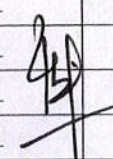


INSTITUTE OF TECHNOLOGY AND SCIENCE
MOHAN NAGAR, GHAZIABAD
MBA FACULTY LIST : ACADEMIC YEAR (2024-25)

	Cadre Ratio	Faculty Required	Available
Professor	1	3	3
Associate Professor	2	5	5
Assistant Professor	6	16	16
Ph.D			12

S.No.	Name	PAN No.	QUALIFICATION	AREA OF SPECIALIZATION	Designation	DATE OF JOINING	Date on which Designated as Professor/Associate Professor	Currently Associated (Y/N)	Nature of Association (Regular/Contract/Adjunct)	Date of Leaving (In case currently Associated is "No")
1	DR. VIBHUTI NARAYAN BAIJAI	AJDPB7873N	Ph.D, MBA, B.Sc	MARKETING	Professor & Director	01/03/2008	16/07/2021	Y	Regular	-
2	DR. MANOJ KUMAR JHA	ABRPJ0507H	Ph.D, MBA, B.Sc	HR	Professor	15/12/2017	-	Y	Regular	-
3	Dr. UMA GULATI	AICPG8020G	Ph.D, M.Phil, MBA, PGDM, M.Com	MARKETING	Professor	28/08/2023	-	Y	Regular	-
4	DR. SURENDRA TIWARI	ADPPT1958E	Ph.D, PGDM, B.Sc	MARKETING	Associate Professor	15/07/2016	-	Y	Regular	-
5	DR. SANJEEV TANDON	ACKPT4736C	Ph.D, MBA, B.SC	MARKETING	Associate Professor	18/06/2018	-	Y	Regular	-
6	DR. VINAY KR SRIVASTAVA	APCPK1934N	Ph.D, MBA, M.Com, B.Com, UPSLET	FINANCE	Associate Professor	13/08/2019	-	Y	Regular	-
7	MS. DURBA ROY	AHRPR6894F	PGDM, BA (ENG)	MARKETING	Associate Professor	14/10/2014	01/10/2018	Y	Regular	-
8	DR. PUNEET KUMAR	AJKPK5378E	Ph.D, MBA, B.Com	MARKETING	Associate Professor	01/07/2016	01/01/2022	Y	Regular	-
9	MS. MANSI SINGH	CCQPM3495R	MCA, BCA	IT	Assistant Professor	10/06/2019	-	Y	Regular	-
10	DR. ASHISH JHA	ALYPJ0226A	Ph.D, MBA, BBA, NET	MARKETING	Assistant Professor	06/08/2018	-	Y	Regular	-
11	DR. GURPREET KAUR	BKVPK9472N	Ph.D, M.Sc, B.Sc	OPERATIONS	Assistant Professor	01/08/2018	-	Y	Regular	-
12	MR. UTTAM SHARMA	AXEPS5293C	MBA, B.Sc	MARKETING	Assistant Professor	02/05/2013	-	Y	Regular	-
13	MS. ASTHA SHUKLA	DGFPS9526H	MBA, B.Tech	HR	Assistant Professor	10/08/2023	-	Y	Regular	-
14	DR. SHIKHA AGARWAL	ATJPA5446N	Ph.D, MBA, BBA, NET	IB	Assistant Professor	02/08/2019	-	Y	Regular	-
15	DR. SMITA BARIK	BGNPB0630F	Ph.D, MBA, B.Tech, NET	HR	Assistant Professor	15/11/2021	-	Y	Regular	-
16	MS. PARUL GUPTA	ASDPG5221A	M.B.A, M.A., B.A, NET	ECONOMICES	Assistant Professor	18/06/2012	-	Y	Regular	-
17	MS. REKHA SUNDRIYAL	EJIPS0040F	MBA, B.Sc(H)	MARKETING & HR	Assistant Professor	05/07/2021	-	Y	Regular	-
18	MS. SHILPI RANA	ATIPR4940D	PGDBM, B.Tech	SOFT SKILLS	Assistant Professor	18/06/2018	-	Y	Regular	-
19	MR. SARTAJ ALAM	AODPA3506Q	MBA, B.Com	MARKETING	Assistant Professor	01/07/2021	-	Y	Regular	-
20	MS. NEHA SABHARWAL	AMPUN0189P	MCA, BCA	IT	Assistant Professor	29/08/2022	-	Y	Regular	-
21	DR. JYOTI MAHAJAN	COKPM3985A	Ph.D, M.Com, B.Com, ACS, CA(Finalist), NET	FINANCE	Assistant Professor	14/11/2022	-	Y	Regular	-
22	MR. AADIL NAVED KHAN	BIXPK4607D	MBA, M.COM, B.Com, NET	FINANCE	Assistant Professor	26/07/2010	-	Y	Regular	-
23	MR. AMRIT KANT JHA	BAPPJ0393B	MBA, B.Tech, NET	OPERATIONS	Assistant Professor	27.08.2024	-	Y	Regular	-
24	MR. SWARAJ MANCHANDA	DZMPM7996D	M.Com, B.Com, NET	FINANCE	Assistant Professor	03.02.2025	-	Y	Regular	-


Prof. (Dr.) V.N. Bajpai
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INSTITUTE OF TECHNOLOGY AND SCIENCE
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MBA FACULTY LIST : ACADEMIC YEAR (2023-24)

	Cadre Ratio	Faculty Required	Available
Professor	1	3	3
Associate Professor	2	5	5
Assistant Professor	6	16	17
Ph.D			12

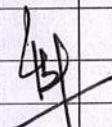
S.No.	Name	PAN No.	QUALIFICATION	AREA OF SPECIALIZATION	Designation	DATE OF JOINING	Date on which Designated as Professor/Associate Professor	Currently Associated (Y/N)	Nature of Association (Regular/Contract/Adjunct)	Date of Leaving (In case currently Associated is "No")
1	DR. VIBHUTI NARAYAN BAJPAI	AJDPB7873N	Ph.D, MBA, B.Sc	MARKETING	Professor & Director	01/03/2008	16/07/2021	Y	Regular	-
2	DR. MANOJ KUMAR JHA	ABRPJ0507H	Ph.D, MBA, B.SC	HR	Professor	15/12/2017	-	Y	Regular	-
3	Dr. UMA GULATI	AICPG8020G	Ph.D, M.Phil, MBA, PGDM, M.Com	MARKETING	Professor	28/08/2023	-	Y	Regular	-
4	DR. SURENDRA TIWARI	ADPPT1958E	Ph.D, PGDM, B.Sc	MARKETING	Associate Professor	15/07/2016	-	Y	Regular	-
5	DR. SANJEEV TANDON	ACKPT4736C	Ph.D, MBA, B.SC	MARKETING	Associate Professor	18/06/2018	-	Y	Regular	-
6	DR. VINAY KR SRIVASTAVA	APCPK1934N	Ph.D, MBA, M.Com, B.Com, UPSLET	FINANCE	Associate Professor	13/08/2019	-	Y	Regular	-
7	MS. DURBA ROY	AHRPR6894F	PGDM, B.A (ENG)	MARKETING	Associate Professor	14/10/2014	01/10/2018	Y	Regular	-
8	DR. PUNEET KUMAR	AJKPK5378E	Ph.D, MBA, B.Com	MARKETING	Associate Professor	01/07/2016	01/01/2022	Y	Regular	-
9	MS. MANSI SINGH	CCQPM3495R	MCA, BCA	IT	Assistant Professor	10/06/2019	-	Y	Regular	-
10	DR. NITIN SAXENA	BMMP55998C	Ph.D, MBA, B.Com	FINANCE	Assistant Professor	03/07/2009	-	Y	Regular	30/09/2024
11	DR. INDRANEEL MANDAL	ANGPM8112N	Ph.D, MBA, B.SC	OPERATIONS	Assistant Professor	13/07/2017	-	Y	Regular	17/08/2024
12	DR. ASHISH JHA	ALYPJ0226A	Ph.D, MBA, BBA, NET	MARKETING	Assistant Professor	06/08/2018	-	Y	Regular	-
13	DR. GURPREET KAUR	BKVPK9472N	Ph.D, M.SC, B.SC	OPERATIONS	Assistant Professor	01/08/2018	-	Y	Regular	-
14	MR. UTTAM SHARMA	AXEPS5293C	MBA, B.Sc	MARKETING	Assistant Professor	02/05/2013	-	Y	Regular	-
15	MS. ASTHA SHUKLA	DGFPS9526H	MBA, B.Tech	HR	Assistant Professor	10/08/2023	-	Y	Regular	-
16	DR. SHIKHA AGARWAL	ATJPA5446N	Ph.D, MBA, BBA, NET	IB	Assistant Professor	02/08/2019	-	Y	Regular	-
17	MS. SMITA BARIK	BGNPB0630F	MBA, B.Tech, NET	HR	Assistant Professor	15/11/2021	-	Y	Regular	-
18	MS. PARUL GUPTA	ASDPG5221A	M.B.A, M.A., B.A, NET	ECONOMICES	Assistant Professor	18/06/2012	-	Y	Regular	-
19	MS. REKHA SUNDRIYAL	EJIPS0040F	MBA, B.Sc(H)	MARKETING & HR	Assistant Professor	05/07/2021	-	Y	Regular	-
20	MS. SHILPI RANA	ATIPR4940D	PGDBM, B.TECH	SOFT SKILLS	Assistant Professor	18/06/2018	-	Y	Regular	-
21	MR. SARTAJ ALAM	AODPA3506Q	MBA, B.Com	MARKETING	Assistant Professor	01/07/2021	-	Y	Regular	-
22	MS. NEHA SABHARWAL	AMPUN0189P	MCA, BCA	IT	Assistant Professor	29/08/2022	-	Y	Regular	-
23	MR. BIRENDRA KUMAR	AZUPK5562E	B.COM, MBA, NET	MARKETING & FINANCE	Assistant Professor	29/08/2022	-	Y	Regular	-11/11/2024
24	MS. JYOTI MAHAJAN	COKPM3985A	M.Com, B.Com, ACS, CA (Finalist), NET	FINANCE	Assistant Professor	14/11/2022	-	Y	Regular	-
25	MR. AADIL NAVED KHAN	BIXPK4607D	MBA, M.COM, B.Com, NET	FINANCE	Assistant Professor	26/07/2010	-	Y	Regular	-

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INSTITUTE OF TECHNOLOGY AND SCIENCE
MOHAN NAGAR, GHAZIABAD
MBA FACULTY LIST : ACADEMIC YEAR (2022-23)

	Cadre Ratio	Faculty Required	Available
Professor	1	3	2
Associate Professor	2	5	6
Assistant Professor	6	16	16
Ph.D			11

