

## 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff.

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## Introduction

IIST provides many welfare measures to its teaching and non-teaching staff because we believe that staff and faculty are the most vital components and an organization cannot be at its peak unless its staff is satisfied, motivated, and encouraged. The following welfare measures are as:

1. The institution provides **no-interest loan, Accident Insurance, free transport, free library** facilities and healthy and **subsidies meal in Canteen**.
2. The Institute contributes towards the **Employee Provident Fund, ESIC & Minimum wages** to its nonteaching staff & to fourth class the employee.
3. Provide **concession fee** to their ward, **quarters/ flats at very concessional rates**.
4. The Institute promotes **organic farming** by providing them with organic vegetables, grains, and fruits which are grown on IIST's land.
5. Institute provides **free of cost two sets of uniforms to staff members** of our transport department, maintenance department, and office boys.
6. There is an **indoor game** and **outdoor games** for staff which they can play at their free/ spare time within the campus.
7. In IIST, there are facilities for females like **maternity leaves, crèche facility / Day care center** to feel comfort at workplace.
8. The Institute encourages faculty members to participate in various development programs through duty leaves **financial assistance**.
9. The institute also provides **earn leaves and summer and winter vacations**.
10. Time to time institute planned **Get together, Lunch or dinner** and also celebrates of all the festivals together to develop multicultural environment in the campus.
11. ESH department organizes various events under **different clubs** where faculties and staff showcase their talents.
12. Motivational lectures are also arranged for staff members to create a healthy working environment. This not only increases the work life balance of the employee, it also helps us to increase the productivity and allows our staff to work effectively with complete satisfaction.



The following facilities are also provided to employees for efficient functioning:

1. **Automation** of attendance and leave using biometric system.
2. Faculty members are provided with **Individual cabin and good computing facility** to facilitate good ambience.
3. **High speed Internet and free Wi-Fi facilities** are also available on campus for staff.
4. **Free stationary** like Pen, Pencil, Eraser, and sharpener, note pad, ruled pages, stapler, punching machine, whitener, highlighter etc. are provided.



## Proof of no interest loans for teaching and non-teaching staff.

Indore Institute of Science and Technology 22-23

Opp. IIM Pithampur Road, INDORE

### Advance

1-Apr-2022 to 31-Mar-2023

Particulars		
<b>Teaching</b>		
Poo Yadav		30,000
Rupesh Kumar Dutta		31,000
Ashishesh Bhatnagar		20,000
Deepak Vishwakarma		58,000
Fahim Khan		25,000
Idan Mansuri		40,000
LEONARDJUDE BROWN		40,000
Shamara Roy		80,000
Umesh Kumar Saha		1,18,170
Umesh Saha		1,00,000
<b>Non Teaching</b>		
Pragati Baiskar (Lab Tech)		10,000
Anshul Pathak		41,821
Arin Choubhan		6,000
Arin Choubhan		4,000
Arin Choubhan		20,000
Dileep Patil		61,000
Gedhan Lal		10,000
Hemal Beraek		10,000
Jyoti Choubhan (Peshi)		4,500
Jyoti Choubhan		20,000
Manish Kishoragaj		1,000
Mangal Dhan		60,000
Mehal Choubhan		4,500
Mukesh Arora		39,000
Naresh Vishwakarma		16,000
Nutan Rawal		2,000
Rohit Prayagat		10,000
Sanjay Dubey		1,000
Sanjay Shukla		64,410

For Indore Institute of Science And Technology

*Rishi*  
24/4/23  
(G.M. Finance)



F.Y. 2022-23

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY  
 RUN BY (Sonal Educational & Welfare Society)

A.Y. 2022-24

Schedule-#	Amount
<b>Schedule-#</b>	<b>Amount</b>
<b>Human Resources Expenses</b>	
Salary faculty - technical & Non-technical staff	8,12,10,437
Drawl benefits to the faculty and staff	33,40,843
Remuneration to visiting faculty/lecturers	2,16,307
Funding for faculty development & Research (seminars, workshops, conferences)	16,417
<b>Total Rs</b>	<b>8,29,13,904</b>
<b>Schedule-G</b>	<b>Amount</b>
<b>Learning Resources Expenses</b>	
Library Book Expenses	24,077
Journals	2,57,855
E-Resources (online Journals)	28,100
Non-patent & Patents	3,007
<b>Total Rs</b>	<b>3,13,039</b>
<b>Schedule-#</b>	<b>Amount</b>
<b>Computers &amp; IT Infrastructure Expenses</b>	
Software Licenses	5,50,775
Hardware Computer upgrade	1,01,40,363
Internet Expenses	1,52,400
Communication Expenses	2,00,007
<b>Total Rs</b>	<b>18,95,545</b>
<b>Schedule-#</b>	<b>Amount</b>
<b>Operational Expenses</b>	
Electricity Expenses	34,22,135
Water Charges & Taxes	14,108
Repairs & Maintenance Expenses	47,30,107
Postage & Telegram Expenses	12,44,762
Travel / Conveyance / Vehicle	18,90,270
Advertisement Expenses	40,42,407
Printing & Stationery Expenses	11,4,485
Audit Fees	4,24,707
Insurance Charges	4,50,940
Taxes	14,00,882
Other Administrative Costs	1,17,504
<b>Total Rs</b>	<b>2,20,45,071</b>
<b>Schedule-#</b>	<b>Amount</b>
<b>Miscellaneous Expenses</b>	
Students Conveyance Expenses	1,14,407
Student Activities Expenses	1,12,100
Sports, Club and Other Activities	14,780
Research & Development Expenses and Grants	11,74,777
Equipment Expenses	2,174
Seminars & Workshop Expenses	1,00,000
<b>Total Rs</b>	<b>16,19,138</b>



Indore Institute of Science & Technology

*[Signature]* *[Signature]*  
 Chairman Secretary

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For Indore Institute of Science And Technology

*[Signature]*  
 G.M. Finance  
 21/11/23

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## Proof of Childers' education Fee Concession

