	Verified Score

(iii) Patents

Sr. No.	Patents/Products	Patent No.	Description/	Date of Registration	APIScore	Verified Score

(iv) Organizing Industrial tours for students

Sr. No.	Class for which tour was organized	Name of Comp	Dates	No. of Students attended	API Score	Verified Score

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(v) Inviting reputed industry professionals for seminars and interaction with students

Sr. No.	Name & Designation of Professional	Organisation to which he belongs	Activity conducted for	Date	API Score	Verified Score

(vi) Visiting Industries for presenting lectures, conduction workshops and training

Sr. No.	Name of Industry	Topic	Dates	Name of Activity	API Score	Verified Score

(vii) Visiting Industries for getting trained on latest tools and techniques

Sr. No.	Name of Industry	Details of trainings	Dates	API Score	Verified Score

Sign of Faculty along with date: _____

Sign of HOD along with date: _____

Part C		
LEAVE RECORD		
Leaves taken by the faculty:		
Leaves/Vacation	No. of Leaves	
Academic Leaves		
Commutated Leaves/Half Pay Leaves		
Casual Leaves		
Vacation		
Earned Leaves		
Leave Without Pay (LWP)		
Extraordinary Leaves		
Any other:		

C. Details of grants & sponsorships availed from university.

Sr. No.	Nature of grants/sponsorships	Amount	Duration	Other details

B – INDISCIPLINE RECORD
Cases of indiscipline
Case 01 Details
Case 02 Details
Case 03 Details

Case for shifting annual increment as per leave policy.

(Yes)

(No)

Dean Administration
ITM



Performance Appraisal System form filled by faculty Member (Sample)

ITM, Gwalior

SUMMARY OF FACULTY APPRAISAL

Appraisal for:	Session 2022-23		
	For the Period from July 2022 to July 2023		
Name of the Faculty Member	[Signature]		
Designation	[Signature]		
Department	Management		
Date of Joining the Present Post/University:	02/07/2018		
Date of Submission of Appraisal Form	15/06/2023		
	Minimum API	Maximum API	Score Earned
	(A)	(B)	(C)
Part A – Appraisal by HOD			
Personal Attributes	27	45	33
Part B – Academic Performance Indicators			
Category - 1: Teaching, Learning & Evaluation Related Activities	75	115	100
Category - 2: Profession Related Contribution, Extension And Co-Curricular Activities	20	45	45
Category - 3: Research and Related Contributions	37	0**	250 210
Category - 4: Industry Interface & Consultancy	20	50	50 ✓
Category - 5: Student Feedback	35	70	58
**Open (No Max API Limit)	214	325(+)	536
Remarks of the Head			
A	Does the faculty member need counseling / Training?		NO
B	Does the faculty member need to be commended for good work?	Yes	
C	Recommended for Increment / DA?	Yes	

496

210
250
536
473

Remarks of HOD: He is good asset for the institute as he is contributing a lot in research as well as in counseling.

Responsibilities Distribution and their Compliance: AP (40), Associate Prof (45), Professor (50)

S. No.	Academic Activities (25)	Research (25)	Consultancy (15)	Administrative Activities (20)	Extension Activities (15)
Activities Performed	22	25	5	15	10
No. of Hours Spent	15	15	5	15	10
Benefits to Students/ University	yes	yes	yes	yes	yes
Overall Outcome	Good	Very Good	satisfactory	good	satisfactory

Recommended for Increment / DA ☒ Yes
Yes recommended for annual increment.

Others (If Any)



Signature of He

Date:

Remarks of Dean

Recommended for Increment / DA ☒ Yes
Recommended for financial benefits as per policy.

Others (if Any)



Signature of

Date : 04.07.2023

Dean

Part – A

APPRAISAL BY HOD

Name of the faculty member: Dr Ankit Gupta

Designation: Associate Professor

Department: Management

The HOD will award points taking into consideration information on the basis of his own judgment.

Sr. No.	Attributes	Appraisal on 5 Point Scale
1	Attitude to Learning	3
2	Capacity to Lead	4
3	Commitment to Quality Education	3
4	Amenability to Discipline	4
5	Perseverance	4
6	Empathy with colleagues	4
7	Integrity	4
8	Team Player	4
9	Innovation & Creativity	3
	Total	33

Minimum score required is 27

Suggestions for improvement if needed:
He can focus on funded projects. Need to improve quality of lectures



Signature of HOD

Date:

Suggestions for improvement if needed

Signature of Dean Academics

Date: 26.06.2023

Remarks by Director

A. Students' Feedback: GPA

B. If any other : regular benefits may be released

C. :

Signature of Director

Date:

PART B: ACADEMIC PERFORMANCE INDICATORS

(API at the level of Assistant Professor / Associate Professor / Professor: 214 / 245 / 275)
(Please see detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: I Teaching, Learning and Evaluation Related

(i) a. Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Courses/Papers	Level	Mode of teaching*	No. of classes per week allotted	No. of Classes conducted	% of Classes/Practicals taken as per documented record	API Score	Verified Score
1.	Accounting(103)	PG	Lecture	04	46	98	50	46
2.	ESM (303)	PG	Lecture	04	44	98		
3.	SDM(MM-01)	PG	Lecture	03	40	98		
5.	OB	PG	Lecture	04	Running	Running		
6.	SM MK02	PG	Lecture	03	Running	Running		
7.	SM 401	PG	Lecture	04	Running	Running		
8.	Account (ITM U)	UG	Lecture	05	48	99		
9.	MM (ITM U)	UG	Lecture	05	46	99		

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)		API Score	Verified Score
(a)	Classes Taken (max 50 for 100% performance with above 70% average attendance & proportionate score up to 80% performance with minimum 60% average attendance, below which no score may be given)	50	46
i-b	Teaching Load in excess of University norms (18 in all)	10	10

(ii) Additional knowledge resources provided to students					API Score	Verified Score
Sr. No.	Courses/Papers	Consulted	Prescribed	Additional Resource provided		
1	Case Study	Case Study	Use of case study	Yes	1	1
2.	Video lecture (SDM)	Situation based	Analysis	Yes	1	1
3.	AD Mad	Watch advertisement	Ad making	Yes	1	1
4.	Ratio Analysis	Money control	Analysis	Yes	1	1

(iii) Designing and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.					API Score	Verified Score
Sr. No.	Short Description	Designed/Updated				
1	Case study based teaching	Designed			03	3
2	Accounting RAP	Designed			03	3

(iv) Examination Duties Assigned and Performed					API Score	Verified Score
Sr. No.	Type of Examination Duty	Duties Assigned	Extent to which carried out (%)			
1.	Mid Term Examination	Invigilation	100		10	
2.	RGVP Exam Duty	Invigilation	100		10	20
3.	Question Paper Setting	Examiner	100		10	
4.	Evaluation Answer book	Examiner	100		10	

(v) Developing and Imparting Remedial/Bridge Courses, Counselling modules and Personality Development Courses/modules					API Score	Verified Score
Sr. No.	Name of Course/Module	Developed for Course				
	NA					NA

(vi) Practical's /experiments/projects/skill development assignment designed & included in syllabus					API Score	Verified Score
Sr. No.	Name of course for which experiment is designed	Name or title of experiment	Equipment/lab used for conduction of experiment			
1	MBA	Business Plan	Business Pan Process		20	10
2	MBA	SWOT Analysis	Company data		20	10

(vii) Manuals designed for course and is included in syllabus					API Score	Verified Score
Sr. No.	Name of course for which manual is designed/updated	Nature of activity designed/updated				
	NA					

(viii) Performance of students (Complete courses, taught independently)					API Score	Verified Score
Sr. No.	Name of Courses	Name of Papers	Pass Percentage	Syllabus/age covered		

1	MBA	Financial Management	100	100%	10	10
2	MBA	Strategic Management	100	100%	10	
3	MBA	Project Management	100	100%	10	
4.	BBA (ITMU)	Account	100	100	10	

* No paper was shared or partially taught

CATEGORY: II Co-curricular, Extension, Professional Development Related Activities

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Average Hrs/week	API Score	Verified Score
(i)	Extension, Co-curricular & field based Activities			
1.	Sterling Agro Company visit	6	10	5
(ii)	Contribution to Corporate Life Management of the Institution	Yearly/Semester wise responsibilities	API Score	
1.	Start up Activity(Coordinator)	Yearly	2	2
2.	Prowess IQ Database tools	Semester wise	2	2

(iii) Coordination of Socio-Cultural and Sports Activities

Sr. No.	Name of Activity	Level	Role	Special Achievement	APIScore	Verified Score
1	Annual Function		Cultural Committee	Theater	6	4
2	Department activity		Member		5	2
3	Ankit Tiwari Event		Discipline committee		5	4

(iv) Participation in committee concerned with admission

Sr. No.	Nature of Duty Indoor/Outdoor	Role	APIScore	Verified Score
1.	Indoor Counseling	member	20	20
2.	Outdoor Counseling	member	20	

(v) Administrative responsibilities

Sr. No.	Administration Duty performed	Period		API Score	Verified Score
		From	To		
1.	Chairman Website Committee	2020	Till date	20	20
2.	Dept. Exam Coordinator	2019	2022	10	
3.	Startup Coordinator	2022	Till date	10	
4.	Class Coordinator	2021	Till date	10	

(vi) Responsibility for or participation in committees for Students' Welfare, Counseling and Discipline (Mentors), campus development, i/c library

Sr. No.	Nature of Duty	Position Held	Period		APIScore	Verified Score
			From	To		
1.	CPC	Member	2022	Present	10	5
2.	Departmental Committee	Member	2018	Till date	10	5

	Member					
3.	NBA Committee	Member	2020	Till date	10	5
4.	NAAC Committee	Member	2022	Till date	10	5
5.	Prospectus Committee	Member	2021	Till date	10	5

For Mentors					Period		API Score	Verified Score
Sr. No.	No. of Students Allotted	No. of Students Dropout	No. of Students Cleared	No. of Students Failed	From	To		
1	12	0	12	0	2021	2023	10	5
2	13	0	13	0	2022	2024	10	5

(vii) Organization of Conference/Training as Chairman/Organizational Secretary/Treasurer

Sr. No.	Name of Events	Level	Position Held	Dates	APIScore	Verified Score
1	National Business Quiz	National	Organizing Secretary	27/12/2022	5	5
2.	Regional Seminar on Commodity derivatives market & hedging opportunities	Regional	Organizing Secretary	27/01/2023	5	5
3.	SUSPIRE 4.0	National	Member	13-14 may 2023	1	5
4.	Prowess IQ software		Coordinator	17/02/2023	5	1