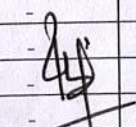
S.No.	Name	PAN No.	QUALIFICATION	AREA OF SPECIALIZATION	Designation	DATE OF JOINING	Date on which Designated as Professor/Associate Professor	Currently Associated (Y/N)	Nature of Association (Regular/Contract/Adjunct)	Date of Leaving (In case currently Associated in "No")
1	DR. VIBHUTI NARAYAN BAJPAI	AJDPB7873N	Ph.D, MBA, B.Sc	MARKETING	Professor & Director	01/03/2008	16/07/2021	Y	Regular	-
2	DR. MANOJ KUMAR JHA	ABRPJ0507H	Ph.D, MBA, B.SC	HR	Professor	15/12/2017	-	Y	Regular	-
3	DR. SURENDRA TIWARI	ADPPT1958E	Ph.D, PGDM, B.Sc	MARKETING	Associate Professor	15/07/2016	-	Y	Regular	-
4	DR. SANJEEV TANDON	ACKPT4736C	Ph.D, MBA, B.SC	MARKETING	Associate Professor	18/06/2018	-	Y	Regular	-
5	DR. VINAY KR SRIVASTAVA	APCPK1934N	Ph.D, MBA, M.Com, B.Com, UPSLET	FINANCE	Associate Professor	13/08/2019	-	Y	Regular	-
6	MS. DURBA ROY	AHRPR6894F	PGDM, B.A (ENG)	MARKETING	Associate Professor	14/10/2014	01/10/2018	Y	Regular	-
7	DR. PUNEET KUMAR	AJKPK5378E	Ph.D, MBA, B.Com	MARKETING	Associate Professor	01/07/2016	01/01/2022	Y	Regular	-
8	Dr. SUNIL KUMAR YADAV	ABYPY9816H	Ph.D, MBA	MARKETING	Associate Professor	01/04/2022	-	Y	Regular	-
9	MS. MANSI SINGH	CCQPM3495R	MCA, BCA	IT	Assistant Professor	10/06/2019	-	Y	Regular	-
10	Dr. NITIN SAXENA	BMMPS5998C	Ph.D, MBA, B.Com	FINANCE	Assistant Professor	03/07/2009	-	Y	Regular	-
11	DR. INDRANEEL MANDAL	ANGPM8112N	Ph.D, MBA, B.SC	OPERATIONS	Assistant Professor	13/07/2017	-	Y	Regular	-
12	DR. ASHISH JHA	ALYPJ0226A	Ph.D, MBA, BBA, NET	MARKETING	Assistant Professor	06/08/2018	-	Y	Regular	-
13	DR. GURPREET KAUR	BKVPK9472N	Ph.D, M.SC, B.SC	OPERATIONS	Assistant Professor	01/08/2018	-	Y	Regular	-
14	MR. UTTAM SHARMA	AXEPS5293C	MBA, B.Sc	MARKETING	Assistant Professor	02/05/2013	-	Y	Regular	-
15	MR. AADIL NAVED KHAN	BIXPK4607D	MBA, M.COM, B.Com, NET	FINANCE	Assistant Professor	26/07/2010	-	Y	Regular	-
16	MS. SHIKHA AGARWAL	ATJPA5446N	MBA, BBA, NET	IB	Assistant Professor	02/08/2019	-	Y	Regular	-
17	MS. SMITA BARIK	BGNPB0630F	MBA, B.Tech, NET	HR	Assistant Professor	15/11/2021	-	Y	Regular	-
18	MS. PARUL GUPTA	ASDPG5221A	M.B.A, M.A., B.A, NET	ECONOMICES	Assistant Professor	18/06/2012	-	Y	Regular	-
19	MS. REKHA SUNDRIYAL	EJIPS0040F	MBA, B.Sc(H)	MARKETING & HR	Assistant Professor	05/07/2021	-	Y	Regular	-
20	MS. SHILPI RANA	ATIPR4940D	PGDBM, B.TECH	SOFT SKILS	Assistant Professor	18/06/2018	-	Y	Regular	-
21	MR. SARTAJ ALAM	AODPA3506Q	MBA, B.Com	MARKETING	Assistant Professor	01/07/2021	-	Y	Regular	-
22	MS. NEHA SABHARWAL	AMPUN0189P	MCA, BCA	IT	Assistant Professor	29/08/2022	-	Y	Regular	-
23	MR. BIRENDRA KUMAR	AZUPK5562E	B.COM, MBA, NET	MARKETING & FINANCE	Assistant Professor	29/08/2022	-	Y	Regular	-
24	MS. JYOTI MAHAJAN	COKPM3985A	M.Com, B.Com, ACS, CA(Finalist), NET	FINANCE	Assistant Professor	14/11/2022	-	Y	Regular	-


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INSTITUTE OF TECHNOLOGY AND SCIENCE
MOHAN NAGAR, GHAZIABAD
MBA FACULTY LIST : ACADEMIC YEAR (2021-22)

	Cadre Ratio	Faculty Required	Available
Professor	1	3	2
Associate Professor	2	5	6
Assistant Professor	6	16	16
Ph.D			10

S.No.	Name	PAN No.	QUALIFICATION	AREA OF SPECIALIZATON	Designation	DATE OF JOINING	Date on which Designated as Professor/Associate Professor	Currently Associated (Y/N)	Nature of Association (Regular/Contract/A djunct)	Date of Leaving (In case currently Associated in "No")
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2	DR. MANOJ KUMAR JHA	ABRPJ0507H	Ph.D, MBA, B.Sc	HR	Professor	15/12/2017	-	Y	Regular	-
3	DR. SURENDRA TIWARI	ADPPT1958E	Ph.D, PGDM, B.Sc	MARKETING	Associate Professor	15/07/2016	-	Y	Regular	-
4	DR. SANJEEV TANDON	ACKPT4736C	Ph.D, MBA, B.Sc	MARKETING	Associate Professor	18/06/2018	-	Y	Regular	-
5	DR. VINAY KR SRIVASTAVA	APCPK1934N	Ph.D, MBA, M.Com, B.Com, UPSLET	FINANCE	Associate Professor	13/08/2019	-	Y	Regular	-
6	MS. DURBA ROY	AHRPR6894F	PGDM, B.A (ENG)	MARKETING	Associate Professor	14/10/2014	01/10/2018	Y	Regular	-
7	MS. YACHNA MALHOTRA	AOCPM9589C	PGDM, BCA	COMUNICATION	Associate Professor	27/06/2018	-	Y	Regular	30/06/2022
8	DR. PUNEET KUMAR	AJKPK5378E	Ph.D, MBA, B.Com	MARKETING	Associate Professor	01/07/2016	01/01/2022	Y	Regular	-
9	MS. MANSI SINGH	CCQPM3495R	MCA, BCA	IT	Assistant Professor	10/06/2019	-	Y	Regular	-
10	DR. NITIN SAXENA	BMPMS5998C	Ph.D, MBA, B.Com	FINANCE	Assistant Professor	03/07/2009	-	Y	Regular	-
11	DR. INDRANEEL MANDAL	ANGPM8112N	Ph.D, MBA, B.Sc	OPERATIONS	Assistant Professor	13/07/2017	-	Y	Regular	-
12	DR. ASHISH JHA	ALYPJ0226A	Ph.D, MBA, BBA, NET	MARKETING	Assistant Professor	06/08/2018	-	Y	Regular	-
13	DR. GURPREET KAUR	BKVPK9472N	Ph.D, M.Sc, B.Sc	OPERATIONS	Assistant Professor	01/08/2018	-	Y	Regular	-
14	MR. UTTAM SHARMA	AXEPS5293C	MBA, B.Sc	MARKETING	Assistant Professor	02/05/2013	-	Y	Regular	-
15	MS. CHARUL AGARWAL	AOGPA6362P	MBA, BBA	INTERNATIONAL MKT.	Assistant Professor	15/07/2019	-	Y	Regular	21/12/2022
16	MR. AADIL NAVED KHAN	BIXPK4607D	MBA, M.COM, B.Com, NET	FINANCE	Assistant Professor	26/07/2010	-	Y	Regular	-
17	MS. SHIKHA AGARWAL	ATJPA5446N	MBA, BBA, NET	IB	Assistant Professor	02/08/2019	-	Y	Regular	-
18	MS. RITIKA RATHORE	AIVPG2565M	PGDBM, B.TECH	OPERATIONS	Assistant Professor	20/01/2020	-	Y	Regular	03/09/2022
19	MS. SHIKHA ARORA	AOGPA8604Q	PGDM, B.Com(H)	HR	Assistant Professor	06/06/2011	-	Y	Regular	30/06/2022
20	MS. REKHA SUNDRIYAL	EJIPS0040F	MBA, B.Sc(H)	MARKETING & HR	Assistant Professor	05/07/2021	-	Y	Regular	-
21	MS. SMITA BARIK	BGNPB0630F	MBA, B.Tech, NET	HR	Assistant Professor	15/11/2021	-	Y	Regular	-
22	MS. PARUL GUPTA	ASDPG5221A	M.B.A, M.A., B.A, NET	ECONOMICES	Assistant Professor	18/06/2012	-	Y	Regular	-
23	MS. SHILPI RANA	ATIPR4940D	PGDBM, B.TECH	SOFT SKILLS	Assistant Professor	18/06/2018	-	Y	Regular	-
24	MR. SARTAJ ALAM	AODPA3506Q	MBA, B.Com	MARKETING	Assistant Professor	01/07/2021	-	Y	Regular	-


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Mohan Nagar, Ghaziabad**

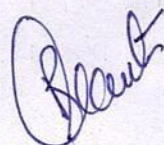
List of placements for the last three academic years: 2022-23, 2021-22 & 2020-21

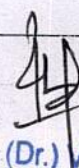
Placement Summary of MBA (2021 - 23) Batch, Year: 2022-23

Total No. of Students admitted	259
No. of students eligible for placement	248
Total students placed	178
Highest Salary Offered	10.00 LPA
Highest Salary Received	7.00 LPA
Average Salary	3.93 LPA

LIST OF PLACED STUDENTS OF MBA (2021 -23) Batch, Year: 2022-23

S.NO.	NAME OF THE STUDENT PLACED	ENROLLMENT NO.	NAME OF THE EMPLOYER	APPOINTMENT LETTER REFERENCE NO
1	AAKANSHA	2100380700002	IDFC	ITS/CRC-0010/2021-23/001
2	AAYUSHI AGARWAL	2100380700004	KOTAK BANK	ITS/CRC-0010/2021-23/002
3	ABDUL RAZZAK	2100380700005	KOTAK BANK	ITS/CRC-0010/2021-23/003
4	ABHIJIT KUMAR	2100380700006	R K MARBLES	ITS/CRC-0010/2021-23/004
5	ABHINAV CHAUDHARY	2100380700007	ITC	ITS/CRC-0010/2021-23/005
6	ABHISHEK GUPTA	2100380700007	R K MARBLES	ITS/CRC-0010/2021-23/006
7	ABHISHEK SAINI	2100380700011	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/007
8	ADITI CHAUDHARY	2100380700013	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/008
9	ADITYA KUMAR SINGH	2100380700014	HIPPO STORES	ITS/CRC-0010/2021-23/009
10	AKANSHA ROUTHAN	2100380700016	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/010
11	AKASH KUMAR PANDEY	2100380700018	KOTAK BANK	ITS/CRC-0010/2021-23/011
12	AKASH KUMAR SEN	2100380700019	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/012
13	AKSHAY JAIN	2100380700020	FLIPKART	ITS/CRC-0010/2021-23/013
14	AKSHAY KUMAR SINHA	2100380700022	JSW PAINTS	ITS/CRC-0010/2021-23/014