Indore Institute of Science and Technology 22-23

Opp. NIT Patnampur Road, INDORE

Staff Child Scholarship

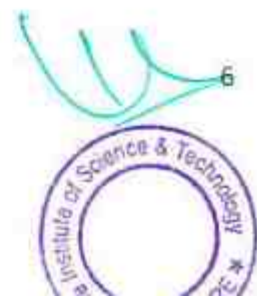
Ledger Account

1-Apr-2022 to 31-Mar-2023

Date	Particulars	Vch Type	Vch No	Debit	Page 1 Credit
26-8-2022	To Durva Kulkarni 0818CS191054	Concession	907	27,500.00	
2-11-2022	To Vijay Mangalsingh Osari 0818ME191101	Journal	JV1115	15,000.00	
24-11-2022	To Kanak Jaiswal 0818IT221029	Journal	JV11181	12,000.00	
30-11-2022	To Vansh Dubey 0818CS221219	Journal	JV11197	9,000.00	
8-2-2023	To Durva Kulkarni 0818CS191054	Concession	1358	27,500.00	
29-2-2023	To Vijay Mangalsingh Osari 0818ME191101	Journal	JV02080	15,000.00	
21-2-2023	To Sarthak Aleriya 0818CS201155	Journal	JV02060	30,000.00	
28-2-2023	To Vijay Singh 0818IS221079	Journal	JV02119	12,000.00	
16-3-2023	To Vansh Dubey 0818CS221219	Journal	JV03148	9,000.00	
28-3-2023	To Kanak Jaiswal 0818IT221029	Journal	JV03190	12,000.00	
				1,69,000.00	
	By Closing Balance				1,69,000.00
				1,69,000.00	1,69,000.00

For Indore Institute of Science and Technology

  
 (G.M. Finance)



F.Y. 2022-23

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY  
 RUN BY (SNAI) Educational & Welfare Society

A.Y. 2022-24

Schedule- P	Amount
<b>Human Resources Expenses</b>	
Salary Faculty (Technical & Non Technical staff)	4,11,56,857
Other benefits to the faculty and staff	13,40,849
Remuneration to visiting faculty/visitors	3,58,417
Funding for faculty development & Research (workshops, seminars, conferences)	19,413
<b>Total Rs.</b>	<b>8,29,47,536</b>
<b>Schedule- Q</b>	<b>Amount</b>
<b>Learning Resources Expenses</b>	
Library Book Expenses	1,45,574
Journal	2,51,431
Books, Journals, CDs, DVDs, etc.	28,450
Newspaper & Periodicals	3,227
<b>Total Rs.</b>	<b>3,81,782</b>
<b>Schedule- R</b>	<b>Amount</b>
<b>Computers &amp; IT Infrastructure Expenses</b>	
Software Expenses	3,11,711
Hardware Computer equipment	17,42,322
Printer Expenses	9,12,747
Expenditure Expenses	2,20,961
<b>Total Rs.</b>	<b>24,47,841</b>
<b>Schedule- S</b>	<b>Amount</b>
<b>Operational Expenses</b>	
Electricity Expenses	24,21,156
Water Charges & Feeding	14,104
Repairs & Maintenance Expenses	47,92,107
Printing & Stationery Expenses	12,88,732
Travel / Conveyance / Vehicle	14,95,220
Advertisement Expenses	40,43,417
Printing & Stationery Expenses	1,34,945
Raffi Fees	4,54,703
Insurance Charges	1,50,467
Taxes	14,19,650
Other administrative Exps	1,71,909
<b>Total Rs.</b>	<b>2,38,49,979</b>
<b>Schedule- T</b>	<b>Amount</b>
<b>Miscellaneous Expenses</b>	
University Council fees Expenses	4,177
University fees Expenses	17,22,070
Library, Lab and other Services	18,500
Affiliation / Educational / Professional fees	12,78,210
Recruitment Expenses	3,275
Capital & Contingent Expenses	4,28,111
<b>Total Rs.</b>	<b>34,12,223</b>



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Indore Institute of Science & Technology

*[Signature]* *[Signature]*  
 Chairman Secretary

For Indore Institute of Science And Technology

*[Signature]*  
 I.G. Financial  
 21/12/23



**Proof of Education Leaves, Maternity Leaves, Creche Facility and Accommodation Facilities on very concessional rates**

A	T-3	Academic Leaves		
	SN	NAME	DEPTARMENT	TEACHING / NON TEACHING
	1	Ms. Margi Patel	CS	Teaching
	2	Dr. Sourabh Jain	Mathematics	Teaching
	3	Ms. Khushi Sonam	CS	Teaching
	4	Ms. Neha Choudhary	EC	Teaching
	5	Dr. Samidha Saxena	Chemistry	Teaching
	6	Mr. Pushpanjay Kumar Singh	Mechanical	Teaching
	7	Mr. Naman Gandhi	Mechanical	Teaching

B	T8	Maternity Leaves		
	SN	NAME	DEPTARMENT	TEACHING / NON TEACHING
	1	Ms. Nutan Rawat	IIST-Admin	Non-Teaching