(viii) Membership in professional bodies

Sr. No.	Name of Professional Body	Membership status & Yearly/Life	APIScore	Verified Score
1.	Indian Accounting Association	Life	3	3
2.	JETIR	Life	10	10
3.	QCFI	Life	3	3

(ix) Short term training courses in Educational technology, Curriculum development, Professional development, Examination reforms, Institutional Governance

Sr. No.	Name of Programme	Organized by	Dates	APIScore	Verified Score
1.	Innovation Ambassador training "Foundation level"	Ministry of Education Innovation Cell & AICTE Ambassador (IIC)	29/10/2022	5	5
2	Innovation Ambassador training "Advanced level"	Ministry of Education Innovation Cell & AICTE Ambassador (IIC)	29/10/2022	5	5
3.	Hands on MS Excel to excel in professional life: Basic to advance	MAIMS Delhi	05/12/2022 - 02/01/2023	5	5
4.	Derivate Market	NCDEX	27/01/2023	5	5
5.	Basic Research Writing skill	BP PG college Indore	26/08/2022	5	5

CATEGORY: III Research, Publications and Academic

i) Research Publications: Papers Published in Refereed Journals with impact factor

Sr. No.	Title with page nos.	Journal	ISSN/IS BN No.	Name & address of publisher	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Date of Publishing	API Score	Impact factor (wherever applicable)	Verified Score
1.	Impact of the COVID-19 pandemic outbreak on the Indian economy	Journal of Xidian University (Scopus)	1001-2400	Journal of Xidian University Beijing	5.4	1	Main Author	2022	30		30 10
2.	Asset Monetization: A Radical Initiative for the Sustainable Development of Indian Economy	Jagran Journal of Commerce & Economics	2321-6522	Jagran Journal of Commerce & Economics, Kanpur	peer reviewed	2	Main Author	Dec 2022	10		10
3.	Impact of Stress Management Practices Among India's Public and Private Sector Bank Employees: A Comparative Study	Jagran Journal of Commerce & Economics	2321-6522	Jagran Journal of Commerce & Economics, Kanpur	peer reviewed	2	Co-Author	Dec 2022	10		10

A Comparative Study	no mic s									
Reforming the capacitive edges in the plasmonic radiator of THz antenna using graphene for controllable notched band (SCI)	Plasmonics	1557-1955	Plasmonics	4.8 (Acceptance)	2 <i>Published</i>	Co-Author	2023	10		0 <i>30</i> <i>sch</i>
Growing digital dominion: A Comparison of the mergers and acquisitions and strategic alliances in the sector of e-commerce (Web of Science and UGC Care)	Biogeochemical Journal of New Zealand	22305807	Biogeochemical Journal of New Zealand			Co-Author	2023	10		10
Reforming the capacitive edges in the metallic radiator of THz antenna using graphene for controllable notched band	Physics Letter A	0375-9601	Physics Letter A	4.3 (Submitted)		Co-Author	2023	10		NA
Investment Behavior of government employees in Madhya Pradesh State : An Empirical Study (Scopus)	Journal of Management	1557-1211	Journal of Management	(Submitted)		Main author	2023	10		NA
Customers	Inte	1460-	Internat	8.958(Su		Co-	2022	10		NA

Perception Towards Self Service Banking Technologies (Scopus)	International Journal of Management Review	8545	Journal of Management Reviews	Submitted)		Author				
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Publications of full papers in conference proceedings, both National and International

No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	Organised/ Sponsored by	API Score	Verified Score
	Stock Return and Volatility Evidence Empirical Analysis with Special Reference to NSE	Acceptance received		1	Co-Author	Dr. D.Y. Patil B-School, Pune		10
	The study on employee welfare measures in AIM India Pvt.ltd.	Acceptance received		1	Co-Author	ITM Gwalior		

(iii) Articles / Chapters published (iii-a), (iii-b), (iii-c), (iii-d) & (iii-e)

No.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	Date of Publishing	No. of co-authors	Whether you are the main author	API Score	Verified Score
	Research and Innovation Management (iii-a),	Research and Innovation Management (Current Publication Agra & Delh)	978-93-93496-72-0		July 2022		Main Author	30	30
	The Effect of Working Capital Management on the Profitability of Steel Industry: A Comparative Analysis, p. 34-44	Changing Trends in Accounting and Finance, Inspira Publication	978-93-91932-10-7	peer reviewed	2023	1	co-author	10	10

Framework for quality and sustainable education for higher education based on major national accreditations and ranking	Research and Innovation Management	978-93-93496-72-0	peer reviewed	July 2022	1	co-author	10	10 05
Perceptions of HR procedures among Employees (Case Study)	Research and Innovation Management	978-93-93496-72-0		July 2022			10	10 05
Managing the implementation of cultural shifts in the workplace (Case Study)	Research and Innovation Management	978-93-93496-72-0		July 2022			10	10 05
A study of the connection between corporate social responsibility and financial sustainability	Corporate Sustainability and business management : An Integrative Approach	Acceptance		2023				NA

iv. Research Guidance

Sr. No.	Name of Candidate	Topic	Guide/Co-guide	Ph.D /M.Phil /M.Tech /M.Sc	APIScore	Verified Score
1.	Poonam Shukla		Guide	Ph.d	5	37 20
2.	Sonali Rai		Guide	Ph.d	5	
3.	Ranu Yadav		Guide	Ph.d	5	
4.	Ramesh Kumar		Guide	Ph.d	5	
5.	Mukul Rawat		Guide	Ph.d	5	
6.	Kyati Gupta		Guide	Ph.d	5	
7.	Keshav Pateria		Guide	MBA	2	
8.	Priyanshu Jain		Guide	MBA	2	
9.	Abhishek		Guide	MBA	2	
10.	Aman Shivhare		Guide	MBA	2	
11.	Poornima Jain		Guide	MBA	2	

Refresher courses, Methodology workshops, Soft skills development programmes, Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one-week duration)

No.	Programme	Duration	Organized by	API Score	Verified Score
	FDP on NEP 2020 Transforming Higher Education for New India	27 Feb. to 05 March, 2023= 7 days	M L B College Gwalior	10	10 ✓
	Faculty Development Program-Edition 2022	11/06/2022 to 02/09/2022	Manipal Centre for Business Practice, Bangaluru	20	20 ✓
	Role of Latex in Research Methodology	11/07/2022 to 15/07/2022	ITM Gwalior	5	5 ✓
	Hands on MS Excel to excel in professional life: Basic to advance	05/12/2022 - 02/01/2023	MAIMS Delhi	20	20 ✓
	Practical Approach to Life skills	20/12/2022- 24/12/2022	SCET Jaipur	5	5 ✓
	FDP Emerging technologies for education and research	30/01/2023- 01/02/2023	SSEC Coimbatore	5	2
	FDP Developing Research Skills	23/02/2023- 25/02/2023	SCET Jaipur	5	2
	National Workshop Research Methodology and research ethics	12/9/2022- 14/09/2022	Rajdani college University of Delhi	5	2 ✓

vi) Papers presented in conferences, Seminars, Workshops, Symposia

No.	Title of the Paper Presented	Title of Conference / Seminar	Organized by	Whether international/national /state/regional/college or university level	Dates	API Score	Verified Score
	The Impact of FII Regulations in India: A Time Series Intervention analysis of Equity Flows	New Advances in Business, Finance & Management	Department of Banking, Economics & Finance, Bundelkhand University Jhansi	International	27/03/2023- 29/03/2023	15	10
	A study on Consumer Perception and Purchase Intention of Electric Vehicles in India	Emerging Technologies & Business Strategies for Sustainable Growth	Department of Commerce & Management, MPCT, Institution Gwalior	National	10/02/2023- 11/02/2023	10	5
	An Analysis of the Impact of Higher Education on Economic Growth	Social Concerns of Higher Education in the Context of Contemporary Trends in Science, Literature and Culture	Govt. Chhatrasal College Pichore, Shivpuri M.P	National	30/01/2023	10	5
	Commercial Management and New Education Policy	New Dimension on New Education Policy 2020	Dr. Bhagwat Sahai Govt. college Gwalior	National	27/01/2023- 28/01/2023	10	5
	The study on	Industry 4.0	ITM Gwalior	National	13-14 may	10	5

employee welfare measures in AIM India Pvt.Ltd.	Emerging challenges opportunities and The way ahead			2023		
Stock Return and Volatility Evidence Empirical Analysis with Special Reference to NSE.	Enhancing Productivity in Hybrid Mode: The Beginning of a New Era	Dr. D.Y. Patil B-School, Pune	International	29-31 may 2023	15	10

vii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of Lecture/Academic Session	Title of Conference / Seminar etc	Organized by	Whether international/national	Dates	API Score	Verified Score
	Session Chaired	Pre – Post Doctoral Research in India and world	Dayalbagh Educational Institute Agra	International	25/03/2023	10	10
	Resource Person	Business Analytics	ITM Gwalior	National	07/02/2023	5	5
	Resource Person	MP Higher education quality Project series	M LB College Gwalior	National	29/12/2022	5	5

viii) Awards

Sr. No.	Name of Award/Honour/Recognition	Awarded by	Level Status National/International	Year	API Score	Verified Score
	NA					

ix) Publication of Journal/s and Magazines at ITM University

Sr. No.	Name Journal/Magazines	Periodicity	Your credentials in magazines	Year	API Score	Verified Score
	NA					

CATEGORY: IV Industry Interface & Consultancy

i) Ongoing and Completed Research Projects and Consultancies (i-a), (i-b), (i-c) & (i-d)

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	Verified Score
	NA					

ii) Completed Projects / Consultancies

Sr. No.	Title	Nature of activity	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether you are the Principal investigator	Revenue earned through the activity	API Score	Verified Score
	NA								

[illegible]

iii) Patents

iii) Patents						
No.	Patents/Products	Patent No.	Description/	Date of Registration	APIScore	Verified Score
	Patent	202321004281	Organisational Culture and its Influence on Innovation Management	21/01/2023	30	10
	Patent	202321030054	High Credibility and Mutual Trust in Supply Chain Management: Its Importance	26/04/2023	30	10

iv) Organizing Industrial tours for students

iv) Organizing Industrial tours for students						
No.	Class for which tour was organized	Name of Comp	Dates	No. of Students attended	API Score	Verified Score
	MBA Student	Sterling Agro Limited (Nova0	15/12/2022	64	5	5