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15	AKSHAY RAJ SHIVANKAR	2100380700023	EASTERN SOFTWARE SOLUTIONS PVT. LTD	ITS/CRC-0010/2021-23/015
16	ALOK KUMAR SINGH	2100380700024	HIPPO STORES	ITS/CRC-0010/2021-23/016
17	AMISHA	2100380700026	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/017
18	AMIT KUMAR	2100380700027	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/018
19	AMRITANSHU KUMAR	2100380700028	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/019
20	ANJALI	2100380700030	ITC	ITS/CRC-0010/2021-23/020
21	ANJALI AGARWAL	2100380700031	R K MARBLES	ITS/CRC-0010/2021-23/021
22	ANJALI KUMARI	2100380700032	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/022
23	ANKIT KUMAR THAKUR	2100380700033	IIFL	ITS/CRC-0010/2021-23/023
24	ANKIT YADAV	2100380700034	ULTRATECH CEMENT LIMITED	ITS/CRC-0010/2021-23/024
25	ANKUSH PAUL	2100380700035	KOTAK BANK	ITS/CRC-0010/2021-23/025
26	ANSHU RAJ	2100380700036	HIPPO STORES	ITS/CRC-0010/2021-23/026
27	ANSHUL DUTT	2100380700037	HIPPO STORES	ITS/CRC-0010/2021-23/027
28	ANUBHAV SINGH	2100380700038	KOTAK BANK	ITS/CRC-0010/2021-23/028
29	ANUJ GUPTA	2100380700039	ULTRATECH CEMENT LIMITED	ITS/CRC-0010/2021-23/029
30	APOORV BHARDWAJ	2100380700040	IIFL	ITS/CRC-0010/2021-23/030
31	ARCHANA BANSAL	2100380700041	HFFC	ITS/CRC-0010/2021-23/031
32	ARPAN MITTAL	2100380700042	DATAMINERZ INNOVATIVE SOLUTIONS	ITS/CRC-0010/2021-23/032
33	ARPIT DEOL	2100380700043	KOTAK BANK	ITS/CRC-0010/2021-23/033
34	ARPIT GUPTA	2100380700044	IIFL	ITS/CRC-0010/2021-23/034
35	ARPIT KUSH	2100380700045	D N FINANCIALS	ITS/CRC-0010/2021-23/035
36	ASHISH KUMAR (O.D.)	2100380700047	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/036
37	ASHISH KUMAR (R.K.)	2100380700048	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/037
38	ASHISH SINGHAL	2100380700049	FLIPKART	ITS/CRC-0010/2021-23/038
39	ASHRAY TYAGI	2100380700050	CHETU	ITS/CRC-0010/2021-23/039
40	ASHUTOSH SHARMA	2100380700051	HIPPO STORES	ITS/CRC-0010/2021-23/040
41	AVANTIKA	2100380700054	HIPPO STORES	ITS/CRC-0010/2021-23/041
42	AVDESH SHARMA	2100380700055	R K MARBLES	ITS/CRC-0010/2021-23/042
43	AVI CHAWLA	2100380700056	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/043
44	AYUSHI RAWAT	2100380700058	UJJIVAN SMALL FINANCE BANK	ITS/CRC-0010/2021-23/044
45	AYUSHI TYAGI	2100380700060	HYBRENT TECHNOLOGY	ITS/CRC-0010/2021-23/045
46	AYUSHI TYAGI	2100380700059	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/046
47	BAIJNATH MADDHESHIYA	2100380700061	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/047

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48	BRAJRAJ KUMAR PANDEY	2100380700065	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/048
49	CHANDAN KUMAR	2100380700066	SHINE ROAD	ITS/CRC-0010/2021-23/049
50	CHIRAG	2100380700067	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/050
51	DEEPAK CHAWLA	2100380700068	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/051
52	DEEPAK KUMAR JHA	2100380700070	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/052
53	DEEPAK KUMAR SRIVASTAVA	2100380700071	HIPPO STORES	ITS/CRC-0010/2021-23/053
54	DEEPU SHARMA	2100380700073	PURPLE THINKER	ITS/CRC-0010/2021-23/054
55	DEV GARGESHYA	2100380700074	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/055
56	DEVRAJ SINGH CHAUHAN	2100380700075	NIRVANA SOLUTIONS	ITS/CRC-0010/2021-23/056
57	DHEERAJ KUMAR	2100380700076	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/057
58	DHIRAJ KUMAR SINGH	2100380700076	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/058
59	DIBYANSHU KUMAR	2100380700079	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/059
60	DIVYANA TYAGI	2100380700080	FLIPKART	ITS/CRC-0010/2021-23/060
61	FAISHAL KHAN	2100380700081	HIPPO STORES	ITS/CRC-0010/2021-23/061
62	GAURAV KUMAR	2100380700082	ELKEM LABORATORIES	ITS/CRC-0010/2021-23/062
63	GOPAL JEE	2100380700083	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/063
64	GULSHAN KUMAR	2100380700084	ZYDUS WELLNESS	ITS/CRC-0010/2021-23/064
65	HARSHI SINGH	2100380700085	EASTERN SOFTWARE SOLUTIONS PVT. LTD	ITS/CRC-0010/2021-23/065
66	HONEY KAUSHIK	2100380700086	99ACRES.COM	ITS/CRC-0010/2021-23/066
67	JAGRITI KHANNA	2100380700088	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/067
68	JATIN CHAWLA	2100380700089	HFFC	ITS/CRC-0010/2021-23/068
69	JYOTI KUMARI	2100380700091	NEO HBM PVT LTD	ITS/CRC-0010/2021-23/069
70	JYOTI YADAV	2100380700092	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/070
71	KALASH SHARMA	2100380700093	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/071
72	KANHAIYA KUMAR JHA	2100380700094	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/072
73	KARAN SIROHI	2100380700095	KOTAK BANK	ITS/CRC-0010/2021-23/073
74	KASHISH SINGHAL	2100380700097	KOTAK BANK	ITS/CRC-0010/2021-23/074
75	KM. ASTHA VATS	2100380700099	99ACRES.COM	ITS/CRC-0010/2021-23/075
76	KM. MANSI VERMA	2100380700101	INDIAMART	ITS/CRC-0010/2021-23/076
77	KM. SAKSHI GUPTA	2100380700102	NIRVANA SOLUTIONS	ITS/CRC-0010/2021-23/077
78	KSHITIZ KUMAR	2100380700105	INDIAMART	ITS/CRC-0010/2021-23/078
79	KULDEEP KUMAR	2100380700106	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/079

Qant

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80	KUMAR DIKSHIT	2100380700107	ARHAAN HEALTHCARE	ITS/CRC-0010/2021-23/080
81	KUNAL KUMAR	2100380700109	KOTAK BANK	ITS/CRC-0010/2021-23/081
82	LALAN KUMAR	2100380700110	WEENER EMPIRE PLASTIC	ITS/CRC-0010/2021-23/082
83	LUCKY BANSAL	2100380700112	R K MARBLES	ITS/CRC-0010/2021-23/083
84	MADHUSUDAN PANDEY	2100380700113	FLIPKART	ITS/CRC-0010/2021-23/084
85	MAHAK GOYAL	2100380700114	ULTRATECH CEMENT LIMITED	ITS/CRC-0010/2021-23/085
86	MANISH KUMAR	2100380700115	IIFL	ITS/CRC-0010/2021-23/086
87	MANISH VASHISHTH	2100380700116	V2 RETAILS	ITS/CRC-0010/2021-23/087
88	MANOJ MATHPAL	2100380700117	SAMCO MUTUAL FUNDS	ITS/CRC-0010/2021-23/088
89	MANSI SEN	2100380700119	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/089
90	MANSI SHARMA	2100380700120	HFFC	ITS/CRC-0010/2021-23/090
91	MAYANK	2100380700122	KOTAK BANK	ITS/CRC-0010/2021-23/091
92	MAYANK KASHIV	2100380700123	CHETU	ITS/CRC-0010/2021-23/092
93	MD. AAMIR SOHAIL	2100380700124	ARHAAN HEALTHCARE	ITS/CRC-0010/2021-23/093
94	MD. DANISH ALAM	2100380700126	ARHAAN HEALTHCARE	ITS/CRC-0010/2021-23/094
95	MD. IMTIYAZ	2100380700127	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/095
96	MD. MERAJUDDIN	2100380700128	HFFC	ITS/CRC-0010/2021-23/096
97	MD. SAFIULLAH	2100380700129	HIPPO STORES	ITS/CRC-0010/2021-23/097
98	MOHIT KUMAR (V.S.)	2100380700133	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/098
99	MUSKAN BANSAL	2100380700134	RODACH PHARMACEUTICAL	ITS/CRC-0010/2021-23/099
100	MUSKAN GUPTA	2100380700135	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/100
101	NANDANI KUMARI	2100380700136	GENPACT	ITS/CRC-0010/2021-23/101
102	NIKHIL MALIK	2100380700140	SPG GLOBAL COMMODITIES LIMITED	ITS/CRC-0010/2021-23/102
103	NIKHIL TYAGI	2100380700141	CHETU	ITS/CRC-0010/2021-23/103
104	NISHU SOLANKI	2100380700143	IIFL	ITS/CRC-0010/2021-23/104
105	NITISH KUMAR TIWARI	2100380700144	D N FINANCIALS	ITS/CRC-0010/2021-23/105
106	OM ARPIT TIWARI	2100380700145	D N FINANCIALS	ITS/CRC-0010/2021-23/106
107	OROOJ FATMA	2100380700147	D N FINANCIALS	ITS/CRC-0010/2021-23/107
108	PALAK TYAGI	2100380700148	CARE CREW	ITS/CRC-0010/2021-23/108
109	PIYUSH KUMAR JHA	2100380700149	KOTAK BANK	ITS/CRC-0010/2021-23/109
110	POOJA SINGH	2100380700151	BODYCARE	ITS/CRC-0010/2021-23/110
111	PRABHANJAN KUMAR PANDEY	2100380700153	D N FINANCIALS	ITS/CRC-0010/2021-23/111
112	PRABHAT KUMAR	2100380700154	ZYDUS WELLNESS	ITS/CRC-0010/2021-23/112
113	PRAKHAR RAGHAV	2100380700157	IDFC	ITS/CRC-0010/2021-23/113

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114	PRASHANT THAWAL	2100380700158	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/114
115	PRASHANT TYAGI	2100380700159	KOTAK BANK	ITS/CRC-0010/2021-23/115
116	PREET YADAV	2100380700161	ZYDUS WELLNESS	ITS/CRC-0010/2021-23/116
117	PREETI YADAV	2100380700162	D N FINANCIALS	ITS/CRC-0010/2021-23/117
118	PRINCE KUMAR	2100380700164	HIPPO STORES	ITS/CRC-0010/2021-23/118
119	PRINCE SINGH RAJPUT	2100380700165	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/119
120	PRIYA PRAKASH	2100380700166	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/120
121	PRIVANKA	2100380700167	HFFC	ITS/CRC-0010/2021-23/121
122	PUSHPAK KUMAR	2100380700169	SAFE LEDGER PRIVATE LIMITED	ITS/CRC-0010/2021-23/122
123	RAHUL KUMAR JHA	2100380700172	BAJAJ FINANCE	ITS/CRC-0010/2021-23/123
124	RAHUL SRIVASTAVA	2100380700174	ZYDUS WELLNESS	ITS/CRC-0010/2021-23/124
125	RAJ NANDANI	2100380700175	EASTERN SOFTWARE SOLUTIONS PVT. LTD	ITS/CRC-0010/2021-23/125
126	RANJAN KUMAR RAY	2100380700180	HIPPO STORES	ITS/CRC-0010/2021-23/126
127	RAVISH KUMAR SINGH	2100380700181	HIPPO STORES	ITS/CRC-0010/2021-23/127
128	RESHMA KUMARI	2100380700182	KOTAK LIFE INSURANCE	ITS/CRC-0010/2021-23/128
129	RISHIKA RANJAN	2100380700184	VIMUKTAYE HR SOLUTIONS.	ITS/CRC-0010/2021-23/129
130	RIZWAN KHAN	2100380700186	R K MARBLES	ITS/CRC-0010/2021-23/130
131	RIZWAN KHAN	2100380700186	R K MARBLES	ITS/CRC-0010/2021-23/131
132	ROHIT KUMAR	2100380700189	CARE CREW	ITS/CRC-0010/2021-23/132
133	ROHIT KUMAR (K.P.S.)	2100380700188	CARE CREW	ITS/CRC-0010/2021-23/133
134	ROHIT MISHRA	2100380700190	CARE CREW	ITS/CRC-0010/2021-23/134
135	ROUSHAN KUMAR	2100380700192	CARE CREW	ITS/CRC-0010/2021-23/135
136	RUSHALI GUPTA	2100380700194	KOTAK LIFE INSURANCE	ITS/CRC-0010/2021-23/136
137	SAKSHAM DWIVEDI	2100380700195	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/137
138	SAKSHI DHAKA	2100380700196	99ACRES.COM	ITS/CRC-0010/2021-23/138
139	SALONI KAUR	2100380700197	NIRVANA SOLUTIONS	ITS/CRC-0010/2021-23/139
140	SANDEEP KUMAR	2100380700199	V2 RETAILS	ITS/CRC-0010/2021-23/140
141	SANJEET KUMAR SINGH	2100380700200	CARE CREW	ITS/CRC-0010/2021-23/141
142	SANJEEV KUMAR	2100380700201	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/142
143	SARIKA KUSHWAHA	2100380700202	99ACRES.COM	ITS/CRC-0010/2021-23/143
144	SATYAM GUPTA	2100380700203	KOTAK LIFE INSURANCE	ITS/CRC-0010/2021-23/144
145	SATYAM KUMAR	2100380700204	D N FINANCIALS	ITS/CRC-0010/2021-23/145
146	SAURAV KUMAR (A.P.)	2100380700205	ULTRATECH CEMENT LIMITED	ITS/CRC-0010/2021-23/146