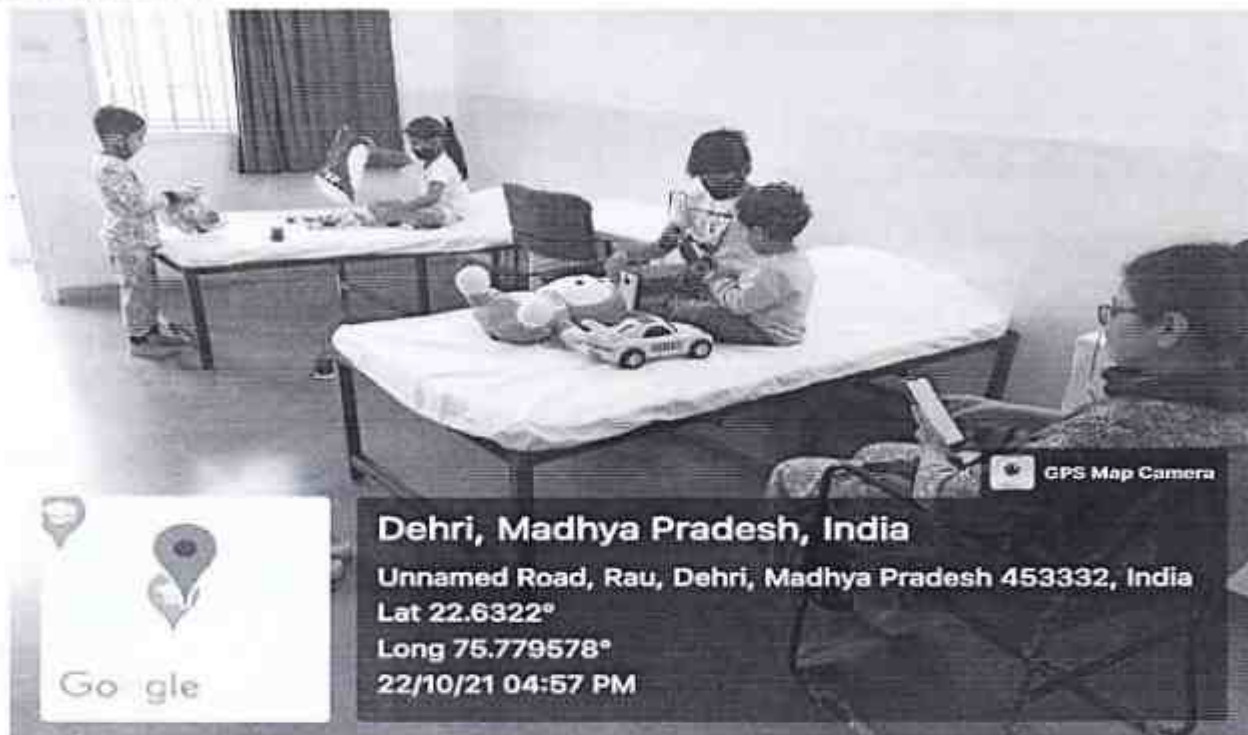
C	T9	Crèche Facility		
	SN	NAME	DEPTARMENT	TEACHING / NON TEACHING
	1			

D	T14	Accommodation		
	SN	NAME	DEPTARMENT	TEACHING / NON TEACHING
	1	Mr. Puneet Duggal	CS	Teaching
	2	Dr. Vivek Mishra	Mechanical	Teaching
	3	Mr. Suveer Dubey	Mechanical	Teaching
	4	Mr. Ranjan Potdar	PRO	Non-Teaching
	5	Mr. Pankaj Malviya	Chemical	Teaching
	6	Mr. Neeraj Rajput	Civil	Teaching
	7	Dr. Sathish Kumar Penchala	IT	Teaching
	8	Mr. Naman Kumar Gandhi	Mechanical	Teaching
	9	Dr. Sukhdev Bamboriya	Dean Physical Education	Non-Teaching
	10	Mr. Manish Nimeriya	Civil	Teaching

*Karti*







Date: 27.03.2018

To,

Director General,  
SGI, Indore.

Sub.: To Allot a 1 – BHK Staff Flat

Sir,

With due respect we, Shailendra Singh & Manish Kumar Nimoriya, Assistant Professors of civil engineering department at IIST, would like to request you that please allot us 1 – BHK flat for our living as we hail from out of Indore.

Thanking you in anticipation

Warm Regards,

Shailendra Singh  
Manish K. Nimoriya

*AS*  
*27/3/18*

*AS*  
*Speak & Put up the file*  
*AS*  
*27/3*

Scanned by CamScanner



To,  
Director General  
IIST Indore

My stay be given in such before  
going on long leave & also no vacatia  
& bursary (private board)

11/1/20

From,  
Akanksha Varghese  
Assistant Professor - CSE  
IIST Indore

Sub: Leave for research work

Respected Sir,

It is brought to your attention that I have been registered in PhD course at IIT DAVV and I should be completing this course. I am planning to take a leave for at least one semester which will be helpful for my regular research oriented work.

As this is the end of the semester examination is going to begin, I can be relieved from all my current commitments.

I will be very thankful if you consider this request and grant me leave from 15 January 2020 to June 2020. In case of any emergency, you can contact me on 9977487725.

Thanking you,  
Sincerely

Akanksha Varghese

To,  
Forwarded to  
Principal Sir  
for further action.

No dues  
date 12/1/20  
Working 11/1/20  
To,  
Principal Sir  
for further action  
& to be put  
in file  
11/1/20



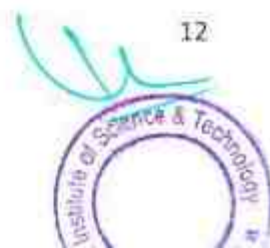
## Proof of Financial incentives for academic's program

F.Y. 2022-23

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY  
RUN BY (Sri) Educational & Welfare Society

A.Y. 2023-24

Schedule- P	Amount
<b>Human Resources Expenses</b>	
Salary faculty, Technical & Non-technical staff	87,31,500
Other benefits to the faculty and staff	13,42,000
Reimbursement to visiting faculty of travel	3,76,327
Funding to faculty development & research (technical & non-technical) for program	10,413
<b>Total Rs</b>	<b>8,29,83,231</b>
<b>Schedule- Q</b>	<b>Amount</b>
<b>Learning Resources Expenses</b>	
Library Book Expenses	49,174
Journals	2,41,053
E-Resources Library Journals	25,400
Newspaper & Periodical	9,227
<b>Total Rs</b>	<b>3,53,792</b>
<b>Schedule- R</b>	<b>Amount</b>
<b>Computers &amp; IT Infrastructure Expenses</b>	
Software Expenses	1,03,723
Accessories Computer application	10,62,520
Printer Expenses	6,02,761
Examination Expenses	4,22,807
<b>Total Rs</b>	<b>24,41,858</b>
<b>Schedule- S</b>	<b>Amount</b>
<b>Operational Expenses</b>	
Electricity Expenses	34,72,133
Water Charges & Testing	1,22,719
Repairs & Maintenance Expenses	1,47,40,157
Postage & Travel Expenses	11,48,712
Travel, Conveyance of staff	14,17,233
Agreement Expenses	1,04,2,827
Printing & Stationery Expenses	1,13,632
Audit Fees	1,34,000
Insurance Charges	4,50,000
Taxes	14,09,000
Other Administrative Expn	1,10,500
<b>Total Rs</b>	<b>2,36,45,079</b>
<b>Schedule- T</b>	<b>Amount</b>
<b>Miscellaneous Expenses</b>	
Laboratory Consumables Expenses	1,36,000
Student activities Expenses	1,67,29,870
Identity Card and Other Certificate	55,000
Articulation / Equivalence / Agencies and Work	43,75,000
Recruitment Expenses	3,274
Seminar & Workshop Expenses	1,44,000
<b>Total Rs</b>	<b>69,12,228</b>