(v) Inviting reputed industry professionals for seminars and interaction with students

Sr. No.	Name & Designation of Professional	Organisation to which he belongs	Activity conducted for	Date	API Score	Verified Score
	Ms. Unnati Rahotagi	TCS	Student	24/09/2022	5	10
	Mr Pushp Kumar	Proviti India Member firm Ltd.	Student	28/01/2023	5	
	Mr Shubham Hablani	Eastman Auto & Power Limited	Student	02/01/2023	5	
	Vaibhav Dixit	Fizrobotic	Student	27/12/2022	5	
	Saurab Goswami	CMIE	Faculty and student	17/02/2023	5	
	Krishnkant Chaturvedi	Lemon Ideas	Faculty and student	27/01/2023	5	

Visiting Industries for presenting lectures, conduction workshops and training

Sr. No.	Name of Industry	Topic	Dates	Name of Activity	API Score	Verified Score
1	AT Venture Global	Risk Management: Risk Planning	27/10/2022 to 03/12/2022	Corporate Training	10	10
2						
3						
4						

Visiting Industries for getting trained on latest tools and techniques

Visiting industries for getting trained on latest tools and techniques					
Sr. No.	Name of Industry	Details Of trainings	Dates	API Score	Verified Score
	Software	Prowess IQ software		5	5

Signature of Faculty along with date: Aupta

Signature of HOD along with date: [Signature]

**Part C
LEAVE RECORD**

Leaves taken by the faculty:

Leaves/Vacation	No. of Leaves	
Academic Leaves	7	9
Commutated Leaves/Half Pay Leaves	8	
Casual Leaves	16	
Vacation	-	
Earned Leaves	6	
Leave Without Pay (LWP)	NIL	
Extraordinary Leaves	NIL	
Any other: (DL) + (CCL) ~ 2 + 3.5	5.5	

Details of grants & sponsorships availed from university.

Sr. No.	Nature of grants/sponsorships	Amount	Duration	Other details

B – INDISCIPLINE RECORD

Cases of indiscipline

Case 01 Details

Case 02 Details

Case 03 Details

Case for shifting annual increment as per leave policy.

Yes)

(No)

**GUIDELINES TO FILL PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)
PROFORMA BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API) FOR
FACULTY MEMBERS**

Category - 1: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES:

S.No.	Nature of Activity	Maximum Score for Activity	Maximum Score for API	Minimum API Required
i-a	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of allocated 100% compliance = 50 points	50	75	55
i-b	Average Teaching load of semester in excess of University norms (18 in all) 10 points till average load is 21, 15 points if above 21	15		
ii	Additional knowledge resources provided to students (1point each)	10		
iii	Updating of Courses, design of curriculum (10 points per course for design of new course & 3 points for updation of course) (only approved course)	10	20	10
iv	Examination duties (Question paper setting and evaluation of answer scripts) (100% compliance of activity= 10 Points) Invigilation – 100% compliance of activity (max 10)	20		
v	Developing and Imparting Remedial /Bridge Courses, Counseling modules and Personality Development courses / modules (Each activity: 5points)	10		
vi	New experiment and setup developed for lab/skill development/ projects/assignment	20	20	10
vii	New manual designed for lab	10		
viii	Performance of students (Pass %age) a. 100% : 10 points b. 80% & above : 5 points c. Below 80% : 0 points	10		

Category - 2: Profession Related Contribution, Extension And Co-Curricular Activities

S.No.	Nature of Activity	Maximum Score for Activity	Maximum Score for API	Minimum API Required
i	Extension, Co-curricular & field based activities. Main coordination 10 marks Core committee member 05 marks Subcommittee member 05 marks	10	20	20
ii	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University journals position held (each activity 2 points)	10		
iii	Coordination of Socio-Cultural and Sports Activities a. Intra departmental : 2 Points b. Inter department : 4 Points c. Inter College : 6 Points d. Inter university : 10 Points Coordinator will get full marks Members will get 50% of the allotted marks	10		
iv	Participation in committees concerned with admissions coordinator – 40 points, regular member – 20 points co-opted member – 10 points Max. up to 5 marks can be enhanced by the respective authorities	30	30	
v	Administrative responsibilities: Dean – 40 points HOD – 20 points CoE/Chief Proctor/Proctor-20 points Chief Warden/Warden – 20 points Chairman of regular committee – 20 points DSW/ / DSA – 20 points Coordinator IQAC/NAAC – 25 points Coordinator (mini for a year) – 10 points	20	30	
vi	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline, Mentors, Campus development, Library etc (each activity 5 points)	20		
vii	Organization of Conference / Training as Chairman /Organizational Secretary/Treasurer (a) International (10 points) (b) National/regional (5 points)	10		

	(c) As member of the organizing committee (1 point)			
viii	Membership in profession bodies a. International level: 10 points b. National level: 3 points c. State level: 2 points	10		
ix	Short term training courses attended in Educational technology, Curriculum development, Professional development, Examination reforms, Institutional governance (Each activity : 5 points)	5	5	

Category - 3: Research and Related Contributions:

S.No.	Nature of Activity	Maximum Score for Activity	Maximum Score for API	Minimum API Required
i	Research Publication: Paper Published in Refereed Journals with impact factor: a. Less than 1.0 b. 1.0 and below 2.0 c. above 2.0 (Listed in ICI / Scopus / Web of Science index / approved by BOS)	10 / publication 15 / publication 30 / publication		10
ii	Publication of full papers in conference proceedings, Both National and International	10 / publication		
iii-a	Research or Reference Books Published by International / National Publishers with an established peer review system	50 / 30 sole author; 10 / chapter in an edited book		
iii-b	Text or Subjects Books by International / National level publishers / State and Central Govt. Publications with ISBN/ISSN numbers	30 / 20 / 10 sole author, and 10 / chapter in edited books		
iii-c	Subject Books by Other local publishers with ISBN/ISSN numbers.	10 / sole author, and 5 / chapter in edited books		

iii-d	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter		
iii-e	Chapters in knowledge based volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		
iv	Research Guidance: a. M.Phill - Degree awarded only b. Ph.D. - Degree awarded only c. Thesis Submitted Ph. D. d. M.Tech/MBA/M.Sc/MCA	3 / candidate 10 / candidate 7 / candidate 2 / candidate (max. 20)		
v	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes – a. Not less than two weeks duration (20 points each) b. One week Duration (10 points each)	20 / each 10 / each		10
vi	Papers presented in conference, Seminars, Workshops, symposia a. International Conference (Academic) Abroad/India b. National Conference (Academic) c. Regional/state level Conference (Academic) (Ratification by deptt before publishing)	20 (Society) 15 Abroad 10 India 7/ each 3 / each		
vii	Invited lectures or presentations for International/National conferences/ symposia (Academic)	10 / 5 each (Max 20)	30	17
viii	Awards / Honors / Recognition presented by university / organization of repute (The awards/honors/recognition should come from an organization of high repute and to be ratified by a panel of internal experts)	International level: 20 National level: 15 State level: 10 Local level: 05		

ix	Publication of Journal / Magazine in ITM University	10 / 05 each		
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Category - 4: Industry Interface & Consultancy

S.No.	Nature of Activity	Maximum Score for Activity	Maximum Score for API	Minimum API Required (API obtained in the categories below will be counted 1.5 times)
i-a	Major Projects amount mobilized with grants above Rs 30.0 lakhs for Engineering and Medical and Sciences and Rs. 5 lakhs for management	20 / each Project		
i-b	Major Projects amount mobilized with grants above Rs 5 lakhs to 30.0 lakhs for Engineering and Medical Sciences and minimum Rs 3 lakhs upto Rs 5 lakhs for management	15 / each Project		20
i-c	Minor Projects - Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh for engineering and medical sciences and Rs 25,000 upto Rs. 3 lakhs for management	10 / each Project		
i-d	Consultancy Projects - Amount mobilized with minimum of Rs. 10 lakhs for engineering and medical sciences and minimum Rs 2 lakhs for management	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively		
ii	Completed project Report (Acceptance from funding agency)	20 / each major project and 10/each minor project		

iii	Patent	30 / each national Level patent & 50 / each for International level Patent Granted Product – 100 each (Bought by Industry and product commercialized)		
iv	Organizing Industrial tours for students	5 / each visit	10	
v	Inviting reputed industry professionals for seminars and interaction with students	5 / each event	10	
vi	Visiting industries for presenting lectures, conducting workshops and trainings	10 / event	20	
vii	Visiting Industries for getting trained on latest tools and techniques	5 / each	10	

CATEGORY: 5

- (i) Student feedback: (as rated by the students during student feedback, to be filled by HOD).

S. No.	Nature of Activity	Maximum score for activity
1	The knowledge of the teacher about the subject taught	5
2	The ability of the teacher to explain various topics clearly	5
3	Sympathetic understanding shown by the teacher. (is he patient, friendly, considerate and helpful?)	5
4	The teacher's fairness in dealing with the students (is he impartial?)	5
5	How much are you learning in the class? (Does your teacher encourage you to learn well in the class?)	5
6	The ability of the teacher to make the class interesting. (Does he show the enthusiasm and a sense of humour?)	5
7	The ability of the teacher to get things done efficiently. (Does he waste the lecture time?)	5
8	The skills of the teacher to get students think for themselves.	5
9	The teacher's interest in extra-curricular activities.	5
10	Punctuality of the teacher in the class.	5
11	The communication skills of the teacher.	5

12	The general all round teaching ability of the teacher. (How close does the teacher come to your ideal?)	5
13	Teacher gave adequate guidance in conducting minor & major projects and lab experiments?	5
14	The overall personality of the teacher.	5

5: Excellent

4: Very Good

3: Good

2: Average

1: Below Average

ESI



Regional Office
EMPLOYEES' STATE INSURANCE CORPORATION
Panchdeep Bhawan, Nanda Nagar, Indore

C-11 Regd. with a.d

To
M/s.ITM COLLEGE

Dated : 25/02/2017

" GURU KRIPA" I.T.M CAMPUS ,
OPP. SITHOULI RAILWAY STATION , NH-75 ,
JHANSI ROAD , GWALIOR [M.P].475001

Sub : Implementation of the E.S.I. act, 1948 and Registration of Employees of the Factories and Establishments under Section 1(3)/1(5) of the ESI Act, as amended.