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147	SEEMA KUMARI	2100380700208	ANYTIME INVESTMENT	ITS/CRC-0010/2021-23/147
148	SHEFALI SACHDEVA	2100380700209	99ACRES.COM	ITS/CRC-0010/2021-23/148
149	SHIVANI	2100380700212	GENPACT	ITS/CRC-0010/2021-23/149
150	SHIVANI SINGH	2100380700213	PURPLE THINKER	ITS/CRC-0010/2021-23/150
151	SHOAIB ANSARI	2100380700215	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/151
152	SHRISHTI CHATURVEDI	2100380700216	IDFC	ITS/CRC-0010/2021-23/152
153	SHRUTI GUPTA	2100380700217	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/153
154	SHUBHAM	2100380700218	BAJAJ HOUSING	ITS/CRC-0010/2021-23/154
155	SHUBHAM KUMAR (S.S.)	2100380700220	KOTAK BANK	ITS/CRC-0010/2021-23/155
156	SHUBHAM SINGH	2100380700222	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/156
157	SHUBHAM VERMA	2100380700223	MAI LABS	ITS/CRC-0010/2021-23/157
158	SIMMI KUMARI	2100380700224	KOTAK BANK	ITS/CRC-0010/2021-23/158
159	SUDHANSHU NIRWAN	2100380700227	KOTAK LIFE INSURANCE	ITS/CRC-0010/2021-23/159
160	SUDHEER KUMAR	2100380700228	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/160
161	SUJOY BALA	2100380700230	COMPUTER JUNCTION	ITS/CRC-0010/2021-23/161
162	SUMIT KUMAR	2100380700231	R K MARBLES	ITS/CRC-0010/2021-23/162
163	SURBHI KUMARI	2100380700235	TESLA POWER USA	ITS/CRC-0010/2021-23/163
164	SURBHI SINGH	2100380700236	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/164
165	TAPAN TEOTIA	2100380700239	AGREEYA SOLUTIONS	ITS/CRC-0010/2021-23/165
166	TUSHAR AGGARWAL	2100380700241	KOTAK BANK	ITS/CRC-0010/2021-23/166
167	UDIT NEHRA	2100380700242	FRANCHISE TRADE	ITS/CRC-0010/2021-23/167
168	VANDANA JHA	2100380700244	EASTERN SOFTWARE SOLUTIONS PVT. LTD	ITS/CRC-0010/2021-23/168
169	VARUN KAUSHIK	2100380700245	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/169
170	VIKASH KUMAR	2100380700247	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/170
171	VIKASH TRIPATHI	2100380700248	ULTRATECH CEMENTS	ITS/CRC-0010/2021-23/171
172	VIMAL PRAKASH SINGH	2100380700249	HDB FINANCIAL SERVICES	ITS/CRC-0010/2021-23/172
173	VIPIN SHUKLA	2100380700250	KOTAK BANK	ITS/CRC-0010/2021-23/173
174	VISHAL KUMAR GUPTA	2100380700252	EASTERN SOFTWARE SOLUTIONS PVT. LTD	ITS/CRC-0010/2021-23/174
175	VISHU	2100380700254	GREENTEK REMAN PVT LTD	ITS/CRC-0010/2021-23/175
176	VIVEK TYAGI	2100380700255	GODFREY PHILLIPS	ITS/CRC-0010/2021-23/176
177	YASH RAJ	2100380700257	NCHANG INDIA PVT LTD	ITS/CRC-0010/2021-23/177
178	YASH TYAGI	2100380700258	99ACRES.COM	ITS/CRC-0010/2021-23/178

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Placement Summary of MBA (2020 - 22) Batch, Year: 2021-22

Total No. of Students	212
No. of students eligible for placement	208
Total students placed	148
Highest Salary Offered	8.50 LPA
Highest Salary Received	8.50 LPA
Average Salary	4.16 LPA

LIST OF PLACED STUDENTS OF MBA (2020 -22) Batch, Year: 2021-22

S.NO.	NAME OF THE STUDENT PLACED	ENROLLMENT NO.	NAME OF THE EMPLOYER	APPOINTMENT LETTER REFERENCE NO
1	AAKANSHA TYAGI	2000380700001	HDBF	ITS/CRC-0009/2020-22/001
2	AAKASH BANSAL	2000380700002	TCS	ITS/CRC-0009/2020-22/002
3	AAKASH KAUSHIK	2000380700003	UNIVERSITY LIVING	ITS/CRC-0009/2020-22/003
4	AANCHAL SHARMA	2000380700004	STRAWBERRY INFOTECH	ITS/CRC-0009/2020-22/004
5	AAYUSH KAUSHIK	2000380700007	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/005
6	ABHAY PRATAP SINGH	2000380700008	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/006
7	ABHINAV SAXENA	2000380700009	WISHFIN	ITS/CRC-0009/2020-22/007
8	ABHISHEK	2000380700010	WISHFIN	ITS/CRC-0009/2020-22/008
9	ABHISHEK KUMAR	2000380700011	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/009
10	ADITI SINHA	2000380700014	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/010
11	AKANKSHA TRIPATHI	2000380700017	WISHFIN	ITS/CRC-0009/2020-22/011
12	AKANSHA CHAUDHARY	2000380700018	SOFTWAREONE	ITS/CRC-0009/2020-22/012
13	AKASH SHARMA	2000380700019	ELASTICRUN	ITS/CRC-0009/2020-22/013
14	AKASH SINGH	2000380700020	HFFC	ITS/CRC-0009/2020-22/014
15	AKHIL KUMAR	2000380700021	RALSON INDIA LTD	ITS/CRC-0009/2020-22/015
16	AKSHAT DEVA	2000380700022	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/016
17	ANAND GAURAV	2000380700029	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/017

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18	ANJALI MOHINI	2000380700033	HFFC	ITS/CRC-0009/2020-22/018
19	ANJALI SINGH	2000380700035	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/019
20	ANKIT BHARTI	2000380700036	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/020
21	ANKIT BISHT	2000380700037	NSE	ITS/CRC-0009/2020-22/021
22	ANKUR SHARMA	2000380700038	ELASTICRUN	ITS/CRC-0009/2020-22/022
23	ANUPAM KUMARI	2000380700039	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/023
24	ARCHIT AWASTHI	2000380700042	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/024
25	AREEBA NOOR	2000380700043	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/025
26	ARJUN KAPOOR	2000380700044	ELASTICRUN	ITS/CRC-0009/2020-22/026
27	ASHWANI KUMAR	2000380700046	ELASTICRUN	ITS/CRC-0009/2020-22/027
28	AVANTIKA TYAGI	2000380700048	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/028
29	AVINASH DIXIT	2000380700049	JUMBOTAIL	ITS/CRC-0009/2020-22/029
30	AVIRAL TYAGI	2000380700050	HFFC	ITS/CRC-0009/2020-22/030
31	AYUSHI SINGH	2000380700051	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/031
32	CHARU SINGH	2000380700053	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/032
33	DEEPAK KUMAR	2000380700054	V2 RETAILS	ITS/CRC-0009/2020-22/033
34	DEEPANKAR KUMAR	2000380700055	HFFC	ITS/CRC-0009/2020-22/034
35	DEEPIKA KUMARI	2000380700056	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/035
36	DHEERAJ KUMAR	2000380700059	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/036
37	DHEERAJ SINGH	2000380700061	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/037
38	DIMPY SHARMA	2000380700062	SOFTWAREONE	ITS/CRC-0009/2020-22/038
39	GANESH SINGH	2000380700063	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/039
40	GANPATI PRASAD VERMA	2000380700064	V2 RETAILS	ITS/CRC-0009/2020-22/040
41	GAURAV AHLAWAT	2000380700065	SOFTWAREONE	ITS/CRC-0009/2020-22/041
42	GAURAV KUMAR	2000380700066	V2 RETAILS	ITS/CRC-0009/2020-22/042
43	HARSH CHAUHAN	2000380700067	ELASTICRUN	ITS/CRC-0009/2020-22/043
44	HARSHITA CHAUHAN	2000380700069	FLIPKART	ITS/CRC-0009/2020-22/044
45	HIMANSHU TYAGI	2000380700072	V2 RETAILS	ITS/CRC-0009/2020-22/045
46	HONEY SHARMA	2000380700073	NSE	ITS/CRC-0009/2020-22/046
47	JAIDEEP	2000380700074	HDBF	ITS/CRC-0009/2020-22/047
48	JANHVI BANKHWAL	2000380700075	AXIS BANK	ITS/CRC-0009/2020-22/048
49	KANAK SAINI	2000380700080	FLIPKART	ITS/CRC-0009/2020-22/049
50	KEERTI TYAGI	2000380700081	HDBF	ITS/CRC-0009/2020-22/050
51	KESHAV GARG	2000380700083	SOFTWAREONE	ITS/CRC-0009/2020-22/051

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52	KHUSBHOO BANSAL	2000380700084	SOFTWAREONE	ITS/CRC-0009/2020-22/052
53	KIRAN	2000380700085	STRAWBERRY INFOTECH	ITS/CRC-0009/2020-22/053
54	KIRAN KUMAR PANDA	2000380700086	V2 RETAILS	ITS/CRC-0009/2020-22/054
55	KIRTI PAL	2000380700087	AERO BUSINESS SOLUTION	ITS/CRC-0009/2020-22/055
56	KM. HARSHITA SHARMA	2000380700088	SOFTWAREONE	ITS/CRC-0009/2020-22/056
57	KM. NANDANI	2000380700089	HFFC	ITS/CRC-0009/2020-22/057
58	KM. POOJA	2000380700129	SOFTWAREONE	ITS/CRC-0009/2020-22/058
59	KRISHAN KANT BHARDWAJ	2000380700092	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/059
60	KUMAR MANISH GAURAV	2000380700095	HFFC	ITS/CRC-0009/2020-22/060
61	KUMARI SONAL	2000380700096	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/061
62	KUNAL MISHRA	2000380700097	ELASTICRUN	ITS/CRC-0009/2020-22/062
63	MANISH KUMAR SRIVASTAVA	2000380700098	ASIAN PAINTS	ITS/CRC-0009/2020-22/063
64	MANJU BISHT	2000380700099	JUMBOTAIL	ITS/CRC-0009/2020-22/064
65	MANOJ SINGH	2000380700100	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/065
66	MANSI SINGH	2000380700101	NSE	ITS/CRC-0009/2020-22/066
67	MOHD. ANZAR KHAN	2000380700105	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/067
68	MOHD. SAQUIB	2000380700107	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/068
69	MOHIT CHAUDHARY	2000380700108	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/069
70	MOHIT GOEL	2000380700109	JUMBOTAIL	ITS/CRC-0009/2020-22/070
71	MOHIT KUMAR	2000380700110	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/071
72	MOHIT KUMAR RAI	2000380700111	BAJAJ FINANCE	ITS/CRC-0009/2020-22/072
73	MOHIT SHARMA	2000380700112	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/073
74	NANCY TYAGI	2000380700114	SOFTWAREONE	ITS/CRC-0009/2020-22/074
75	NEHA KUMARI	2000380700115	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/075
76	NIDHI AGRAWAL	2000380700116	HDBF	ITS/CRC-0009/2020-22/076
77	NIHARIKA GUPTA	2000380700117	HFFC	ITS/CRC-0009/2020-22/077
78	NISHANT CHAUDHARY	2000380700118	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/078
79	NISHANT SHISHODIA	2000380700119	MUTHUD FINANCE	ITS/CRC-0009/2020-22/079
80	NISHANT TYAGI	2000380700121	BAJAJ FINANCE	ITS/CRC-0009/2020-22/080
81	NITIN SIWACH	2000380700122	V2 RETAILS	ITS/CRC-0009/2020-22/081
82	NITISH KUMAR	2000380700123	V2 RETAILS	ITS/CRC-0009/2020-22/082
83	PALLAVI SINGH	2000380700125	KAMLESH TEXTILES	ITS/CRC-0009/2020-22/083
84	PARTH MISHRA	2000380700126	CARE CREW	ITS/CRC-0009/2020-22/084