## Indore Institute of Science and Technology 22-23

Opp. IIM, Raichampur Road, INDORE

### Human Resources Expenses

Group Summary

1-Apr-2022 to 31-Mar-2023

Page 1

Particulars	Closing Balance	
	Debit	Credit
<b>Funding for faculty development &amp; Research / seminars / webinars / conferences</b>		<b>19,413.00</b>
Faculty Development Programme Expt		4,213.00
Research and Paper Publication		15,200.00
<b>Other benefits to the faculty and staff</b>		<b>13,40,840.00</b>
Dental Expenses		4,61,895.00
Insurance Charges (Personal Accident)		41,003.00
Staff Child Scholarship		1,69,000.00
Staff Welfare Expt		4,68,942.00
<b>Outsource Service</b>		<b>69,11,416.00</b>
Remuneration to visiting / adjunct faculty		3,16,327.00
Salaries		6,93,79,879.00
Training and Placement Expenses		50,25,356.00
<b>Grand Total</b>		<b>8,29,93,231.00</b>

For Indore Institute of Science and Technology  
  
 (G.M. Finance)







## Policy for promotion of Research and Publication

With reference to the notice *IIST/RDC/Evsn Sem. 18-19/01, Dated:29.01.2019*, R&D policy norms are revised to be considered with immediate effect with respect to sponsoring the faculty & students for publication in National/International Conferences:

1. For students - Rs. 1000/- (*one time only as cash award for the first author*) to publish their research work in good quality conferences and journals.
2. For students - 50% of registration charges (*one time only as cash award for first author subjected to a max of Rs. 5000/-*) to publish their work in IEEE Explorer indexed conferences / SCI /Scopus/UGC/ WoS Indexed journals.
3. Research grant will be released to only either first or corresponding author belongs to the Institute. Paper published in SCI/IEEE Journals will be awarded Rs. 5000/-.
4. Paper published in SCOPUS indexed Journal will be awarded Rs. 3000/- maximum 03 papers in a year.
5. Paper published in UGC/Web of Science indexed Journal will be awarded Rs. 2000/-.
6. Conference/Seminar/Workshop fees for paper presentation at International level will be awarded up to Rs. 5000/- (for paper presented outside India).
7. Registration fees of Copyright and Patent will be paid by the Institution. (*As per recommendation of Institute R/D Cell if considering Institution affiliation name along with claimant is must*).
8. Book publication will be awarded as per following norms :-

Book with National Publisher and with ISBN No.	Rs. 1000/-
Book with International Publisher and with ISBN No.	Rs. 2000/-
Edited Book chapter with National Publisher and with ISBN No.	Rs. 500/-
Edited Book chapter with International Publisher and with ISBN No.	Rs. 1000/-

Faculties are advised to publish their papers in SCI/Scopus Indexed free journals. The quality of the journal and that of the paper be reviewed by the RDC before they proceed for the registration. All the papers published should bear the institutes name in the affiliation part to be considered for the





**Indore Institute of Science & Technology**

mentioned incentive is towards promoting the culture of research among the faculty and students. However, the expenses related to travel and accommodation needs to be borne by the faculty and students themselves.

Faculty and students who wish to apply for the rewards are required submit the following.

1. Copy of the entire paper duly attested by the HoD, Dean A&R & Principal.
2. Conference Brochure/Journal first page.
3. Proof for paper Selection (email) & any other information required by RDC.

  
Dr. Keshav Patidar  
Principal  
**Principal**

  
Mr. Anil S Bhatnagar  
Director General  
IIST/ IIP/IIMR

**Indora Institute of Science and Technology, Indore**

Kindly acknowledge the receipt of the notice: IIST/RDC/Sept.-21/01, Date: 09<sup>th</sup> Sept., 2021

Revised (Make sure the same is strictly adhered and contact the authority for any clarification)

Sr. No.	Name	Department	Signature
1.	Dr. Rajkumar Jain	CSE/IT/AI & ML	
2.	Dr. Dheerendra Vikram Singh	ME	
3.	Dr. Samatha Singh	CM	
4.	Dr. Niraj Kumar Soni	CE	
5.	Dr. Namrata Kauslul	ESH	
6.	Mr. Ankit Jain	EC	
7.	Dr. Dhbeeraj Rane	CS	
8.	Dr. Sathish Kumar Penchala	IT/AI & ML	



## Indore Institute of Science and Technology 22-23

Opp. M.P. Pithampur Road, INDORE

### Research and Paper Publication

Ledger Account

1-Apr-2022 to 31-Mar-2023

Date	Particulars	Vch Type	Vch No	Debit	Page / Credit
12-5-2022	To <b>HDFC Bank Ltd ( 57825 )</b>	Bank Paymen	BP/05/18	3,000.00	
	Inter Bank Transfer 207899609 6-5-2022 3,000.00 Cr				
	Being Tr no - 207899609 dt. 06.05.2022				
	Paid to Farhan Khan towards Reimbursement				
	-Reward for the Paper Publication as per				
	approval sheet attached				
9-11-2022	To <b>HDFC Bank Ltd ( 57825 )</b>	Bank Paymen	BP/11/21	12,200.00	
	Inter Bank Transfer 271557177 7-11-2022 9,200.00 Cr				
	Inter Bank Transfer 271557178 7-11-2022 3,000.00 Cr				
	Being amt Paid to above staff through Bank				
	NCFE HDFC-825 dt. 27-11-2022 Assent				
	Payment of Reimbursement for Paper				
	Publication as per details attached				
				15,200.00	
By	Closing Balance				15,200.00
				15,200.00	15,200.00