Dear Sir(s),

1. It is informed that under section 1(3) of the ESI Act, 1948 is applicable to all factories covered under the Act within the area where your factory is situated.
2. It is further informed that the appropriate Government has extended the provisions of the Act to other establishments Under Section 1(5) of the Act in this area
3. Under Section 2 A of the Act such a factory/establishment is required to register itself under the Act and Chapter IV thereof casts a responsibility on the principal employer thereof to get his employees registered and pay contributions in respect of these employees covered under the Act.
4. On the basis of the particulars in respect of your factory/establishment submitted by you/ on the basis of the report of the inspection conducted by the Social Security Officer, who inspected your factory on -NA-, your factory falls within the purview of Section 2(12) of the Act with effect from 01/02/2017. In case, however, subsequent facts reveal that your factory was coverable from a date prior to the date mentioned above, you shall make yourself liable to comply with the provisions of the Act from such earlier date.
5. It is requested to take immediate steps for registration of your employees by submitting declaration forms online, payment of contribution, maintenance of records etc. from the date of coverage of your factory/establishment under the act.
6. You are also requested to submit employer's registration form (form 01) on line, as required under the provisions of sec.2-A of the ESI Act , 1948 read with regulation 10-B of the ESI(General), Regulations, 1950(only in case your Code No. is allotted as a result of Survey by a Social Security Officer of ESI Corporation).
7. For the sake of convenience your factory/establishment has been allotted code No **18000259320001304** which may kindly be used in all communications sent to this office and on all forms at the place indicated for the purpose. The Branch Office of the Corporation situated at **Near Krisha Mandir, Falke Sab ka Bada, Falke Bazar** has been instructed to render necessary assistance to you in connection with registration of your employees. In case you find any difficulty or for any other purpose which may be necessary in connection with the Scheme you are requested to contact the Manager of the above Branch Office who will render necessary help in the matter.

8. A State wise list of ESI Dispensaries is available on our website www.esic.nic.in under the link Directories which can be downloaded. It is requested that publicity may be given about the Employees' State Insurance Dispensaries to enable your employees to choose their E.S.I. Dispensaries
9. The Corporation officials would be pleased to give all necessary and possible guidance to you in discharging your duties and obligations under the ESI Act, 1948 and I am confident of prompt and timely compliance under the provisions of the ESI Act and Regulations on your part.
10. All the Branches of State Bank of India are authorized to accept the ESI Contribution.
11. The brochures/leaflets containing benefits available under the scheme and obligation of the employer etc are available on our website www.esic.nic.in under the link Publications which may be downloaded for wide publicity for the smooth functioning of the Scheme
12. Please indicate your Code No. on all correspondences to avoid delay
13. **This is a computer generated letter and does not require any signature.**

Yours faithfully,

Asstt./Dy. Director

Encl. : As state above

Copy for information and necessary action to:

Name of the principal employer : RAMA SHANKAR SINGH

No. of employees : 342

ENSURE - TO INSURE ALL ELIGIBLE WORKERS WITH ESI FOR TOTAL SOCIAL SECURITY

Provident Fund



FORM No 5A

Date :21-Mar-2024

EMPLOYEES' PROVIDENT FUND SCHEME 1952 (Please refer Para 36A)

EMPLOYEES' PENSION SCHEME 1995 (Please refer Para)

EMPLOYEES' DEPOSIT LINKED INSURANCE SCHEME 1976 (Please refer Para

(1st RETURN OF OWNERSHIP AFTER ONLINE APPLICATION FOR CODE NUMBER)

[THIS FORM 5A HAS BEEN GENERATED BY ONLINE FILLING/ UPDATION OF FORM 5A THROUGH ECR LOGIN OF EMPLOYER. APPLICATION NUMBER IS 1254805317.]

Code Number : MPGWL0015114000

1. Name of Establishment : INSTITUTE OF TECHNOLOGY MANAGEMENT
2. Code Number of the Establishment under EPF Scheme : MPGWL0015114000
3. Postal address of the Establishment and its branches : GURU KRIPA I.T.M.CAMPUS, SITHOLI JHANSI ROAD, GWALIOR, GWALIOR, MADHYA PRADESH - 474003 [Please see Annexure I]
4. Industry or business in which engaged : UNIVERSITY
5. Date of commencement of business : 01/08/2000
6. Date of closure by previous : N/A
7. Whether run by owner or lessee : Run by Owner
8. Particulars of owners :

S. No.	Name	Date of Birth	Status	Father's Name	Residential Address	Position Date
1	Mr. RAMA SHANKAR SINGH	23/12/1952	CHAIRMAN	SHRILAL SINGH	SITHOLI , GWALIOR	01/08/2000

9. In case on lease, particulars of lessee : N/A

S.No.	Name	Date of Birth	Father's Name	Residential Address	Position Date
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10. If registered under Factories Act, particulars of Manager or : N/A

11. Particulars of persons mentioned above who are incharge and responsible for conduct of business of the

S. No.	Name	Date of Birth	Status	Father's Name	Residential Address	Position Date
1	Mr. RAMA SHANKAR SINGH	23/12/1952	CHAIRMAN	SHRILAL SINGH	SITHOLI , GWALIOR	01/08/2000

Date: _____ Signature of employer _____
Name of Employer _____
Designation of Employer _____
Seal of Establishment _____ Mobile number _____

Application Number : 1254805317

Page 1 of 4

Code Number : MPGWL0015114000



Signature of employer at serial number of Owners details, if more than one employer.
Signature of remaining employers:

Signature

Name _____

Signature

Name _____

Signature

Name _____

Signature

Name _____

Signature

Name _____

Signature

Name _____

Signature

Name _____

Signature

Name _____

ANNEXURE - I

Details of Branches of the Establishment

ANNEXURE - II

List of Branches having Separate/ Sub Code Number

S. No.	Est Id - Branch Name	Address	State - Pincode	Branch Type	Employees	Status	Status Updated
1	MPGWL1396215000 - Itm Global School	Bypass, Nh-75 , Turari, Gwalior	Madhya Pradesh - 475001	Not Available	34	Independent Unit	21-Mar-2024

ANNEXURE - III

Details of Bank Account Number

S No.	IFSC CODE	BANK NAME	BRANCH NAME	ACCOUNT NO	ACCOUNT TYPE	PRIMARY ACCOUNT
1	UCBA0002466	UCO BANK	SITHOLI-ITM UNIVERSITY	24660210000007	CURRENT	YES

Copy of cheque of the primary account number : null



SPECIMEN SIGNATURE CARD

To be submitted with all documents after the Code number is allotted through the online application.

FULL NAME OF THE AUTHORISED SIGNATORY _____

Name of Establishment : SAMATA LOK SANSTHAN TRUST

Address of the Establishment : GURU KRIPA, I.T.M.CAMPUS, SITHOULI , JHANSI ROAD, GWALIOR, GWALIOR,
MADHYA PRADESH - 475001

Code Number of the : MPGWL0015114000

STATUS OF THE SIGNATORY : # EMPLOYER / AUTHORISED SIGNATORY

Strike whichever is not applicable

SPECIMEN SIGNATURE 1. _____
2. _____
3. _____

SPECIAL INSTRUCTION, IF ANY _____

SPECIMEN SIGNATURE OF Mr/Ms _____ ATTESTED

Signature of employer _____

Name of Employer _____

Designation of Employer _____

Seal of Establishment

Mobile number _____

☐ Please tick if "Not Applicable" due to upload of digital signature

To be submitted separately for each Authorised Officer, if more than one.

Not to be submitted in this format if the employer after allotment of code number has uploaded digital signatures of the Authorised signatories.

In such case the letter generated from the portal after uploading the digital signature(s) to be sent.

In case of upload of digital signature, when page (6) specimen signature card is not applicable, strike this, but keep as enclosure to the form 5A.

Signature Not Verified

Date:2024/03/21 16:49:21 IST
Signed by:AJAY KUMAR KHANNA



Application Number : 1254805317

Page 4 of 4

Code Number : MPGWL0015114000



EMPLOYEES' PROVIDENT FUND

(A statutory Body under the Ministry of Labour and Employment,

www.epfindia.gov.in

PROVIDENT FUND CODE NUMBER INTIMATION

No : 1254805317GWL

Date : 05/02/2019

To

RAMA SHANKAR SINGH
CHAIRMAN
SAMATA LOK SANSTHAN TRUST
GURU KRIPA, I.T.M.CAMPUS SITHOULI , JHANSI ROAD
GWALIOR GWALIOR
MADHYA PRADESH - 475001

Sub: Allotment of Code Number to establishment M/s SAMATA LOK SANSTHAN TRUST under Employees' Provident Fund and Miscellaneous Provisions Act, 1952-regarding.

Sir/Madam ,

Based on the information submitted online by you, your establishment is registered with Employees' Provident Fund Organisation with the following code number :

Code Number : MPGWL0015114000

This code number is allotted based on the following declarations by you:

1. Name of Establishment : SAMATA LOK SANSTHAN TRUST
2. PAN of Establishment : AABTS2427G
3. Date on which employment strength crossed 19 : -
4. Section under which : 0001(3)(b)
5. Primary Activity : COLLEGE
6. Ownership Type : FIRMS RUN BY TRUST
7. The address proof of the establishment is : - Any license/certificate/number issued by any Govt.



8. The proof of date of set up 01/08/2000 is null

9. As at the time of application, your establishment is having the following licenses and registrations:

null

null

SUB REGIONAL OFFICE

GWALIOR

GURU KRIPA, I.T.M.CAMPUS SITHOULI , JHANSI ROAD 475001

khatri.itm@gmail.com

Please note that this intimation letter is generated with the Owners' Details in Form 5A and the intimated letter will be valid only if the Form 5A is enclosed.

Important information:

1. By virtue of this registration, you are required to comply with the provision of the EPF & MP Act 1952. The obligations/duties/responsibilities cast upon you as an employer of this establishment and penalties, on account of non-compliance with the same, are explained on our website www.epfindia.gov.in. You are required to go through them carefully.

2. Remittance of dues under the provisions of the Act is to be made only through a Challan generated through the Unified portal. (The process for registration on the portal, preparation of the ECR txt file and related information is available on the website and the portal).

3. In case this letter is produced as a proof of the code number of the establishment, before any person including any Inspector from EPFO, the Form 5A generated through the portal at the time of registration should be a part of this letter. The remittance details of the establishment will be available on the EPFO website through the link "Establishment Search" where all payments from December 2016 onwards with the names of employees are available.