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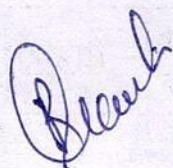
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85	PIYUSH PRATAP SINGH	2000380700128	SOFTWAREONE	ITS/CRC-0009/2020-22/085
86	PRAKHAR CHAUHAN	2000380700130	JUMBOTAIL	ITS/CRC-0009/2020-22/086
87	PRASHANT JAWLA	2000380700132	ELASTICRUN	ITS/CRC-0009/2020-22/087
88	PRASHASTI RAWAT	2000380700133	SOFTWAREONE	ITS/CRC-0009/2020-22/088
89	PRAVEEN KUMAR PATHAK	2000380700134	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/089
90	PREETI KUMARI	2000380700137	NEERINFO	ITS/CRC-0009/2020-22/090
91	PRIYANKA RASTOGI	2000380700140	DELOITTE US TAXATION	ITS/CRC-0009/2020-22/091
92	PRIYANKA RAWAT	2000380700141	SOFTWAREONE	ITS/CRC-0009/2020-22/092
93	PRIYANSHU TYAGI	2000380700142	SOFTWAREONE	ITS/CRC-0009/2020-22/093
94	PUNEET KR. SINGH	2000380700143	STRAWBERRY INFOTECH	ITS/CRC-0009/2020-22/094
95	RAGINI KUMARI	2000380700144	AU SMALL FINANCE BANK	ITS/CRC-0009/2020-22/095
96	RAHUL MAAN	2000380700147	HFFC	ITS/CRC-0009/2020-22/096
97	RASHI BANSAL	2000380700149	UNIVERSITY LIVING	ITS/CRC-0009/2020-22/097
98	RASHMI SHARMA	2000380700150	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/098
99	RAVI PRAKASH GUPTA	2000380700153	V2 RETAILS	ITS/CRC-0009/2020-22/099
100	RAVIRANJAN KUMAR	2000380700154	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/100
101	RITAMBRA SHARMA	2000380700155	NEERINFO	ITS/CRC-0009/2020-22/101
102	RIYA AGARWAL	2000380700156	DECATHLON	ITS/CRC-0009/2020-22/102
103	ROHAN TYAGI	2000380700157	WISHFIN	ITS/CRC-0009/2020-22/103
104	RUPAL SHARMA	2000380700159	STRAWBERRY INFOTECH	ITS/CRC-0009/2020-22/104
105	RUPALI SINGH	2000380700160	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/105
106	SAGAR ATTREY	2000380700161	EDUNEXT TECHNOLOGY	ITS/CRC-0009/2020-22/106
107	SAGAR CHOUDHARY	2000380700162	SOFTWAREONE	ITS/CRC-0009/2020-22/107
108	SAJID HUSAIN	2000380700102	CARE CREW	ITS/CRC-0009/2020-22/108
109	SAKSHI PARASHAR	2000380700163	UNIVERSITY LIVING	ITS/CRC-0009/2020-22/109
110	SANDEEP UPADHYAY	2000380700165	WISHFIN	ITS/CRC-0009/2020-22/110
111	SANDHYA KUMARI	2000380700166	HDFC	ITS/CRC-0009/2020-22/111
112	SATAKSHI VATS	2000380700168	NEERINFO	ITS/CRC-0009/2020-22/112
113	SATYAM (MK)	2000380700170	NSE	ITS/CRC-0009/2020-22/113
114	SATYAM (MKJ)	2000380700169	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/114
115	SAURABH VAISH	2000380700171	WISHFIN	ITS/CRC-0009/2020-22/115
116	SHALLU SHARMA	2000380700173	SOFTWAREONE	ITS/CRC-0009/2020-22/116
117	SHEFALI SAINI	2000380700174	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/117
118	SHIVAM KUMAR	2000380700175	AU SMALL FINANCE	ITS/CRC-0009/2020-22/118

Plant

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			BANK	
119	SHRADDHA DWIVEDI	2000380700177	SOFTWAREONE	ITS/CRC-0009/2020-22/119
120	SHRANG SINGH	2000380700178	CARE CREW	ITS/CRC-0009/2020-22/120
121	SHRUTI SONI	2000380700182	HDBF	ITS/CRC-0009/2020-22/121
122	SHUBHAM AGARWAL	2000380700183	SOFTWAREONE	ITS/CRC-0009/2020-22/122
123	SHUBHAM KUMAR (NKG)	2000380700185	ACCUPROBE HEALTHCARE AND DIAGNOSTICS PVT LTD	ITS/CRC-0009/2020-22/123
124	SHUBHAM KUMAR (SS)	2000380700186	ACCUPROBE HEALTHCARE AND DIAGNOSTICS PVT LTD	ITS/CRC-0009/2020-22/124
125	SHWETA TYAGI	2000380700203	NEERINFO	ITS/CRC-0009/2020-22/125
126	SIDDHARTH CHAUHAN	2000380700188	FLIPKART	ITS/CRC-0009/2020-22/126
127	SIMRAN RAJPUT	2000380700189	FLIPKART	ITS/CRC-0009/2020-22/127
128	SMRITI YADAV	2000380700190	AERO BUSINESS SOLUTION	ITS/CRC-0009/2020-22/128
129	SOHAIL KHAN	2000380700191	CARE CREW	ITS/CRC-0009/2020-22/129
130	SOMYA AGGARWAL	2000380700193	FLIPKART	ITS/CRC-0009/2020-22/130
131	SONU JHA	2000380700196	WISHFIN	ITS/CRC-0009/2020-22/131
132	SOURABH SHARMA	2000380700197	RENEWBUY	ITS/CRC-0009/2020-22/132
133	SPARSH SINGHAL	2000380700198	EY GDS	ITS/CRC-0009/2020-22/133
134	SUJEET KUMAR THAKUR	2000380700200	V2 RETAILS	ITS/CRC-0009/2020-22/134
135	SUMAN SAURABH	2000380700201	ULTRATECH CEMENT	ITS/CRC-0009/2020-22/135
136	SURAJ	2000380700202	DELOITTE US TAXATION	ITS/CRC-0009/2020-22/136
137	TANU	2000380700204	KAMLESH TEXTILES	ITS/CRC-0009/2020-22/137
138	TANYA GARG	2000380700205	BAJAJ FINANCE	ITS/CRC-0009/2020-22/138
139	TANYA MAKWANA	2000380700206	FLIPKART	ITS/CRC-0009/2020-22/139
140	TANYA SINGH	2000380700207	JUMBOTAIL	ITS/CRC-0009/2020-22/140
141	TISHA GUPTA	2000380700208	SOFTWAREONE	ITS/CRC-0009/2020-22/141
142	VAISHALI BHARDWAJ (MKB)	2000380700211	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/142
143	VARINIKA TYAGI	2000380700212	JUMBOTAIL	ITS/CRC-0009/2020-22/143
144	VIMAL TYAGI	2000380700215	S.CHAND GROUP	ITS/CRC-0009/2020-22/144
145	VISHAL CHOUDHARY	2000380700217	HDBF	ITS/CRC-0009/2020-22/145
146	VISHAL SHARMA	2000380700218	V2 RETAILS	ITS/CRC-0009/2020-22/146
147	VIVEK RAJ CHAUHAN	2000380700220	BAJAJ FINANCE	ITS/CRC-0009/2020-22/147
148	YASH GOEL	2000380700222	CLEARWATER ANALYTICS	ITS/CRC-0009/2020-22/148




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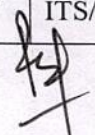
Placement Summary of MBA (2019 - 21) Batch, Year: 2020-21

Total No. of Students	241
No. of students eligible for placement	238
Total students placed	169
Highest Salary Offered	7.60 LPA
Highest Salary Received	7.60 LPA
Average Salary	3.70 LPA

LIST OF PLACED STUDENTS OF MBA (2019 -21) Batch, Year: 2020-21

S.NO.	NAME OF THE STUDENT PLACED	ENROLLMENT NO.	NAME OF THE EMPLOYER	APPOINTMENT LETTER REFERENCE
1	AABHA JYOTI	1900380700001	NAUKARI FAST	ITS/CRC-0008/2019-21/001
2	AAKASH SHARMA	1900380700002	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/002
3	AANCHAL SINGHAL	1900380700003	EY GDS	ITS/CRC-0008/2019-21/003
4	AAYUSH SINGH	1900380700004	GENPACT	ITS/CRC-0008/2019-21/004
5	ABHAY CHAUDHARY	1900380700006	NAUKARI FAST	ITS/CRC-0008/2019-21/005
6	ABHAY SHRIVASTAVA	1900380700005	AAJ ENTERPRISES	ITS/CRC-0008/2019-21/006
7	ABHINAV GARG	1900380700007	ZONE MEDIA	ITS/CRC-0008/2019-21/007
8	ABHINAV RAJEEV MASSEY	1900380700008	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/008
9	ABHISHEK KUMAR (B.S.)	1900380700009	GENPACT	ITS/CRC-0008/2019-21/009
10	ABHISHEK KUMAR (R.P.)	1900380700010	EXIDE INDUSTRIES	ITS/CRC-0008/2019-21/010
11	ABHISHEK SINGHAL	1900380700011	APTARA (TECHBOOKS INTERNATIONAL PVT. LTD) · NOIDA	ITS/CRC-0008/2019-21/011
12	ADITYA KISHAN	1900380700012	INDIAMART	ITS/CRC-0008/2019-21/012
13	AKASH SHARMA	1900380700013	VODAFONE IDEA LIMITED	ITS/CRC-0008/2019-21/013
14	ALICE	1900380700015	VODAFONE IDEA LIMITED	ITS/CRC-0008/2019-21/014