For Indore Institute of Science and Technology

*R. Sharma*  
21/11/23  
(G.M. Finance)



Proof of Uniforms to office boys and others junior staff

Uniforms Distributed to Electrical Deptt. 3/11/2022

Sl. No.	Name of Person	Slack	Trousers	T-Shirt	Sign	Sl. No.	Name
1.	Mr. Dinesh Verma	35	32	MC 14	<i>[Signature]</i>	1	Apurva
2.	Mr. Anand Thakur	38	36	CS 40	<i>[Signature]</i>	2.	Rohit
3.	Mr. Omprakash	38	32	MC 14	<i>[Signature]</i>	3	Rohit
4.	Mr. Mukesh	38	36	EC 10	MC 14	4.	Sunil
5.	Mr. Mangal	42 <sup>OW</sup>	36	CS 42	MC 14	5.	Anu
		<u>53<sup>OW</sup></u>	<u>52</u>	<u>57<sup>OW</sup></u>		6.	Bach
						7.	Rohit
						8.	Sunil
						9.	Chaitan
1.	Mr. Mahesh Prasad	35	32	MC 14	<i>[Signature]</i>	10.	Rohit
2.	Mr. Anand	40 <sup>OW</sup>	36	CS 40	<i>[Signature]</i>	11.	Pranav
3.	Mr. Harsh Vishwakarma	40 <sup>OW</sup>	36	MC 14	<i>[Signature]</i>	12.	Vijay
4.	Mr. Pyramita Mittal	40 <sup>OW</sup>	36	CS 40	<i>[Signature]</i>	13.	Anu
5.						14.	Apurva
6.						15.	Rohit
						16.	Mr. Harsh
						17.	Mr. Sunil
						18.	Mr. Bach
						19.	Mr. Anu
						20.	Mr. Rohit





**Proof of Sales of Organic vegetables, grains, and fruits on very concessional rates**

Vegetables / Grains/Other Distribution Record

Sr No	Name of Faculty	Materials Name	Quantity	Rate	Amount	Payment	Cash	Online	Pending
1	Mr. Anand Keshav	Onion	2 Kgs	55 / Kgs	110	Online 15.12.21		110	
		Onion	10 Kgs	100 / Kgs	1000	Online 15.12.21		1000	
2	Dr. Nand Lal	Onion	500 Grams	2500 / Kg	1250	Online 15.12.21		1250	
		Onion	5 Kgs	25 / Kgs	125	Pending			125
3	Mr. Ramesh Kumar	Onion	2 Kgs	185 / Kgs	370	Online 05.12.21		370	
4	Dr. Praveen Chandra	Onion	10 Kgs	40 / Kgs	400	Cash Recd	400		
5	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Cash Recd	400		
6	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
7	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
8	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
9	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
10	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
11	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
12	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
13	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
14	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
15	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
16	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
17	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
18	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
19	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
20	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
21	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
22	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
23	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
24	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
25	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
26	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
27	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
28	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
29	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400
30	Mr. Ramesh Kumar	Onion	10 Kgs	40 / Kgs	400	Pending			400







Signatures / Grains/Ghee Distribution Record on Date 27.12.2023

Sl. No.	Name of Faculty	Material's Name	Quantity	Rate	Amount	Payment	Cash	Online	Banking	
1	Mr. Jaya Malviya	Begani	500 Grams	407 Kgs	20	Online 27.12.2023		20		
		Chana Bhaj	500 Grams	607 Kgs	40	Online 27.12.2023		40		
2	Mr. Jayant Pathak	Chana Bhaj	500 Grams	607 Kgs	40	Online 27.12.2023		40		
3	Mr. Nishant Pathak	Chana Bhaj	500 Grams	607 Kgs	40	Online 27.12.2023		40		
4	Mr. Praveen Pathak	Apple	1 Kgs	407 Kgs	20	Online 27.12.2023		20		
5	Mr. Manoj Prasad	Apple	1 Kgs	407 Kgs	40	Online 27.12.2023		40		
6	Mr. Mohan Prasad	Chana Bhaj	500 Grams	607 Kgs	20	Online 27.12.2023		20		
7	Mr. Nishant Pathak	Apple	1 Kgs	407 Kgs	40	Online 27.12.2023		40		
8	Mr. Praveen Pathak	Chana Bhaj	500 Grams	607 Kgs	20	Online 27.12.2023		20		
9	Mr. Nishant Pathak	Apple	1 Kgs	407 Kgs	40	Online 27.12.2023		40		
10	Mr. Nishant Pathak	Chana Bhaj	500 Grams	607 Kgs	20	Online 27.12.2023		20		
11	Mr. Nishant Pathak	Apple	1 Kgs	407 Kgs	40	Online 27.12.2023		40		
12	Mr. Nishant Pathak	Chana Bhaj	500 Grams	607 Kgs	20	Cash Wk. 50% + Rs.10 online	50	50		
13	Mr. Nishant Pathak	Apple	1 Kgs	407 Kgs	20	Online 27.12.2023		20		
14	Mr. Nishant Pathak	Chana Bhaj	500 Grams	607 Kgs	20	Online 27.12.2023		20		
Total Amount					640		6	340	210	0
Total Amount					1320		0	580	630	110