4. Please quote the Code Number MPGWL1141686000 for all the future correspondence with EPFO.

This is a system generated letter and needs no signature.

Employees' Provident Fund Organisation

Dated: 05/02/2019

Group Insurance

Consolidated Stamp Duty OF RS. 1,30,00,000
Has Been Paid Vids Challan NO J-114578641
ON 29.09.2020 TO SEI, Main Branch, Gwalior.

Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

Stamp Value Of Policy is Rs. 2600.00

Annexure - III



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

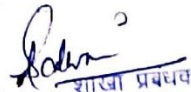
Pension and Group Schemes Department G-302
Divisional Office, Gwalior

LIC's NEW ONE YEAR RENEWABLE GROUP TERM ASSURANCE PLAN-I
(UIN : 512N275V01)

Master Policy No. OYRGTA-I /GINP/EGI - 302001462

GRANTED TO

Institute of Technology & Management College
District Gwalior (M.P.)


आस्था प्रबंधक
Authorized Signatory
मानव संसाधन विभाग
पension एवं समूह बीमा इकाई
सिटी सेंटर,
ग्वालियर 474002

Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

WHEREAS

- (i) THE LIFE INSURANCE CORPORATION OF INDIA (hereinafter called "the Corporation") having received a Proposal and Declaration and the first premium from Institute of Technology & Management College whose office is situated at Gwalior (hereinafter called "the Grantees"), being the policyholder for this group insurance policy for providing benefits as described in the Rules of the aforesaid group insurance scheme (certified copy of which Rules has been furnished to the Corporation by the Grantees), which Rules together with the aforesaid proposal are hereby declared to be the basis of this policy.
- (ii) The Grantees have also furnished to the Corporation statements as asked for by the Corporation completed and signed by the Grantees and by the persons for whose benefit the Assurance hereunder are being effected.
- (iii) The Grantees have further agreed to pay the premiums as required in accordance with the provision hereof and to furnish such statements and information as is material to the contract as may be required by the Corporation which statements and information together with the application, Rules and all statements referred to in (i) and (ii) above and any other statements or information already furnished and to be furnished by the Grantees as provided hereunder giving all the variations in the particulars of the Employees in so far as such variations have any bearing on the Assurances effected hereunder from time to time, the Grantees have agreed, shall be and are hereby declared to be the basis of this Policy AND WHEREAS the Corporation has received an amount of Rs 27623/- being the premium due on the date of commencement of this Policy (hereinafter called the "Effective Date") in respect of the Assurances effected hereunder, on the lives of 130 persons, being the total eligible members of the group, for the total Sum Assured of Rs. 13000000/-

NOW THIS POLICY WITNESSES AND IT IS HEREBY AGREED, AND DECLARED AS FOLLOWS:

1. In this Policy where the context so admits, the masculine shall include the feminine and the following expressions shall unless repugnant to the context have the following meaning :
 - (i) In case of employer-employee group, the 'Company' shall mean - Institute of Technology & Management College Gwalior (M.P.)
 - (ii) The none employer - employee group shall mean-
 - (iii) The 'Employer' shall mean the Company and any other company, firm or corporation which may in future be managed or controlled by or become associated with the Company and which may agree to become bound by these Rules.
 - (iv) The 'Scheme' shall mean GINP/EGI New One year Renewal Group Term Insurance Scheme described in the Rules hereinafter defined.
 - (v) The 'Rules' shall mean the Rules of the Scheme for the time being in force and as amended from time to time.
 - (vi) 'Eligible Employee' shall mean an Employee who is or shall become eligible to the benefits of the Policy as more particularly set forth in Part I of The Schedule hereto.
 - (vii) 'Member' shall mean a person who as an eligible employee of an Employer employee group/eligible member of non employer-employee group becomes

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सिटी सेंटर,
पिन 474002

Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

entitled to the benefits of this Policy and on whose life an Assurance has been effected according to the provisions of the Schedule hereof and shall include any such person so long but only so long as he continues to be entitled to the benefits hereunder.

- (viii) 'Effective Date' shall mean the 18 day of 05, 2022 the date from which this policy takes effect.
 - (ix) 'Annual Renewal Date' shall mean in relation to the Scheme the 18 day of 05 in the year 2023 and the 18 day of May in each subsequent year.
 - (x) 'Entry Date' shall mean (a) in relation to original Members the Effective Date and (b) in relation to new Members admitted to the Scheme after the Effective Date, the first of the month or Annual Renewal Date which is coincident with or immediately next follows the date on which they become eligible.
 - (xi) 'Terminal Date' shall mean in respect of each Member the Annual Renewal Date which is coincident with or next following the date on which the Member completes the age of 60 years or the date from which he ceases to be an Eligible Employee of an employer-employee group/member of non employer employee group.
 - (xii) 'Salary' shall mean basic monthly salary of the Member excluding dearness allowance, bonus, commission or any other emoluments of a contingent or variable nature or as defined in Scheme Rules.
 - (xiii) 'Assurance' shall mean the particular Assurance or Assurances effected or to be effected hereunder on the life of the Member or the moneys representing the same.
 - (xiv) 'Beneficiary' shall mean the person or persons appointed by the Member to receive the benefits hereunder in the event of his death.
 - (xv) The 'Register' shall mean the Register of Members kept by the Corporation which Register shall be deemed to be incorporated in and to form part of this policy.
 - (xvi) The terms 'herein', 'hereinafter', 'hereafter', 'hereof', 'hereto', and 'here under' used whenever in the Policy refer to the Policy in its entirety.
2. The Grantees shall hold the Policy and all benefits payable hereunder UPON TRUST for the benefit of the persons to whom the said benefits are payable in accordance with the Rules and the Schedule hereto and the Grantees shall have no beneficial interest hereunder.
 3. So soon as a member of this scheme becomes entitled to the benefits of this Policy and is intimated of by the Policyholder whereupon an Assurance has been effected on his life in accordance with the provisions hereof, the Corporation will enter his name in the register.
 4. On proof of the happening of the contingency stated herein, the Corporation will pay through the Grantees for the benefit of the person or persons concerned, the appropriate benefits in accordance with the terms and provisions of The Schedule and General Conditions hereof subject to the payment of the appropriate premiums specified herein.

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5. The benefits assured hereunder in respect of the Member are strictly personal and cannot be assigned, charged or alienated in any way whatsoever by the Member.
6. All moneys payable to or by the Corporation hereunder shall be paid at the Divisional Office of the Corporation in Gwalior in Indian Rupees and the Assurances effected hereunder shall be expressed in Indian Rupees. A discharge or receipt of the Grantees or on their behalf of any person or persons duly authorized in writing by the Grantees shall be a good, valid and sufficient discharge to the Corporation in respect of any payment made by the Corporation hereunder.
7. Service tax, if any, shall be as per the Service Tax laws and the rate of service tax as applicable from time to time. Service tax shall not be included in the contractual premium and it will be collected from the policyholder separately as over and above such premium.
8. In any case where the Corporation is liable to account to the Revenue Authorities for income-tax, or any other taxes or duties or any payments made under this policy, the Corporation shall deduct such sums from the respective payments and the Corporation shall not be liable to the Member or the Grantees for the sums so deducted.
9. It is hereby expressly agreed between the Grantees and the Corporation that this Policy is effected in accordance with the provisions of the Rules of the Scheme and in the event of the Rules being amended, such amendments, if they have any bearing on or affect in any way, the terms and conditions of this policy or any of the Assurances effected hereunder, shall become effective only if the said amendments are approved by the Corporation. Any alternation or amendment that may become necessary in the terms and conditions of this Policy on account of amendment or alternation, approved by the Corporation in the provisions of the Rules shall be given effect to by appropriate endorsements to the Policy signed by the authorized Officer of the Corporation. Any alternation or amendment in the terms and conditions of this Policy will be done with prospective effect with the prior approval of IRDA.
10. It is hereby further expressly agreed between the Grantees and the Corporation that all disputes of any kind whatsoever which may arise under or in connection with this Policy shall be submitted to the appropriate Court or Courts having jurisdiction over the city of Gwalior.
11. The provisions hereinafter contained i.e. the 'General Conditions', 'The Schedule' and 'Table of Premium rates' attached herewith and every endorsement placed on the Policy by the Corporation shall be deemed part of this Policy as full as if recited over the signature affixed hereto.

Dated at Gwalior this 18 day of May, 2022.

For and on behalf of the
LIFE INSURANCE CORPORATION OF INDIA

Examined Manager (P&GS)

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

entitled to the benefits of this Policy and on whose life an Assurance has been effected according to the provisions of the Schedule hereof and shall include any such person so long but only so long as he continues to be entitled to the benefits hereunder.

- (viii) 'Effective Date' shall mean the 18 day of 05, 2022 the date from which this policy takes effect.
 - (ix) 'Annual Renewal Date' shall mean in relation to the Scheme the 18 day of 05 in the year 2023 and the 18 day of May in each subsequent year.
 - (x) 'Entry Date' shall mean (a) in relation to original Members the Effective Date and (b) in relation to new Members admitted to the Scheme after the Effective Date, the first of the month or Annual Renewal Date which is coincident with or immediately next follows the date on which they become eligible.
 - (xi) 'Terminal Date' shall mean in respect of each Member the Annual Renewal Date which is coincident with or next following the date on which the Member completes the age of 60 years or the date from which he ceases to be an Eligible Employee of an employer-employee group/member of non employer employee group.
 - (xii) 'Salary' shall mean basic monthly salary of the Member excluding dearness allowance, bonus, commission or any other emoluments of a contingent or variable nature or as defined in Scheme Rules.
 - (xiii) 'Assurance' shall mean the particular Assurance or Assurances effected or to be effected hereunder on the life of the Member or the moneys representing the same.
 - (xiv) 'Beneficiary' shall mean the person or persons appointed by the Member to receive the benefits hereunder in the event of his death.
 - (xv) The 'Register' shall mean the Register of Members kept by the Corporation which Register shall be deemed to be incorporated in and to form part of this policy.
 - (xvi) The terms 'herein', 'hereinafter' 'hereafter', 'hereof', 'hereto', and 'here under' used whenever in the Policy refer to the Policy in its entirety.
2. The Grantees shall hold the Policy and all benefits payable hereunder UPON TRUST for the benefit of the persons to whom the said benefits are payable in accordance with the Rules and the Schedule hereto and the Grantees shall have no beneficial interest hereunder.
 3. So soon as a member of this scheme becomes entitled to the benefits of this Policy and is intimated of by the Policyholder whereupon an Assurance has been effected on his life in accordance with the provisions hereof, the Corporation will enter his name in the register.
 4. On proof of the happening of the contingency stated herein, the Corporation will pay through the Grantees for the benefit of the person or persons concerned, the appropriate benefits in accordance with the terms and provisions of The Schedule and General Conditions herof subject to the payment of the appropriate premiums specified herein.