Results


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15	AMAN KUMAR CHAUHAN	1900380700017	APTARA (TECHBOOKS INTERNATIONAL PVT. LTD) · NOIDA	ITS/CRC-0008/2019-21/015
16	AMAN NAYAN	1900380700018	HIYAMEE P. LTD ·	ITS/CRC-0008/2019-21/016
17	AMAN RASTOGI	1900380700020	AAJ ENTERPRISES	ITS/CRC-0008/2019-21/017
18	AMAN SINGHAL	1900380700019	VODAFONE IDEA LIMITED	ITS/CRC-0008/2019-21/018
19	AMISHA PANDEY	1900380700021	AMERIPRICE FINANCIAL	ITS/CRC-0008/2019-21/019
20	AMIT KUMAR	1900380700022	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/020
21	AMIT KUMAR DEY	1900380700023	ESAF BANK	ITS/CRC-0008/2019-21/021
22	AMITA PANDEY	1900380700025	RELIANCE DIGITAL	ITS/CRC-0008/2019-21/022
23	ANAMIKA	1900380700026	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/023
24	ANANYA KULSHRESHTHA	1900380700027	RELIANCE DIGITAL	ITS/CRC-0008/2019-21/024
25	ANITA	1900380700031	GENPACT	ITS/CRC-0008/2019-21/025
26	ANJALI CHAUHAN	1900380700032	WISHFIN	ITS/CRC-0008/2019-21/026
27	ANKIT SHARMA	1900380700033	CEASE FIRE	ITS/CRC-0008/2019-21/027
28	ANKIT SINGH	1900380700034	NAUKARI FAST	ITS/CRC-0008/2019-21/028
29	ANKITA SINGH	1900380700036	NAUKARI FAST	ITS/CRC-0008/2019-21/029
30	ANKITA YADAV	1900380700036	LENSKART	ITS/CRC-0008/2019-21/030
31	ANKUSH RANA	1900380700038	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/031
32	ANOOP KUMAR	1900380700039	CEASE FIRE	ITS/CRC-0008/2019-21/032
33	ANSHIKA MAHESHWARI	1900380700040	SPANDANA SPOORTHY	ITS/CRC-0008/2019-21/033
34	ANSHU GAUTAM	1900380700041	RELIANCE DIGITAL	ITS/CRC-0008/2019-21/034
35	ANUJ PANDEY	1900380700042	PRACTO TECHNOLOGIES PRIVATE LIMITED	ITS/CRC-0008/2019-21/035
36	ANUPAM YADAV	1900380700037	SPANDANA SPOORTHY	ITS/CRC-0008/2019-21/036
37	ARYAN VATS	1900380700045	AU SMALL FINANCE	ITS/CRC-0008/2019-21/037
38	ASHUTOSH KUMAR	1900380700047	ICICI BANK	ITS/CRC-0008/2019-21/038
39	ATUL KUMAR RAJPOOT	1900380700048	NAUKARI FAST	ITS/CRC-0008/2019-21/039
40	AYUSH CHAUDHARY	1900380700043	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/040
41	AYUSHI GUPTA	1900380700051	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/041

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42	BHARTI SHARMA	1900380700052	INDIAMART	ITS/CRC-0008/2019-21/042
43	BHAWNA BANSAL	1900380700053	CEASE FIRE	ITS/CRC-0008/2019-21/043
44	BHUPENDRA GANGWAR	1900380700050	JUST DIAL	ITS/CRC-0008/2019-21/044
45	CHANDAN KUMAR JHA	1900380700055	ZONE MEDIA	ITS/CRC-0008/2019-21/045
46	CHANDER SHEKHAR	1900380700056	AU SMALL FINANCE	ITS/CRC-0008/2019-21/046
47	CHARU RAJPUT	1900380700054	EY GDS	ITS/CRC-0008/2019-21/047
48	CHHOTU KUMAR	1900380700058	PRACTO TECHNOLOGIES PRIVATE LIMITED	ITS/CRC-0008/2019-21/048
49	CHITRAL GUPTA	1900380700057	V2RETAILS	ITS/CRC-0008/2019-21/049
50	DAMINI SHARMA	1900380700059	WIPRO LIMITE	ITS/CRC-0008/2019-21/050
51	DEEKSHA DUBEY	1900380700062	AXA XL	ITS/CRC-0008/2019-21/051
52	DEEPAK KUMAR JHA	1900380700063	INDIAMART	ITS/CRC-0008/2019-21/052
53	DEEPALI SRIVASTAVA	1900380700065	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/053
54	DEEPANSHI	1900380700066	ICICI BANK	ITS/CRC-0008/2019-21/054
55	DEEPANSHU KUMAR	1900380700067	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/055
56	DHARMENDRA	1900380700061	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/056
57	DIKSHA TUTEJA	1900380700068	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/057
58	DIPAK BABU	1900380700070	BIGSHYFT (UNIT OF INFOEDGE)	ITS/CRC-0008/2019-21/058
59	DIVYA SHORI	1900380700069	GENPACT	ITS/CRC-0008/2019-21/059
60	GAURAV BHATNAGAR	1900380700073	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/060
61	GAURAV SINGH	1900380700071	ICICI BANK	ITS/CRC-0008/2019-21/061
62	HARSH KUMAR TYAGI	1900380700075	ICICI BANK	ITS/CRC-0008/2019-21/062
63	HARSH SIDDHU	1900380700074	AU SMALL FINANCE	ITS/CRC-0008/2019-21/063
64	HARSHIT SHRIVASTAVA	1900380700072	ACCENTURE	ITS/CRC-0008/2019-21/064
65	HARSHIT SHUKLA	1900380700076	SHOPTIMIZE	ITS/CRC-0008/2019-21/065
66	HEMANT KUMAR RAJPUT	1900380700078	PRACTO TECHNOLOGIES PRIVATE LIMITED	ITS/CRC-0008/2019-21/066
67	IFRAH NASEER	1900380700079	INDIAMART	ITS/CRC-0008/2019-21/067
68	ISHIKA SINGH	1900380700077	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/068
69	ISHITA BARTARIA	1900380700080	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/069

Rawls

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70	JAYENDRA SAURAV	190038000000	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/070
71	KAILASH CHANDRA	1900380700084	ZONE MEDIA	ITS/CRC-0008/2019-21/071
72	KAMINI SHARMA	1900380700081	WIPRO LIMITE	ITS/CRC-0008/2019-21/072
73	KANIKA SHARMA	1900380700086	IBM	ITS/CRC-0008/2019-21/073
74	KAPIL SHARMA	1900380700085	PLANET SPARK	ITS/CRC-0008/2019-21/074
75	KARTIK SINGH	1900380700087	V2RETAILS	ITS/CRC-0008/2019-21/075
76	KAUSHIK KUMAR DAS	1900380700089	ICICI BANK	ITS/CRC-0008/2019-21/076
77	KESHAV KUMAR	1900380700090	V2RETAILS	ITS/CRC-0008/2019-21/077
78	KIRTI GUPTA	1900380700088	AU SMALL FINANCE	ITS/CRC-0008/2019-21/078
79	KM. AYUSHI SHRIVASTAVA	1900380700091	AMERIPRICE FINANCIAL	ITS/CRC-0008/2019-21/079
80	KM. HIMANSHI AGGARWAL	1900380700095	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/080
81	KM. KAJAL	1900380700093	V2RETAILS	ITS/CRC-0008/2019-21/081
82	KM. SAKSHI CHAUHAN	1900380700096	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/082
83	KOMAL	1900380700097	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/083
84	KOMAL GOSWAMI	1900380700098	V2RETAILS	ITS/CRC-0008/2019-21/084
85	KOMAL RAWAT	1900380700099	AXA XL	ITS/CRC-0008/2019-21/085
86	KOPAL JAIN	1900380700100	CEASE FIRE	ITS/CRC-0008/2019-21/086
87	KRISHNA DWIVEDI	1900380700101	V2RETAILS	ITS/CRC-0008/2019-21/087
88	MADHUR GARG	1900380700102	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/088
89	MAHAK GARG	1900380700103	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/089
90	MANISH KUMAR	1900380700092	SPANDANA SPOORTHY	ITS/CRC-0008/2019-21/090
91	MUSKAN	1900380700105	CHOLAMANDALA M GENERAL INSURANCE	ITS/CRC-0008/2019-21/091
92	MUSKAN BISHT	1900380700108	LENSKART	ITS/CRC-0008/2019-21/092
93	MUSKAN KASANA	1900380700110	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/093

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94	NAINA SINGH	1900380700111	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/094
95	NANDNI GARG	1900380700109	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/095
96	NEHA TYAGI	1900380700112	AMERIPRICE FINANCIAL	ITS/CRC-0008/2019-21/096
97	NIKHIL KUMAR	1900380700114	CHOLAMANDALAM GENERAL INSURANCE	ITS/CRC-0008/2019-21/097
98	NISHANT DALAL	1900380700113	JUST DIAL	ITS/CRC-0008/2019-21/098
99	NISHANT YADAV	1900380700117	JUST DIAL	ITS/CRC-0008/2019-21/099
100	NISHU CHOUDHARY	1900380700120	FUNDOODATA	ITS/CRC-0008/2019-21/100
101	NITIN GUPTA	1900380700122	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/101
102	NITIN KUMAR VERMA	1900380700123	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/102
103	NITISH KUMAR SINGH	1900380700122	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/103
104	NITISH PANDEY	1900380700125	FUNDOODATA	ITS/CRC-0008/2019-21/104
105	PALASH MONJLI	1900380700127	BAJAJ ALIANZ	ITS/CRC-0008/2019-21/105
106	PALLAVI	1900380700128	MAX BUPA HEALTH INSURANCE COMPANY LTD	ITS/CRC-0008/2019-21/106
107	PALLAVI BHARDWAJ	1900380700129	JUST DIAL	ITS/CRC-0008/2019-21/107
108	PEEYUSH AGGARWAL	1900380700126	APTARA (TECHBOOKS INTERNATIONAL PVT. LTD) · NOIDA	ITS/CRC-0008/2019-21/108
109	PIYUSH GAUR	1900380700131	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/109
110	POOJA BISHT	1900380700132	AXA XL	ITS/CRC-0008/2019-21/110
111	POOJA SHARMA	1900380700134	FUNDOODATA	ITS/CRC-0008/2019-21/111
112	POOJA TYAGI	1900380700133	V2RETAILS	ITS/CRC-0008/2019-21/112
113	PRATEEK NAAGAR	1900380700135	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/113
114	PRATIBHA CHAUDHARY	1900380700138	HFFC	ITS/CRC-0008/2019-21/114
115	PRIYA MATHUR	1900380700140	ICICI BANK	ITS/CRC-0008/2019-21/115
116	RAGHAV BATLA	1900380700144	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/116
117	RAVIKA ANTIL	1900380700150	PLANET SPARK	ITS/CRC-0008/2019-21/117
118	RISHABH GOEL	1900380700157	FUNDOODATA	ITS/CRC-0008/2019-21/118
119	RISHABH KANDARI	1900380700154	SS & C GLOBAL	ITS/CRC-0008/2019-21/119

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120	RISHABH KUMAR	1900380700158	FUNDOODATA	ITS/CRC-0008/2019-21/120
121	RITU KUMARI	1900380700159	AXA XL	ITS/CRC-0008/2019-21/121
122	ROHIT SINGH	1900380700162	KOTAK LIFE INSURANCE	ITS/CRC-0008/2019-21/122
123	RONIT BAKSHI	1900380700163	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/123
124	SACHIN KUMAR	1900380700165	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/124
125	SAHIL GOEL	1900380700166	CHOLAMANDALA M GENERAL INSURANCE	ITS/CRC-0008/2019-21/125
126	SANJEEV GANGWAR	1900380700165	CHOLAMANDALA M GENERAL INSURANCE	ITS/CRC-0008/2019-21/126
127	SATVIK CHAUDHARY	1900380700171	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/127
128	SAURAV RANJAN	1900380700172	KOTAK BANK	ITS/CRC-0008/2019-21/128
129	SHAIL	1900380700173	KOTAK LIFE INSURANCE	ITS/CRC-0008/2019-21/129
130	SHAJAIB HUSAN	1900380700174	KOTAK BANK	ITS/CRC-0008/2019-21/130
131	SHANTANU VERMA	1900380700171	SPANDANA SPOORTHY	ITS/CRC-0008/2019-21/131
132	SHAURYA SHARMA	1900380700175	BADA BUSINESS	ITS/CRC-0008/2019-21/132
133	SHIVAM CHAUDHARY	1900380700178	KOTAK BANK	ITS/CRC-0008/2019-21/133
134	SHIVAM GUPTA	1900380700176	AU SMALL FINANCE	ITS/CRC-0008/2019-21/134
135	SHIVAM SENGAR	1900380700181	HEALTHIANS PVT LTD	ITS/CRC-0008/2019-21/135
136	SHIVAM TIWARI	1900380700179	HEALTHIANS PVT LTD	ITS/CRC-0008/2019-21/136
137	SHIVAM TYAGI	1900380700183	THINK & IMPLEMENT	ITS/CRC-0008/2019-21/137
138	SHREYA KUMARI	1900380700183	AMERIPRICE FINANCIAL	ITS/CRC-0008/2019-21/138
139	SHRISHTI BHATNAGAR	1900380700186	KOTAK BANK	ITS/CRC-0008/2019-21/139
140	SHUBHAM KUMAR SINGH CHAUHAN	1900380700191	LENSKART	ITS/CRC-0008/2019-21/140
141	SHUBHAM RAGHAV	1900380700195	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/141
142	SHUBHAM SINHA	1900380700196	JUST DIAL	ITS/CRC-0008/2019-21/142
143	SHUBHAM SONI	1900380700197	HEALTHIANS PVT LTD	ITS/CRC-0008/2019-21/143
144	SHUBHKARAN SINGH	1900380700198	JUST DIAL	ITS/CRC-0008/2019-21/144
145	SIMRAN SINGH	1900380700200	BADA BUSINESS	ITS/CRC-0008/2019-21/145
146	SOMIYA DASS	1900380700201	ESAF BANK	ITS/CRC-0008/2019-21/146