Net Amount

*[Handwritten Signature]*



Vegetable / Grains/Ghee Distribution Received on Date 28.12.2024

Sr. No.	Name of Faculty	Materials Name	Quantity	Rate	Amount	Payment	Cash	Online	Pending
1	Dr. Wasim (Associate Professor)	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
2	Dr. Samant (Associate Professor)	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
3	Dr. Shrivastava (Associate Professor)	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
4	Dr. Mishra (Associate Professor)	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
5	Dr. Bhatnagar (Associate Professor)	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
6	Dr. Takkur Singh	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
7	Dr. Sankar Singh	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
8	Dr. Jyoti Mahapatra	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
9	Dr. Prasad	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
10	Dr. Anand Barakar	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
11	Dr. Shrivastava	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
12	Dr. Anand Barakar	Sona Bhat	50 Grams	40/₹	20	Cash Received 28.12.24	20		
Total Amount					505		0	405	100

Total Amount: 505, Cash: 0, Online: 405, Pending: 100

*(Handwritten signature)*



2020-2021				2021-2022			
No.	Name	Age	Sex	Group	Year	Registration No.	Grade
1	Dr. Anand Kumar	45	M	1984	1984	1984	1984
2	Dr. Anand Kumar	45	M	1984	1984	1984	1984
3	Dr. Anand Kumar	45	M	1984	1984	1984	1984
4	Dr. Anand Kumar	45	M	1984	1984	1984	1984
5	Dr. Anand Kumar	45	M	1984	1984	1984	1984
6	Dr. Anand Kumar	45	M	1984	1984	1984	1984
7	Dr. Anand Kumar	45	M	1984	1984	1984	1984
8	Dr. Anand Kumar	45	M	1984	1984	1984	1984
9	Dr. Anand Kumar	45	M	1984	1984	1984	1984
10	Dr. Anand Kumar	45	M	1984	1984	1984	1984
11	Dr. Anand Kumar	45	M	1984	1984	1984	1984
12	Dr. Anand Kumar	45	M	1984	1984	1984	1984
13	Dr. Anand Kumar	45	M	1984	1984	1984	1984
14	Dr. Anand Kumar	45	M	1984	1984	1984	1984
15	Dr. Anand Kumar	45	M	1984	1984	1984	1984
16	Dr. Anand Kumar	45	M	1984	1984	1984	1984
17	Dr. Anand Kumar	45	M	1984	1984	1984	1984
18	Dr. Anand Kumar	45	M	1984	1984	1984	1984
19	Dr. Anand Kumar	45	M	1984	1984	1984	1984
20	Dr. Anand Kumar	45	M	1984	1984	1984	1984



## Proof of Free Transport Facilities, Wi - Fi, Indoor game, Gym, Subsidies meal @ Canteen Facility



IIST/June-22/03



**Indore Institute of  
Science & Technology**

Date: 20.06.2022

### IMPORTANT NOTICE

As you, all are aware that the 'Covid-19' is not over yet and it has affected our breathing capacity very badly. In the present condition, we have improved our environment to avail clean air.

In this regard, I personally request 'Save Environment' to save our lives, to use the institutional transport system instead of using your own vehicles for coming to the institute and contribute to save the environment.

In addition, it is to bring in your notice again that you can avail institute transport facilities free of cost.

(Dr. Keshav Patidar)  
Principal, IIST, Indore


- C.C.to:-
1. All faculty and staff,
  2. Dean/HOD,
  3. DG Office,
  4. Registrar office,
  5. Office Record.





## Important Notice

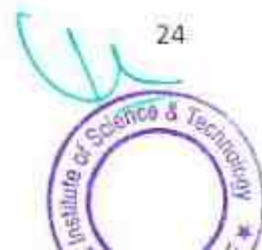
This is to inform all the faculty and staff members that in the view of 'Covid-19' an earlier notice IIST/June-22/03, dated 20.06.2022 regarding availing institutional transport facility, they can avail institute transport facilities continuously free of charge.



Dr. Keshav Patidar  
Principal  
IIST, Indore

C.C.to:-

1. All faculty and staff
2. Dean/HOD
3. HR Dept.
4. Registrar office
5. Transport office
6. Account office
7. Principal – IIMP, HP
8. DG Office
9. Office Record



शील

Shail Group of Institutions

**Service Manual**

**Shail Educational & Welfare Society**

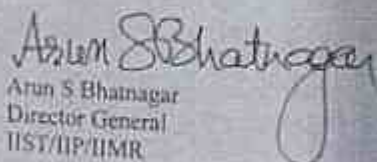


## FOREWORD

Dear Team Members,

Academic excellence is sine-qua-non of any institution of higher education which is striving for excellence. We understand that academic excellence isn't mere enhancing technical competence and deploying qualified faculty. It is also about creating suitable academic environment which is conducive for all round growth. Attracting best of faculty, compensate them adequately for their growth, enable them to live with dignity and putting in place such systems that enable an employee to perform to his full potential is central to maintain excellence in learning and proliferation of knowledge. Considering this need, we have created this Service Manual on Human Resource Management & Development for Institutions of Shail Educational & Welfare Society (SEWS).

I expect each and every member of my team to study, absorb, and internalize the values, ethos and systems and strive to follow them as outlined in this manual.

  
Arun S Bhatnagar  
Director General  
IIST/IIP/IIMR



### 7.5 Pay Computation & Disbursal

Registrar of an institution prepare a monthly attendance certificate after accounting for leave and out-station work and also make a special report on the kind and quantum of work accomplished on the factual basis. This forms the basis for evolving the take-home pay for an employee to be computed by the admin/finance of SEWS after deducting TDS and professional tax as per law.

Salary disbursement will be through the bank account for all admin and faculty staff, except for menial ministerial staff that will be paid in cash.

### 7.6 Welfare Amenities/Schemes & Facilitations

As a progressive employer, SEWS has a number of Employee-Welfare Schemes/Measures. Salient features of some of the key measures include

- EPF
- Transport facility
- Uniform & Lunch Subsidy
- Loans & Advances
- Children Education Support
- Gym and Indoor Games facility
- Creche facility
- Wifi campus
- Gratuity and Minimum wages

#### 7.6.1 EPF

PF is awarded to employees drawing a monthly salary upto Rs 15,000/- at the rate of 12% of basic. For employees drawing above Rs 15,000/- contribution of management is limited to Rs 1,800/-

#### 7.6.2 Transportation Facility

Institutional bus facility is available for faculty and staff for free. However senior staff and certain personnel as notified from time and time are required to use their own transport.