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

GENERAL CONDITIONS

1. Every member of this scheme shall become entitled to the benefits under the Policy as from the Entry Date on which he first becomes an Eligible Employee of an employer employee group/Eligible member of the non employer-employee group after completion of waiting period as mentioned in paragraph 14 of Schedule Part II or (subject to the consent of the Grantees and the Corporation and to production at his own cost, if so required by the Corporation, of evidence of health in the form and manner prescribed by the Corporation) as from any subsequent Entry Date.
2. Every Member shall produce evidence of insurability in the form and manner prescribed by the Corporation before the Assurance on his life under this Policy or before an increase thereof shall become effective.
3. Evidence of age of the Member satisfactory to the Corporation will be required before any benefits in respect of him are paid under the Policy.
4. Subject to the provisions of these General Conditions, the Assurance shall be renewable yearly at the option of the Grantees on each Annual Renewal Date.
5. If the Grantees do not pay the premiums within the grace period, the policy shall be treated as lapsed. Lapsed policy may be revived within a period of 3 months from the date of first unpaid premium or the next Annual Renewal Date whichever is earlier, on payment of arrears of premium together with interest (compounding half-yearly) at such rate as may be prevailing at the time of payment. The Corporation reserves the right to accept at the original terms, accept with modified terms or decline the revival of discontinued policy.
6. It shall be a condition of employment for all future employees of the Grantees or in case of non employer-employee group it shall be a condition of membership of the Grantees that they must become Members of the scheme and the Grantees shall take effective steps to ensure that relevant information is furnished to the Corporation immediately but not later than one month and that appropriate Assurances are effected hereunder. In the event of breach of this condition, the Corporation shall be entitled to give written notice to the Grantees of termination of this Policy. Schedules of costs and benefits in respect of the Members who become entitled to the benefits under this policy shall be issued to the Grantees from time to time which Schedules shall be deemed to form part of the Policy.
7. Variations in the total benefits assured hereunder as on the Annual Renewal Dates shall be given effect to by endorsements over the signature of a duly authorized Officer of the Corporation.
8. The Corporation reserves the right to vary from time to time the rates, terms and provisions of this Policy including the General Conditions and The Schedule upon giving to the Grantees 30 days' previous notice in writing expiring on the Annual Renewal Date following the date of the notice, of its intention to do so and any such variations will apply only to Assurance hereunder effected or to be effected on or after the date of expiry of such notice.
9. The Grantees shall furnish to the Corporation all such data information and evidence as the Corporation may reasonably require upon or with regard to any matter affecting the Assurances effected or to be effected hereunder and the Corporation shall not be liable for any action taken in good faith upon any data, information, or evidence so furnished which shall be or shall prove to have been erroneous or inaccurate. Such of the

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

Employer's/non employer-employee group's records in original (or certified Photostat copies thereof) as in the opinion of the Corporation have bearing on the benefits to be provided or the premiums payable hereunder shall be open for inspection by the Corporation at all times.

10. The Grantees shall at the request of the Corporation produce the Policy whenever necessary for the purpose of stamping, reference or inspection.
11. For claiming the amount of sum assured as laid down under Part II of the Schedule the Grantees will have to submit to the Corporation, the death certificate, in original, of the member along with the claim form.
12. Premium under this Policy being normally payable annually, in case the Grantees choose to pay premiums under any other mode viz. monthly, quarterly or half-yearly, the Grantees will not be entitled to discontinue the payment of premium on any date other than the Annual Renewal Date for continuity of the risk cover.
13. No loan shall be available under this plan.
14. A grace period of 30 days from due date of premium will be allowed for payment of premiums for half-yearly and quarterly mode of premium payment. For monthly mode of premium payment, the grace period shall be 15 days. Upon non-payment of premium within the grace period the Policy shall be treated as lapsed and nothing shall be payable in the event of death. If any death occurs during the grace period, the Sum Assured shall be payable after deduction of due but unpaid premium.
15. If Grantees do not renew this Policy on any Annual Renewal Date by paying the premiums then falling due on or before due date or within such extended time as the Corporation may allow, the Grantees shall (unless the Corporation otherwise agree) be deemed to have discontinued payment of premiums hereunder and shall not be entitled to resume payment except with the consent of the Corporation.
16. In case the premiums stipulated hereunder shall not be duly paid or in case any conditions herein mentioned or any endorsements made hereto shall be contravene or in case it shall hereafter appear that an untrue, or incorrect averment is contained in the proposal, declaration, lists or statements already furnished or to be furnished to the Corporation by the Member or the Grantees in accordance with the provisions hereof or otherwise in respect of the Assurance effected or to be effected hereunder or that any of the matters set forth or referred to in such proposal, declaration, lists or statements have not been truly and fairly stated or that any material information has been suppressed or withheld, then and in every such case but subject to the provisions of Section 45 of the Insurance Act 1938, wherever applicable, the benefits under this Policy, in so far as the same relate to the Member or Members in respect of whom such contravention of conditions or suppression or withholding of material information takes place or such untrue or incorrect averment has been made either by the Member himself or by the Grantees, shall be void and the relative Assurances shall cease and be determined and all claims to any benefits in respect of the Assurances shall be null and void and all the Moneys paid in respect of such Assurances shall belong to the Corporation excepting always in so far as relief is provided in terms of the provisions hereof and without prejudice to the rights of the Corporation to condone any such contravention of condition or untrue or incorrect averment or suppression or withholding of material information in so far as Law permits such condonement or to reinstate the Assurance or parts thereof the original values subject to fulfillment of such conditions as the Corporation may prescribe for such reinstatement or to grant any other relief to the

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

Grantees or to the Member or Members concerned at the sole discretion of the Corporation.

17. The Corporation reserves the right to terminate the scheme without assigning any reason whatsoever by giving to the Grantees 30 days notice in writing expiring on the Annual Renewal Date following the notice.

18. This is a non participating plan.

19. Cooling Off period : The Grantees may review the terms and conditions of the Master Policy and choose to return the Master Policy to the Corporation within a period of 15 days in case of any objection with a written communication stating the reasons of their objection. The period of 15 days shall be reckoned from the date of receipt of Master Policy by the Grantees. On receipt of such a communication, the Master Policy shall be cancelled and the amounts received shall be refunded to the Grantees after deduction in respect of the following:

- Recovery of proportionate charges towards risk premium,
- Stamp duty.

20. All communication in relation to this Policy shall be addressed to:

Manager (P&GS)

LIFE INSURANCE CORPORATION OF INDIA

Pension & Group Schemes Department,

Divisional Office, City Centre, Gwalior (M. P.)

21. In case of any grievance under the policy, the address of the Insurance Ombudsman is asunder:

Insurance Ombudsman
Janak Vihar Complex
1st Floor '6' Malviya Nagar
Bhopal (M.P.)

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

THE SCHEDULE

PART - I ELIGIBILITY

ELIGIBILITY FOR MEMBERSHIP	<p>The employees of an employer-employee group/members of non employer-employee group who on the Effective Date are within the following category/categories shall be eligible to become members and be entitled to the benefits of this Policy as from the Effective Date.</p> <p>All permanent employees of the Employer or all members of the employer-employee groups who are aged not less than 18 years and not more than 60 years.</p> <p>Future employees of an employer-employee group /members of non employer-employee group shall become eligible for membership hereunder on the first of the month or Annual Renewal Date which is coincident with or which next follows the date of their entry into the above category.</p> <p>The benefits under this policy shall only be available till the date of employment/ membership.</p>
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PART - II BENEFITS AND PREMIUMS

1.	PLAN OF ASSURANCE	Subject to the provisions of paragraph 4 below, the Assurance is effected under LIC's New One Year Renewable Term Insurance Plan-I. The Assurance in respect of the Member shall commence from the Entry Date and shall be renewable yearly on the subsequent Annual Renewal Dates.
2.	AMOUNT OF SUM ASSURED	An Assurance shall be effected on the life of each Member for a Sum Assured equal to an amount calculated as per the Rules. The Assurance shall be held by the Employer UPON TRUST for the benefit of the persons entitled to in accordance with these Rules.
3.	Term	Annually Renewable
4.	RENEWAL OF ASSURANCE IN RESPECT OF A MEMBER	<p>The Assurance shall be renewable annually on the subsequent Annual Renewable Dates until the Terminal Date for appropriate Sum Assured determined in the manner described in paragraph 2 above.</p> <p>PROVIDED THAT if the Sum Assured on the subsequent Annual Renewal Date is for a sum higher than the Sum Assured under the Assurance as on the last preceding Annual Renewal Date, such increase in Sum Assured (the excess over the Sum assured as on the last preceding Annual Renewal Date) shall be effected subject to the provisions of paragraph 5 below.</p>
5.	CORPORATION'S RIGHT TO RESTRICT ASSURANCE	Evidence of insurability satisfactory to the Corporation in the form and manner prescribed by the Corporation shall be furnished in respect of the Member before the Assurance or increase in Sum Assured under the Assurance is effected. If the evidence submitted in respect of the Member is not satisfactory or the Assurance on his life involves special risk or hazard of a medical or other nature, the Corporation shall modify the terms of acceptance of the Assurance. If such satisfactory evidence is not furnished or if the Member is found uninsurable on the Entry Date or the relevant