Records

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Prof. (Dr.) V.N. Bajpai
 Director
 Institute of Technology & Science
 Mohan Nagar, Ghaziabad (U.P.)-201007

147	SONAM CHAUDHARY	1900380700204	VYAPARAPP.IN	ITS/CRC-0008/2019-21/147
148	SONIKA	1900380700205	PLANET SPARK	ITS/CRC-0008/2019-21/148
149	SOUMYA TIWARI	1900380700206	AMERIPRICE FINANCIAL	ITS/CRC-0008/2019-21/149
150	SUHANI SHARMA	1900380700207	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/150
151	SUSHMA	1900380700210	ICICI BANK	ITS/CRC-0008/2019-21/151
152	SWATANTRA KUMAR PUNDIR	1900380700211	VYAPARAPP.IN	ITS/CRC-0008/2019-21/152
153	TANISHA AGRAWAL	1900380700215	JEEVAN SATHI.COM	ITS/CRC-0008/2019-21/153
154	TARUN KUMAR	1900380700216	CEASE FIRE	ITS/CRC-0008/2019-21/154
155	TRIBHUWAN CHAUDHARY	1900380700217	COMPETENT AUTOMOBILES CO. LTD. (MARUTI SUZUKI)	ITS/CRC-0008/2019-21/155
156	TUSHAR SAXENA	1900380700218	ROYAL BANK OF SCOTLAND	ITS/CRC-0008/2019-21/156
157	VAISHALI SINGH	1900380700219	CAPLINE SERVICES	ITS/CRC-0008/2019-21/157
158	VARNIKA	1900380700220	SS & C GLOBAL	ITS/CRC-0008/2019-21/158
159	VARUNI SINGH	1900380700222	NAUKARI FAST	ITS/CRC-0008/2019-21/159
160	VASHU BHATT	1900380700223	LENSKART	ITS/CRC-0008/2019-21/160
161	VATSALYA SHUKLA	1900380700225	LENSKART	ITS/CRC-0008/2019-21/161
162	VEDARTH MALIK	1900380700226	BADA BUSINESS	ITS/CRC-0008/2019-21/162
163	VIDHI GUPTA	1900380700227	ICICI BANK	ITS/CRC-0008/2019-21/163
164	VIDHI PANDIT	1900380700227	WISHFIN	ITS/CRC-0008/2019-21/164
165	VIKAS SAINI	1900380700231	LENSKART	ITS/CRC-0008/2019-21/165
166	VIKAS SHUKLA	1900380700232	JUST DIAL	ITS/CRC-0008/2019-21/166
167	YASH KUMAR	1900380700241	HIYAMEE P. LTD	ITS/CRC-0008/2019-21/167
168	YASHANSI NATKHAT	1900380700242	GENPACT	ITS/CRC-0008/2019-21/168
169	YOGITA SINGH	1900380700244	SPANDANA SPOORTHY	ITS/CRC-0008/2019-21/169

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[Signature]

Prof. (Dr.) V.N. Bajpai
 Director
 Institute of Technology & Science
 Mohan Nagar, Ghaziabad (U.P.)-201007



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

DURGA CHARITABLE SOCIETY

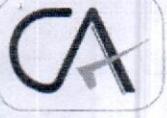
Mohan Nagar, Ghaziabad

Institute of Technology & Science

Income & Expenditure a/c for the period ended on 31-03-2024

<u>Expenditure</u>	<u>Amount (Rs.)</u>	<u>Income</u>	<u>Amount (Rs.)</u>
To Admission Exps.	22,15,352.00	By Income (As per schedule - 1)	43,61,95,740.00
To Affiliation / Approval Exps	12,00,000.00	By Income (As per schedule - 2)	3,56,77,415.81
To Annual Function Exps	35,24,292.00		
To Annual Maintenance Charges	3,04,660.00		
To Audit Fee	83,190.00		
To Bank Charges	1,93,979.93		
To Bhandara / Kavar Sewa Exps	10,87,782.00		
To Book & Course Material	85,49,508.00		
To Bus Charges	50,16,480.00		
To Campus Maintenance Exps	36,65,464.00		
To Children Education Exps	1,54,673.00		
To Computer Exps	14,93,432.00		
To Computer Software Exps	13,85,265.16		
To Consumable Store	9,58,194.60		
To Cultural Activity Exps	15,06,228.00		
To Diwali Exps	15,60,534.79		
To Electrical Exps	17,65,894.00		
To Electricity Charges	76,07,787.00		
To ESI Employer's Contribution	2,93,012.00		
To Faculty Development Exps	1,62,988.00		
To Fire Fighting Exps	45,926.00		
To Foreign Tour Exps.	10,90,104.00		
To Generator Running & Maintenance Exps	54,12,623.00		
To Gratuity Exps	27,45,745.00		
To Honorarium (Guest Faculty) Exps	13,14,550.00		
To Hostel Exps	1,47,30,693.00		
To House Tax	3,65,953.77		
To Housekeeping Exps	33,49,462.00		
To Industrial Visit Exps.	8,53,298.00		
To Insurance Exps	9,67,309.89		
To Internet Exps	25,44,634.71		
To ISO & Accreditation Exp.	35,400.00		
To Leave Encashment	6,59,566.00		
To Legal & Consultation Exps	2,16,570.00		
To Library Exps	5,60,560.00		
To Maintenance (Building)	1,17,34,475.00		
To Maintenance (Furniture)	26,09,819.00		
To Maintenance (Vehicle)	5,70,307.00		
To Misc. Exps	95,576.00		
To News Paper & Periodicals	2,91,267.00		
To Office Exps	27,14,839.00		
To Office Maintenance Exps	36,98,923.00		
To Outstanding Association Award	4,17,258.00		
To Paint & Whitewash Exps	52,35,183.00		
To Photostate Exps	1,02,225.00		
To Plantation & Lawn Development Exps	4,12,383.00		
To Postage Exps	59,529.50		
To Printing & Stationary	19,86,036.00		
To Provident Fund (Employer's Contribution)	13,33,184.00		
To Publicity Exps	40,16,678.00		
To Recruitment Exps.	23,324.00		
To Rent	1,14,400.00		
To Repair & Maintenance	18,69,409.00		
To Repair & Maintenance (Office & Other Equip.)	5,71,379.00		
To Balance c/f	11,54,77,306.35	Balance c/f	47,18,73,155.81





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Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

Income & Expenditure A/c for the period ended on 31-03-2024

<u>Particulars (Expenditure)</u>	<u>Amount (Rs.)</u>	<u>Particulars (Income)</u>	<u>Amount (Rs.)</u>
To Balance b/f	11,54,77,306.35	Balance b/f	47,18,73,155.81
To Salary Non Teaching & Admin Staff	4,45,95,440.00		
To Salary Teaching Staff	6,71,85,291.00		
To Scholarship / Concession	1,67,57,900.00		
To Security Service Exps	20,72,032.00		
To Seminar & Workshop Exps	10,98,148.00		
To Staff Welfare	22,74,912.91		
To Student Visit / Excursion Tours	12,80,060.00		
To Student Welfare	25,70,426.00		
To Student's Activity / Events	18,66,227.00		
To Subscription & Membership Exps	1,36,170.00		
To Teaching Aid Exps	3,44,589.64		
To Telephone & Mobile Exps	2,48,390.64		
To Temple Exps	1,11,916.00		
To Training & Placement Exps	5,36,923.00		
To Travelling & Conveyance Exps	23,43,425.68		
To Value Added Course Exps.	41,03,710.00		
To Vehicle Running Exps	12,29,837.49		
To Depreciation	2,84,72,668.58		
To Excess of Income over Expenditure	17,91,67,781.52		
	<u>47,18,73,155.81</u>		<u>47,18,73,155.81</u>

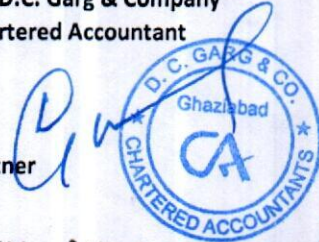
For Durga Charitable Society

(Secretary)

Date : 12-09-2024
Place : Ghaziabad

As per our report of even date
For D.C. Garg & Company
Chartered Accountant

Partner



UDIN - 24402022 BKBZQW2298



D.C. GARG & CO.

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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

Schedule - 1

Detail of Academic Fees earned as on 31-03-2024

BBA (2020-2023)	(1,45,000.00)
BBA (2021-2024)	4,86,32,900.00
BBA (2022-2025)	5,94,71,600.00
BBA (2023-2026)	5,72,16,400.00
BCA (2020-2023)	(2,65,000.00)
BCA (2021-2024)	4,05,48,000.00
BCA (2022-2025)	5,85,96,900.00
BCA (2023-2026)	6,70,35,940.00
MBA (2020-2022)	(60,500.00)
MBA (2021-2023)	(3,28,000.00)
MBA (2022-2024)	3,92,60,300.00
MBA (2023-2025)	4,15,24,000.00
MCA (2021-2023)	(95,300.00)
MCA (2022-2024)	1,16,54,800.00
MCA (2023-2025)	1,31,48,700.00
	43,61,95,740.00

Detail of Other Income earned as on 31-03-2024

	<u>Schedule - 2</u>
Hostel Fee	2,32,80,340.00
Income from Training & Consultancy	6,37,118.00
Income from Registration Fees	5,76,200.00
Income from Rent	1,92,006.00
Income from Seminar	53,950.00
Interest on Electricity Security	88,516.60
Interest on FDR	20,98,036.00
Income From Air India Express Ltd Exam	1,37,500.00
Misc. Income	24,78,142.21
Other Receipt from Student	59,71,070.00
Saving Bank Interest	1,62,837.00
Subscription- Synergy Journal	1,700.00
	3,56,77,415.81





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

Schedule - A

Details of Corpus Fund a/c as on 31-03-2024

Opening Balance	18,61,75,908.62
Add : Excess of Income over Expenditure	17,91,67,781.52
	<u>36,53,43,690.14</u>
Less : Transfer to D.C.S	24,46,02,286.55
	<u><u>12,07,41,403.59</u></u>





D.C. GARG & CO.

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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Securities & Advances as at 31-03-2024

Schedule - B

<u>Security</u>	<u>Amount(Rs.)</u>
Academic Security A/c	3,51,400.00
MCA (2019-22 & 2020-22)	40,774.00
MCA (2021-23)	10,000.00
MCA (2022-24)	6,15,000.00
MCA (2023-25)	6,00,000.00
Academic Security (U.C)	2,77,228.00
(A)	<u>18,94,402.00</u>
<u>Advance Fee & Other Fees</u>	
BBA (2019-2022)	7,303.00
BBA (2020-2023)	35,851.28
BBA (2021-2024)	75,251.00
BBA (2022-2025)	1,90,136.00
BBA (2023-2026)	79,400.00
BCA (2019-2022)	2,402.00
BCA (2020-2023)	23,250.00
BCA (2021-2024)	33,852.00
BCA (2022-2025)	2,58,190.00
BCA (2023-2026)	2,42,382.00
MBA (2020-22)	19,500.00
MBA (2021-23)	2,150.00
MBA (2022-24)	1,07,001.00
MBA (2023-25)	2,49,002.00
MCA (2019-21) Lateral Entry	5,000.00
MCA (2019-22)	12,174.00
MCA (2021-23)	10,000.00
MCA (2022-24)	67,573.00
MCA (2023-25)	2,54,974.00
PGDM (2019-21)	56,665.00
(B)	<u>17,32,056.28</u>
<u>Other Security</u>	
Hostel Security- Girls	7,60,000.00
Hostel Security- Boys	9,03,200.00
Security Deposit-Alliance Digitech Pvt Ltd	6,000.00
(C)	<u>16,69,200.00</u>





D.C. GARG & CO.