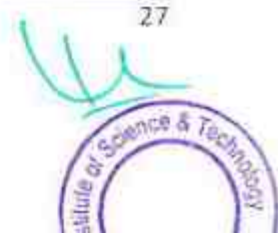
#### 7.6.3 Uniform & Lunch Subsidy

This facility is available for the class Group-V staff. This includes:

- o Two sets of readymade uniforms per year
- o Two pair of shoes per year
- o Free lunch

Subsidised sumptuous lunch facility is available for all the faculty and staff at subsidised rates. The rates of the same will be informed to everyone from time to time. Interested faculty and staff are required to submit their names to administration every month to get the benefit of this facility.

Indore Institute of Science  
and Technology, Indore



## 7.6.4 Loans & Advances

To facilitate the emergency need of employees to tide over their financial requirements, loan may be made available from within the budgetary provision on case to case basis after due approval of the Governing Body. Loan amount will be based on repaying capacity of the individual and eligibility will be for permanent employee having more than five years of service.

## 7.6.5 (a) Girl Children Education Support

To support the girl child, studying in secondary school, two girl child of Group VI employees who have completed 2 years of service, will be admissible Rs 5000/- annually on submission of necessary documents like school admit card, fee receipt and a declaration that the student is not receiving any scholarship from any sources.

## 7.6.5 (b) Benefits to Employer Ward Studying in SGI

The Tuition Fee for the wards of permanent employees, when they seek to study in IIST/IIIT/IMR, would be waived for the entire duration of the programme as per following and subject to the employee continuing to be in service of SEWS

- |                     |                        |
|---------------------|------------------------|
| a. Group II & III : | 25% of the Tuition Fee |
| b. Group IV & V :   | 50% of the Tuition Fee |

## 7.6.6. Gym and Indoor Games facility

All the faculties and staff can avail gym and indoor games facility after working hours without any additional charges. Interested staff are required to submit their names to the Sports department every month.


## 7.6.7. Creche facility

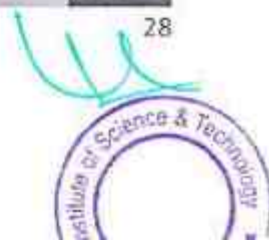
An important provision, Section 11A, introduced by the Maternity Act is that any establishment which has **50 or more employees** shall have the facility of creche. Looking into such requirement SEWS is providing free Creche facility so that employees can bring their child and can look after their kid during the working hours. Creche facility has the following facility available

- i. provide adequate accommodation
- ii. be adequately lighted and ventilated
- iii. be maintained in a clean and sanitary condition.
- iv. be under the charge of women trained in the care of children and infants.

## 7.6.8 Wifi-campus

SEWS campus provides free wifi facility to all its faculty and staff members on their laptops.

  
 Principal  
 Indore Institute of Science  
 and Technology, Indore





## 7.6.9 Gratuity and Minimum wages

The class III and IV employees are getting salaries as per the prevailing minimum wage based on the Minimum Wage Act. Also Gratuity is being paid to employees on their full and final settlements.

## 8.0 Employee Performance Appraisal

Annual appraisal of performance with respect to yardsticks in totality, coupled with advisory support enables the employee to focus on continuous improvement of his accomplishments and thus develop high-level of satisfaction. Appraisal form duly appraised by next senior officer and superior officer will be submitted to HR department for review by Management by date as specified by HR department from time to time. Appraisal form for faculty and other staff are attached.

Periodic appraisal of performance with respect to yardsticks in totality, coupled with advisory support enables the employee to focus on continuous improvement of his accomplishments and thus develop high-level of satisfaction. For instance, typical set of performance management elements for faculty are as below:

- A faculty provides a specific Unit Completion Report of the classes taken up, attendance of students and feedback of the students (impressions)
- Submits results of periodic assignments/ quizzes/ tests and examinations
- Possibly, collect unit-wise or mid-semester feedback from the students
- Faculty to provide an integrated quarterly report to his HOD (accomplishments v/s targets, developmental projects/tasks, or a self-appraisal report as per the pro-forma)
- One-to-One interaction or appraisal meeting by the HOD.
- Appointment of a mentor or a special facilitator with necessary technical or other facilitation
- Evolve a strategy in consultation with the faculty to support and motivate recommend or sponsor for specialized training or for acquiring additional qualifications like M. Tech or PhD on suitable facilitation basis
- After 4 to 6 such quarterly reviews - some recognition in suggested (advanced increments, fast-track promotion, training abroad etc) in deserving cases

HR consolidates the performance of the faculty on an annual basis and classify them into exemplary/ outstanding/well-above average etc. and also identifies low-performing faculty (under the guidance of the Principals). A duly constituted committee of specialists would advise the kind of motivation to be given to the well-performing faculty; after approval by the competent authority

## 8.1 Continuous Professional Development (CPD)

Continuous professional development of faculty is sine-qua-non for maintaining the tenor of academic excellence in a knowledge-based institution like SEWS. For the faculty it means meeting their academic aspirations, and for SGI, it results in enhanced knowledge & human capital and has an integrated perspective towards development of its employees, having the following considerations:

- Individual need-based Development suiting to the institute.