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		Annual Renewal Date, the Assurance or increase in Assurance shall not be effected in respect of him.
6.	PREMIUMS	The premiums payable for the Assurance in respect of the Member on the Entry Date and subsequent Annual Renewable Dates shall depend on the size and risk characteristics of the Scheme. The premium rates applicable on the Effective Date shall be ascertained from the Table of Rates given in Part III of the Schedule according to the amount of Sum Assured, the age nearer birthday of the Member. However, on each Annual Renewable Date the premium rates applicable at that time may vary depending upon the mortality experience of the scheme and size of the group. The Corporation shall furnish separately, the applicable premium rates to the Grantees on each Annual Renewal Date. The premiums paid shall carry the life assurance benefit for the Member for the period in respect of which it is paid and no further.
7.	PROPORTIONATE PREMIUM FOR NEW ENTRANTS	In respect of Members admitted to the benefits of this Policy on any dates other than the Effective Date or an Annual Renewal Date, a proportionate Premium shall be payable immediately, determined on the basis of the yearly premium calculated as in (6) above per Member for the period from the Date of Entry to the next Annual Renewal Date reckoned in the months, the fraction of a month being treated as one month subject to a minimum of 6 months premium being charged.
8.	REFUND OF OVERPAID PREMIUM	In the event of a Member leaving the service of the Grantees on a date other than the Terminal Date and if the mode of Premium payment is yearly, the Corporation shall refund to the Grantees an amount equal to the proportion of premium paid in respect of the Member, the proportion being determined having regard to the complete number of months from the date of leaving service to the next following Annual Renewal Date. For other mode of premium payment, nothing shall be refunded.
9.	WHEN THE SUM ASSURED BECOMES PAYABLE	The Sum Assured under the Assurance shall become payable only in the event of death of the Member whilst in Service/during membership, provided the Assurance is in force at that time.
10.	TO WHOM PAYABLE	The Sum Assured shall be payable through the Grantees for the benefit of the Beneficiary of the Member.
11.	HOW PAYABLE	The Sum Assured in respect of the deceased members shall be paid up in lump sum.
12.	WHEN THE ASSURANCE TERMINATES IN RESPECT OF A MEMBER	The Assurance on the life of the Member shall terminate on the happening of any of the following events : (a) discontinuance of payment of premium, (b) the Member ceasing to be in the Service of the Employer/membership of non employer-employee group.
13.	SURRENDER AND PAID-UP VALUES	The assurance effected hereunder carries no Surrender or paid-up values.
14.	WAITING PERIOD	In case of non employer-employee group no claim is admissible for deaths during the first 45 days from the Effective Date. For employer-employee group there will be no waiting period.
15.	SUICIDE CLAUSE	In case of death of a member due to suicide, within 12 months from the date of inception of the policy or date of entry of the

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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

	member into the scheme whichever is later, claim payable shall be 80% of the premium paid in respect of that member, provided the policy is in force. How ever in case of employer-employee groups where the participation is compulsory this clause shall not be applicable.
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PART - III

TABLE OF PREMIUM RATES

The Age nearer birthday of the Member On the Entry Date/Annual Renewal Date (Yrs)	Amount of Premium required to secure Sum Assured of Rs.1,000 for One year	The Age nearer birthday of the Member on the Entry Date/ Annual Renewal Date (Yrs)	Amount of Premium required to secure Sum Assured of Rs.1,000 for One year
8 to 14			
15		46	
16		47	
17		48	
18		49	
19		50	
20		51	
21		52	
22		53	
23		54	
24		55	
25		56	
26		57	
27		61	
28		62	
29		63	
30		64	
31		65	
32		66	
33		67	
34		68	
35		69	
36		70	
37		71	
38		72	
39		73	
40		74	
41		75	
42		76	
43		77	
44		78	
45		79	
		80	

(Insert Tabular Rates here In case of uniform rates mention the rate and age band)
The above premium rates are exclusive of service tax.

Adhikari
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Master Policy No. OYRGTA-I/ GINP/EGI - 302001462

SECTION 45 OF INSURANCE ACT, 1938

"No policy of life insurance effected before the commencement of this act shall after the expiry of two years from the date of commencement of this Act and no policy of life insurance effected after the coming into force of this Act shall after the expiry of two years from the date on which it was effected, be called in question by an insurer on the ground that a statement made in the proposal for insurance or in any report of a medical officer, or referee, or friend of the insured, or in any other document leading to the issues of the policy, was inaccurate or false, unless the insurer shows that such statement was on a material matter or suppressed facts which it was material to disclose and it was fraudulently made by the Policyholder and that the Policy holder knew at the time of making it that the statement was false or that it suppressed facts which it was material to disclose :

Provided that nothing in this section shall prevent the insurer from calling for proof of age at anytime if he is entitled to do so, and no policy shall be deemed to be called in question merely because the terms of the policy are adjusted on subsequent proof that the age of the life assured was incorrectly stated in the proposal."

- All communication in relation to this policy shall be addressed to :

LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, Gwalior
PENSION & GROUP SCHEMES DEPT.
City Centre, Gwalior- 474011 (M. P.)

Any change in the above address shall be communicated to the Grantees.


- In case you have any Complaints/Grievance, you may approach Grievance Redressal Officer/ Ombudsman, whose address is as under :

Address of Grievance Redressal officer:

Address of Ombudsman :

Note: In case of dispute in respect of interpretation of these terms and conditions and special provisions/conditions the English version shall stand valid.


THE GRANTEEES ARE REQUESTED TO EXAMINE THIS POLICY AND SATISFY THEMSELVES THAT THE VARIOUS PROVISIONS CONTAINED THEREIN CONFORM TO THEIR REQUIREMENTS. IF ANY AMENDMENT OR MODIFICATION IS FOUND NECESSARY THE CORPORATION MAY PLEASE BE ADDRESSED IN THE MATTER IMMEDIATELY.


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Extract from ITM HR Policy clause no 2.2.9 for Advance for Laptop

Link for HR policy

<https://www.itmgoi.in//IQAC/docs/policies/FINAL%20HR%20Policy%2019092024.pdf>



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a) All employees will be provided with Laptop/Desktop for use during their employment period.

b) The desktop/laptop will be provided in proper working condition duly checked by the IT Department and verified by the employees.

c) On receiving the desktop/laptop the employee needs to sign an undertaken after duly checking the equipment.

d) During the employment period the issued equipment is the responsibility of the employees. Any physical damage or loss will be recovered by the employee as per the actual market cost. All update and quarterly Maintenance and cleaning will be done by the Institute free of charge.

e) The ITM, will provide cost of laptops up to Rs. 50,000 as no-interest advance for the purchase of laptops by the faculty and administrative staff members. The advance will be recovered in 24 equal instalments. (Amendment Dated 4th April 2022)

15

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4.6.13 Medical Benefits (Amendments Dated. 4th April 2022)

ITM will help employees to undergo a comprehensive health check-up (First will be free and thereafter with 50% concession) to foster preventive measures wherever required and to ensure physical and mental fitness in carrying out their roles effectively. This policy applies to all the faculty and staff members along-with their immediate family members who are experiencing any health issues during their employment. This periodical health check-up will help them to manage their health.

1. The ITM super specialty hospital will provide medical facility to the employees of ITM on concessional rates. Following concessions will be provided to the employees on their medical bills by the ITM Hospital:

- a) 50% concession will be given to the Faculty & Staff members admitted in ITM Hospital in the cost of facilities owned by the ITM hospital. However, the concession will not apply to the bills of medicines /accessories and the fees of external doctors for providing medical services to the admitted faculty / staff member.
- b) 25% concession will be given to the direct Relatives of Faculty & Staff members admitted in the ITM Hospital in the cost of facilities owned by the ITM hospital.


However, the concession will not apply to the bills of medicines / accessories and the fees of external doctors for providing medical services to the admitted faculty / staff member and other outsourced services. These bills will be charged as per the existing policy and schemes / offers of the hospital.

4.6.14 Officiating allowances will be given to ITM authorities (Dean's Rs 2000/- & HOD's- Rs 1000/-).

56

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Extract from ITM HR Policy clause no 4.3.11 for Leave encashment



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c) CL can be prefixed or suffixed with the vacations (Semester break) without compromising Academic activities, subject to prior intimation or approval (Amendment Dated. 11th March 2019).

4.3.7 Earned Leave:

The vacation staff is not entitled to any Earned Leave, however, a semester break of 12 days will be availed during the end of the academic session, by the faculty (except Dean & Head of the Department) who have completed one year of service. The vacations will be given in the lean period. In case ITM, by an order, retains/restricts its staff member from availing the vacation/portion of the vacation for admission counselling purposes, such vacation will be converted into 1:1 as EL, which can be availed and/or accumulated for encashment limited to 12 days per annum. EL/CL can be prefixed or suffixed with the vacations (semester break) without compromising the academic activities, subject to prior approval.

4.3.8 Deans and Heads of Departments shall be entitled to 12 days EL on completion of one year of their service.

4.3.9 Other non-vacation staff will be entitled to avail 6 days EL on completion of one year of their service.

4.3.10 The maximum Earned Leave that may be sanctioned at a time shall not exceed 10 days in normal cases. It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave.

4.3.11 Encashment of earned leave shall be allowed on completion of five years of reckonable service. However, the leave in balance can be adjusted against the notice period if an employee is relieved before the completion of five years.

4.3.12 EL can be prefixed or suffixed with the vacations (Semester break) without compromising Academic activities, subject to prior intimation or approval (Amendment Dated. 11th March 2019).


Explanation:

No allowances other than dearness allowance will be included in calculating the last pay drawn.

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37

Extract from ITM HR Policy clause no 5.1 for Incentives for Research to motivate faculty members



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5.1 RESEARCH INCENTIVE SCHEME

5.1.1. Objective of the scheme

The primary objective of the proposed incentive scheme is to motivate the faculty members of our Institute to undertake quality research, consultancy and other research related activities.

5.1.2. Scope of the scheme

This scheme covers all faculty members of all Departments of the Institute. The scope of the scheme envisages, in particular:

- To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by both Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

5.1.3. Details of the scheme

Immediate incentive for research publications in SCI / E-SCI / Scopus indexed journals will be paid to the faculty members as follows. (Amendment Dated 4th April 2022):

- The incentives will be paid along with the salary of the month in which the details of the publication are shared by the faculty.
- The faculty members have to submit the papers with publication details to Dean Research & Development, who will duly verify the publications and send the recommendations to HR / Accounts for releasing the incentives after the approval of the Director.

61

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Extract from ITM HR Policy clause no 4.3.14 for Special Academic Leave for Faculty Members

4.3.14 Special Academic Leave:


- a. On Completion of one year's reckonable service, Special Academic Leave not exceeding 07 working days in a year may be granted (with prior approval of the competent authority) to a faculty member for:
- b. Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the ITM.

38

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Extract from ITM HR Policy clause no 4.3.14 for Special Academic Leave cont.