  
Principal  
Indore Institute of Science  
and Technology, Indore

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## Proof of Annul get together & Lunch



## Proof of Employee Provident Fund, ESIC, Minimum wages

F.Y. 2022-23

INDORE INSTITUTE OF SCIENCE & TECHNOLOGY  
REGD. OFF. (Social, Educational & Welfare Society)

F.Y. 2022-23

Schedule - A	Amount
<b>General Fund</b>	
<b>A. College Alumni Reserve</b>	8,74,971
<b>B. General Reserve</b>	
Opening Balance	8,24,95,000
Add: Surplus / (Deficit) of income over Expenditure for the year	(1,68,74,248)
Closing Balance	6,56,20,752
<b>Total Rs.</b>	<b>7,45,15,723</b>
<b>Schedule - B</b>	<b>Amount</b>
<b>Sundry Creditors</b>	
Consultancy	13,500
Provisional Admission	1,76,000
Advance AICTE Sports Grant	1,00,000
Imprest	28,862
<b>Total Rs.</b>	<b>2,18,362</b>
<b>Schedule - C</b>	<b>Amount</b>
<b>Provisions &amp; Payables</b>	
Salary Payable	40,33,164
Grants to Students	1,09,62,703
ESIC Advance	21,132
ES Payable	7,17,000
Professional Tax Payable	20,000
TDS Payable	4,08,632
<b>Total Rs.</b>	<b>1,82,54,631</b>
<b>Schedule - D</b>	<b>Amount</b>
<b>Receipt from Students</b>	
College Caution Money	42,49,500
Hostel Caution Money	6,21,671
<b>Total Rs.</b>	<b>48,71,171</b>
<b>Schedule - E</b>	<b>Amount</b>
<b>Fee Received in Advance</b>	
B.Tech	3,89,037
M.Tech	1,000
Hostels	1,12,225
Salary Receipts (disbursement)	5,78,434
<b>Total Rs.</b>	<b>6,80,696</b>
<b>Schedule - F</b>	<b>Amount</b>
<b>Branch Account Liability</b>	
ESIC Educational & Welfare Society	70,00,000
<b>Total Rs.</b>	<b>70,00,000</b>
<b>Schedule - H</b>	<b>Amount</b>
<b>Fees Receivables from Students</b>	
B.Tech	1,89,54,203
M.Tech	2,27,130
Hostels	42,52,074
<b>Total Rs.</b>	<b>2,34,33,407</b>

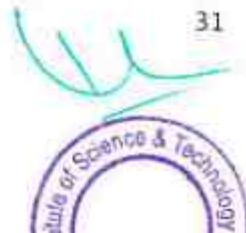


Indore Institute of Science & Technology

*J. Chaudhary* Chairman  
*A. Chaudhary* Secretary

For Indore Institute of Science And Technology

*R. G. M. Finance*  
R.G.M. Finance





शैल

Shail Group of Institutions

Internal Audit Report  
Nov 2022

**1. Issues in Account Balances:**

Following balances were outstanding as on 30/11/2022 which needs to be adjusted:

Entity	Account Head	Amount (Rs.)	Dr./Cr.	Management Remark
IST	PF Employee Contribution	9,614/-	Cr	PF of employee MukeshAleria not been able to deposit due to Aadhar mismatch at PF portal. Updation pending at PF Portal.
IST	ESIC Employee Contribution	559/-	Cr	Will adjust in Dec 22
IST	SamidhaSaxena	2,000/-	Dr	Double payment made in earlier years under the head "Imprest". We will adjust the balance while paying for NAAC Consultancy Expense in Jan 23
SHAIL	ESIC Employee Contribution	654/-	Cr	Will adjust in Dec 22
SHAIL	Salary Advance Nikhil Goswami	20,000/-	Dr.	Decision on Arrear salary pending. We will adjust this advance once arrear is decided.
SHAIL	Rajasthan Patrika	13,000/-	Dr.	Advance Rs. 1,18,000/- given for sponsorship considering GST@18%. Bill received Rs. 1,05,000/- GST applied Rs. 5,000. Difference Rs. 13,000/- we are following up for recovery.
SHAIL	ATM Electricity	26,089/-	Cr	We are following up for recovery from HDFC bank
SHAIL	IMC	83,411/-	Dr	Amount pending towards Bus hire by Indore Municipal Authority for local elections. Pending from last 3 years.
SHAIL	Arun Bakery	320/-	Dr	TDS of vendor to be adjusted from Sukhdev Imprest A/c
SHAIL	Pushpa Jewellers	6,571/-	Cr	Will write off in Dec 2022
IIMR	Imprest/Imesh Gupta	2,000/-	Dr	Advance given for IIMR inspection by DAVV Rs. 25,000 out of which Rs. 23000 adjusted. We will deduct from salary Rs. 2000.

**2. Accounting Issues**

**i. Wrong head of Entry Chosen**

In SHAIL following entries needs to be rectified:

S.no	Voucher No.	Voucher Date	Amount	Head Debited	Correct Head to be Debited
1	CP/07/30	28-07-2022	7,000	Cultivation Expenses	Advance to Salauddin Lohar (Fabrication)
2	CP/07/32	29-07-2022	7,450		
3	CP/07/34	30-07-2022	8,400		

UDIN 22095846 BUIDFTR3961



## Proof of other welfare like Diwali Gift, Insurance etc

### Indore Institute of Science and Technology 22-23

Opp. IM Phulpur Road, INDORE

### Human Resources Expenses

Group Summary

1-Apr-2022 to 31-Mar-2023

Page 1

Particulars	Closing Balance	
	Debit	Credit
<b>Funding for faculty development &amp; Research / seminars / webinars / conferences</b>		<b>19,413.00</b>
Faculty Development Programme Exps		4,213.00
Research and Paper Publication		15,200.00
<b>Other benefits to the faculty and staff</b>		<b>13,40,840.00</b>
Diwali Expenses		4,61,595.00
Insurance Charges (Personal Accident)		41,000.00
Staff Child Scholarship		1,69,000.00
Staff Welfare Exps		6,58,945.00
<b>Outsource Service</b>		<b>69,11,416.00</b>
<b>Remuneration to visiting / adjunct faculty</b>		<b>3,16,327.00</b>
<b>Salaries</b>		<b>6,93,79,879.00</b>
<b>Training and Placement Expenses</b>		<b>50,25,356.00</b>
<b>Grand Total</b>		<b>8,29,93,231.00</b>

For Indore Institute of Science and Technology

*(Signature)*  
(G.M. Finance)