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- c. Delivering lectures in Institute when deputed by the ITM or with the prior approval of the competent authority.
- d. Working as a member of a delegation or a committee appointed by the ITM/UGC/Govt. of M.P. /Govt. of India or any other Academic or Public Body.
- e. Undertaking field work related to the area of specialization.
- f. The faculty member shall be entitled to transit time, both to and fro, one day each, within the overall sealing of total Special Academic Leave, if the journey by main route, is more than 18 hours.
- g. The faculty may also avail travel grant, Two, each year in India (One each for national and international) and 25% of travel grant, one in a block of four years outside India, for presenting a paper. Provided that the faculty member has successfully completed his/her probation period and/or (in special cases), min of two years of service whichever is more, and subject to the submission of an undertaking that the faculty member shall serve the ITM for a period of at least one more year (In case sponsorship outside India). The faculty member before proceeding will deliver a lecture on the paper submitted by him/her for acceptance in ibid seminars etc. and no case will be considered for sponsorship and Special Academic Leave, without satisfactory delivery of the contents of the paper. It should be authorized by statutory /professional bodies of India.
- h. The travel grant shall be restricted to the travel by train in entitled class from the nearest railway station (India and neighbouring countries).
- i. The Dean Administration/ Director on the merit of each case and on the recommendation of the Head of the Department may sanction Registration fee. However, such faculty members shall not be entitled to the payment of any TA/DA for the purpose.
- j. Special Academic Leave may be combined with Earned leave, Extra-Ordinary- Leave or the Vacation period.
- k. In access to the limit, case of Director will be dealt with separately, and sanction of Hon'ble Managing Director will be obtained each time.

There is a provision of 07 academic leaves in a year in the HR Policy; it should be extended up to 15 days to attend FDPs/ STTPs / Workshops / Winter or Summer Schools in IIT / IIIT / NIT / IISC / IIM /

39

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Extract from ITM HR Policy clause no 4.3.15 for Study Leave for Faculty Members



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Institutions or Universities of National Importance with the approval of Hon'ble Managing Director / \Director subject to 3 years of services in ITM. Proposed extended Academic Leaves of 8 days will be considered only during winter or summer breaks without affecting the academic responsibilities of the teacher in the department (Amendment Dtd. 11th March 2019).

4.3.15 Study Leave

- a) Study leave may be granted to entry-level appointees as Assistant Professor after a minimum of two years of continuous service, to pursue a special line of study or research directly related to his/her work at ITM Gwalior or to make a special study of various aspects of ITM Gwalior's organization and methods of education.
- b) The paid period of study leave may be for a maximum of four years, extendable by one more year if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Extensions will be considered based on the progress and deemed genuine by the competent authority. Cases of study leave beyond four years will be referred to the Board of Governors for consideration.
- c) Study leave shall be granted by the Board of Governors on the recommendation of the Hon'ble Managing Director. The leave shall not be granted for more than six months in one spell, except in very exceptional cases where the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the ITM.
- d) Study leave shall not be granted to a teacher who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of the study leave.
- e) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should exceed four years with full salary.
- f) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the prior permission of the Board of Governors. In the event, the course of study falls short of the study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless prior approval of the Board of Governors to treat the period of shortfall as extra ordinary leave has been obtained.

40

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Extract from ITM HR Policy clause no 4.6.6. for Marriage Gift to III and IV Class employees



Other close relatives (First Relation): 10% and 20% relaxation of Tuition Fee in respect of Male and female students respectively (Limited to one member) only in ITM Gwalior.

(i.e. 2+1 in any academic session.)

Standard concession in the tuition fees will be provided to the wards of an employee studying in ITM as per the following (Amendments Dtd. 4th April 2022):

- a) 25% concession in total fees of Class / Course will be provided to the wards of employees whose salary is more than Rs. 25,000.
- b) 35% concession in total fees of Class / Course will be provided to the wards of employees having a minimum of 05-year service in the ITM with salaries above Rs 25,000.
- c) 50% concession in total fees of Class / Course will be provided to the wards of employees whose salary is less than 25000/- or has put in a minimum of 10-year service in the ITM. The concession will be available to a maximum of two children. Preference will be given to girl child in case of more than two children.

4.6.6 Gift:

The class-III and Class-IV employees having salary up to Rs. 30,000/- will be offered cash/gift equivalent to Rs. 11,000/- for marriage of girl child and Rs. 5100/- for the marriage of male child.

4.6.7 Purchase of Books:

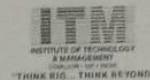
The faculty members will be reimbursed 75% of the cost of relevant books and journal upto a limit of Rs. 3000 per annum. Books should be procured through Library and will have to be returned to the Library if a faculty member does not serve the Institute for a minimum period of two years.

4.6.8 EX-GRATIA grant of rs. 100000 per department to cover the expenses on R&D projects, design and fabrication of models:

The management has earmarked Rs. 100,000 each deptt. to cover the expenses on R&D Projects, Design and fabrication of Models. The proposal should cover all aspects of expenditure as desired.

4.6.9 Promotion of funded project (Amendment Dated 4th April 2022):

Financial Assistance Policy during COVID 19



April 26, 2021

Financial Assistant Policy for ITM Employees during Covid-19 pandemic

In view of Covid-19 pandemic, ITM University announced to provide following financial and humanitarian support to ITM group employees in accelerated mode:-

1) One Month Salary Advance

If any employee and his direct blood relatives get affected by Covid-19 and he/she wants some financial assistance then he/she can simply apply by a mail to their HOD/Dean for one month salary in advance without any interest.

On his application Department Head and Dean will verify the case and recommend to the Hon'ble VC/Director for providing one month salary in advance to the concerned employee.

The Hon'ble VC/Director will approve the case. They may consult Pro- Chancellor/Chancellor incase they want. In any case the financial assistance should be provided in 6 working hours.

The medical report of concerned person is not required for this type of financial assistance.

The payback of amount will be as per existing policy. The amount will be treated as loan without any interest.

2) Financial Support beyond 1 month's Salary Advance

If any employee needs financial support of more than 1 month salary advance on above situations then also he/she will follow the same process for applying.

On his application Department Head and Dean will verify the case and recommend to the Hon'ble VC/Director for providing this type of financial support to the concerned employee.

The Hon'ble VC/Director will recommend his case to Hon'ble Chancellor/Pro-chancellor for finally release of fund.

The Medical report, Doctor's prescription of concerned person is required for this type of financial assistance. For documentation the concern staff should contact their HOD or HR department.

The payback of amount will be as per existing policy. The amount will be treated as loan without any interest.

3) Medicine Support

If any employee and his family face any kind of inconvenience in arranging medicines in present situations then he/she may contact to his Head for support. On the verification and recommendation of Head/Dean of the department, the Director, ITM Hospital (Mr. Rakesh Dhaka) will arrange essential medicines (based on availability) on approval of Hon'ble VC/Director on payment basis. However it is suggested that all staff members should use online facility provided by many platforms for this purpose. This facility should be used as last option.

Uniforms for IV class employees

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क्र. आई.टी.एम./आदेश/2019/ 599(A) जुलाई 01, 2019

सूचना

आईटीएम के सभी चतुर्थ श्रेणी कर्मचारियों को संस्था द्वारा को एक वर्ष में दो ड्रेस दी जायेगी
जिनको नियमित रूप से पहनना अनिवार्य होगा ।

Mes 7
निदेशक

प्रतिलिपि :-

<ol style="list-style-type: none"> 1. माननीय कुलाधिपति महोदय के निजी सहायक 2. माननीय प्रबंध निदेशक महोदय के निजी सहायक 3. कुलसचिव (यूनिवर्सिटी) 4. मुख्य वित्त लेखा अधिकारी 5. सुरक्षा अधिकारी 6. संपदा अधिकारी 7. सभी सुपरवाइजर 	}	(ईमेल द्वारा सूचनार्थ)
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Capacity Building Program		
Year	Program Conducted by ITM	Outcomes
2023-2024	FDP on Universal Human Value	Holistic Development of faculty, Better understanding of human value and ethics, develop value based leaders.
2023-2024	Expert Talk on Unlocking Opportunities: OER Strategies for Digital Pedagogy in HEI's (in accordance to NEP 2020)	Faculty members gained deep knowledge on OER strategies which would help them to make teaching effective and efficient. Faculty able to use digital pedagogy in effective manner.
	Training & Skill Development Program	Skill Development of Admin Staff
2022-2023	Skill Development, IT Education, Workforce & Faculty Development Program	Skill Enhancement, Professional Development, Access to Resources, Technology Adoption, Certification Pathways, Teacher Training
2022-2023	Workshop on ProwessIQ	Technological upgradation in skills
2022-2023	Eduskills-Skill Development, IT Education, Workforce & Faculty Development Program	Skill upgradation of faculty
	One Week Short Term Training Programme on "Data Analytics Using MS Excel"	Technological upgradation in skills
2021-2022	Microsoft Certification & Education is linkage with microsoft to enhance quality interns of licensed software	Skill Enhancement, Professional Development, Student Employability, Access to Resources, Technology Adoption, Certification Pathways, Global exam, softwares

2021-2022	AWS Academy : Cloud computing education	Skill upgradation of faculty and students like Cloud Computing Proficiency for Students, Enhanced Teaching Capabilities, Industry-Ready Graduates, Access to AWS Resources
	One Week Staff Development Programme on "The Power of MS Excel"	Technological upgradation in skills
2021-2022	FDP on the Pedagogical Reforms	Skill upgradation of faculty by using new pedagogical tools in teaching.
2020-2021	5 Days ATAL Faculty Development Program on "Creating Innovation and Startups with Internet of Things"	To fulfill the gap of weak understanding of faculty towards Innovation and Startups using Internet of Things
2020-2021	Faculty Development Program: Cyber Security-Challenges & Solutions	Skill upgradation of faculty and students, ignite the spark of learning among the faculty for upgrading their knowledge for cyber security and its recent trends.
2019-2020	AICTE-RGPV TTP on Low Power VLSI Design and verification	Skill upgradation of faculty by improving the quality of education and research in this highly specialized area like VLSI design.
2019-2020	AICTE-RGPV TTP on Introduction, Implementation and Application of CFD/FEM in Mechanical Engineering	Skill upgradation of faculty by proficiency in Software Tools, Enhanced Teaching Techniques, Know the Application of CFD/FEM in Engineering Problems, Improved Research Capabilities

2019-2020	Teacher Training Program on "Machine Learning & Artificial Intelligence by using Python" Under TEQIP-III	Aimed at equipping faculty with the knowledge and skills needed to teach and apply machine learning (ML) and artificial intelligence (AI) techniques using Python. This training enhances both the teaching pedagogy and technical expertise of participants.
2019-2020	Five Days Workshop on MS Office Package	Technological upgradation in skills