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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

List of Sundry Creditors as on 31-03-2024

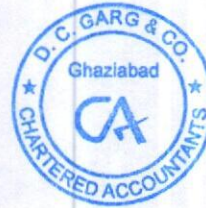
Amar Ujala Limited	1,67,522.00
Balaji Advertising	246.00
Cool Care Airconditioning	40,000.00
Deepa Steel Fabrication	10,500.00
Kabiruddin Painter	67,320.00
Maharaja Catering Services	11,097.00
P.K.Mishra News Paper Agency	24,191.00
Shree Balaji Trading Co.	2,36,123.00
Zila Samaj Kalyan	2,22,160.00
Reimbursement A/c- B.K.Arora (HDFC Credit Card-6998)	6,640.90
Reimbursement A/c - Mata Prasad Sharma (HDFC Credit Card- 7336)	23,445.00
Reimbursement A/c - Surender Sood (HDFC Credit Card-5033)	937.97
	8,10,182.87

Schedule - C

Payables as on 31-03-2024

ESIC Payable	29,100.00
Expenses Payable	22,81,898.20
Gratuity Subscription Payable	33,91,428.00
PF Payable	3,64,751.00
Salary Payable	89,19,900.00
Scholarship Payable (Zila Samaj Kalyan & Others)	75,736.00
	1,50,62,813.20

Schedule - D





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

Detail of Fixed Assets as on 31.03.2024

Particulars	Gross Block as at		Adjustment/ Transfer	Additions		Gross Block as at 31.03.2024	Depreciation Rate	Accumulated Depreciation as at 01.04.2023	Accumulated Depreciation Write Off in 2023-24	Depreciation for 2023-24	Accumulated Depreciation as at 31.03.2024	Book Value as at 31.03.2024
	01.04.2023	31.03.2024		1st Half	2nd Half							
Building (AB-II)	1,36,26,379.78	1,62,17,642.78		25,91,263.00		1,62,17,642.78	10%	1,04,90,433.67		4,43,157.76	1,09,33,591.43	52,84,051.35
Building	57,41,525.09	57,41,525.09				57,41,525.09	10%	46,42,919.54		1,09,860.56	47,52,780.09	9,88,745.00
Building (Library)	35,30,963.88	35,30,963.88				35,30,963.88	10%	28,55,335.63		67,562.82	29,22,898.46	6,08,065.42
Building (Indoor Game Hall)	21,63,028.00	21,63,028.00				21,63,028.00	10%	17,49,145.88		41,388.21	17,90,534.09	3,72,493.91
Building (UG Block-I)	1,02,46,857.60	1,02,46,857.60				1,02,46,857.60	10%	82,86,184.35		1,96,067.33	84,82,251.67	17,64,605.93
Building - (Boys Hostel)	4,00,85,027.00	4,00,85,027.00				4,00,85,027.00	10%	3,21,64,221.33		7,92,080.57	3,29,56,301.90	17,28,725.10
Building (Girls Hostel)	2,10,16,151.03	2,10,16,151.03				2,10,16,151.03	10%	1,40,20,891.03		6,99,526.00	1,47,20,417.03	62,95,734.00
Building Plot No. 13 (UG Block-II)	1,55,78,521.00	1,55,78,521.00				1,55,78,521.00	10%	1,20,73,700.85		3,50,482.02	1,24,24,182.86	31,54,338.14
Building - Chairman Office	9,07,336.00	9,07,336.00				9,07,336.00	10%	2,45,888.06		66,144.79	3,12,032.85	5,95,303.15
Building - Temple	1,70,147.00	1,70,147.00				1,70,147.00	10%	46,109.84		12,403.72	58,513.55	1,11,633.45
Car	1,30,05,164.00	1,41,82,687.00	-1,41,87,258.00	11,77,523.00		1,41,82,687.00	15%	75,89,660.04	1,01,01,328.00	1,91,01,162.00	8,80,98,032.81	3,91,56,343.51
Computers	11,58,34,954.32	12,72,54,376.32				12,72,54,376.32	40%	7,90,98,198.81		4,83,937.27	53,54,537.06	27,42,311.19
Electrical Installation & Goods	79,89,232.25	80,96,848.25				80,96,848.25	15%	48,70,599.79		9,00,639.82	84,90,299.86	56,92,387.14
External Campus Development	1,37,75,601.00	1,37,75,601.00				1,37,75,601.00	10%	49,09,999.43		8,86,560.16	57,96,559.59	79,79,041.41
Fire Fighting Equipments	11,69,667.00	11,69,667.00				11,69,667.00	15%	9,57,315.65		31,852.70	9,89,168.35	1,80,498.65
Furniture & Fixture	2,91,42,682.05	3,05,81,522.05		8,70,860.00		3,05,81,522.05	10%	1,98,14,223.45		10,33,186.86	2,08,47,410.31	97,34,111.74
Generator	97,43,022.00	92,43,022.00				92,43,022.00	15%	75,15,752.53		2,59,090.42	77,74,842.95	14,68,179.05
Hostel Equipment	6,97,950.00	6,97,950.00				6,97,950.00	15%	5,74,450.62		18,524.91	5,92,975.52	1,04,974.48
IIGL Pipe Line Installation	99,200.00	99,200.00				99,200.00	15%	76,223.60		3,446.46	79,670.06	19,529.94
Land	38,42,995.50	38,42,995.50				38,42,995.50	0%	-		-	-	38,42,995.50
Library Books	85,56,270.77	88,37,780.77		2,12,210.00		88,37,780.77	40%	79,44,457.13		3,14,887.46	82,59,344.58	5,78,436.19
Lift	21,60,000.00	40,05,000.00		13,05,000.00		40,05,000.00	15%	2,02,500.00		4,72,500.00	6,75,000.00	33,30,000.00
Mobile Phone	2,72,800.00	2,72,800.00				2,72,800.00	15%	1,85,577.89		13,083.32	1,98,661.21	74,138.79
Office Equipments	2,78,06,061.32	2,86,02,126.32		3,00,695.00		2,86,02,126.32	15%	1,78,01,257.79		15,97,578.15	1,93,98,835.94	92,03,290.38
Overhead Tank	13,50,000.00	13,50,000.00				13,50,000.00	10%	11,85,871.52		16,412.85	12,02,284.36	1,47,715.64
Prof. Chamber (Kaushambi) I	17,17,940.00	17,17,940.00				17,17,940.00	10%	13,89,222.74		32,871.73	14,22,094.46	2,95,845.54
Prof. Chamber (Kaushambi) II	18,11,117.00	18,11,117.00				18,11,117.00	10%	14,64,570.89		34,654.61	14,99,225.50	3,11,891.50
Sanitary Goods & Water Supply	6,82,566.00	6,82,566.00				6,82,566.00	10%	3,57,841.55		32,472.44	3,90,314.00	2,92,252.00
Solar Water Heating System	18,70,689.00	18,70,689.00				18,70,689.00	15%	12,03,088.83		1,00,140.02	13,03,228.86	5,67,460.14
Scooter	5,66,113.00	5,66,113.00				5,66,113.00	15%	3,43,676.66		33,365.45	3,77,042.11	1,89,070.89
Teaching Aid Equipment	32,07,268.70	32,07,268.70		41,565.00		32,07,268.70	15%	23,03,791.47		1,51,957.91	24,55,749.38	8,81,877.32
Television (General Equipment)	11,86,314.00	11,86,314.00				11,86,314.00	15%	9,61,250.88		57,462.32	10,18,713.20	3,25,619.80
Water Boaring Pump	1,05,067.10	1,05,067.10				1,05,067.10	15%	1,02,269.59		45,991.28	1,48,260.86	2,60,617.24
Water Coolers	11,14,450.00	11,14,450.00		46,800.00		11,14,450.00	15%	7,49,418.15		58,264.78	8,07,682.93	3,53,567.07
Water Pump	2,29,203.00	2,29,203.00				2,29,203.00	15%	1,85,324.28		6,581.81	1,91,906.09	37,296.91
Water Purifier	2,68,415.00	2,68,415.00				2,68,415.00	15%	2,19,281.10		7,370.09	2,26,651.18	41,763.82
Total	36,08,70,679.39	38,10,66,906.39	(1,41,87,258.00)	2,75,55,117.00		38,10,66,906.39		24,85,80,654.55	1,01,01,328.00	2,84,72,668.58	26,69,51,995.13	11,41,14,911.26





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

M/s DURGA CHARITABLE SOCIETY
Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Detail of Endowment fund as on 31-03-2024

Schedule - F

FDR No.	Amount
Canara Bank FDR (85564050073000/9)	3,00,000.00
Canara Bank FDR (140006455800-4)	7,03,223.36
Canara Bank FDR (140006455150-4)	7,03,223.36
Canara Bank FDR (140005117250-4)	6,69,180.95
Canara Bank FDR (140005117222-4)	6,69,180.95
P&SB Bank FDR (00831400000394)	9,95,373.60
P&SB Bank FDR (00831400000296)	12,71,248.00
P&SB Bank FDR (00831400000246)	6,26,888.00
P&SB Bank FDR ('00831400000247)	5,81,040.00
ICICI Bank FDR (125613002319)	3,17,906.00
ICICI Bank FDR (125613001953)	3,38,082.00
Online Deposit with AKTU	8,00,000.00
Total	79,75,346.22

List of Advances to Debtors as on 31-03-2024

Schedule – G

	<u>Amount</u>
A.R.HVAC Solutions	7,30,000.00
Abbas	60,000.00
CRISIL Ratings Limited	1,18,000.00
Kimirica Lifestyle Private Limited	16,185.00
National Insurance Company Limited	27,916.00
OLA (Electric Scooter)	98,394.00
Pashchimanchal Vidyut Vitran Nigam Ltd.	45,484.00
Redsapphire	10,000.00
Shakti Infrastructure	25,000.00
VSG Music	54,000.00
Reimbursement A/c - Surender Sood	27,017.00
Reimbursement A/c - Bhupesh Mehta (HDFC Credit Card- 5411)	7,643.56
Reimbursement A/c - Sunil Kumar Pandey (HDFC Credit Card- 3263)	26,770.36
Reimbursement A/c- Smart Fleet Card	71,249.12
	13,17,659.04





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DURGA CHARITABLE SOCIETY
Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Schedule - H

Advance to Staff as on 31-03-2024

	<u>Amount</u>
Ankur Sharma	35,000.00
Annu Tomar	20,632.00
Kaushal Kishor	3,000.00
Mohan Singh Chamyal	9,000.00
Prashant Tyagi	5,000.00
Prince Siddharth Dwivedi	16,000.00
Puran Joshi	7,500.00
Raj Kumar Sharma	20,000.00
Raj Kumari	12,000.00
Rekha Sundriyal	1,14,000.00
Rohit Kumar	21,000.00
Shivkesh	22,000.00
Sunil Kumar Pandey	3,00,000.00
Uma Shankar Pal	40,000.00
Vinod Joshi	3,400.00
Total	<u>6,28,532.00</u>





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Fees & Security Receivable as on 31-03-2024

	<u>Schedule – I</u>
	<u>Amount</u>
<u>Academic Fee Receivable</u>	
BBA (2018-21)	33,202.00
BBA (2019-22)	85,800.00
BBA (2020-23)	1,22,300.00
BBA (2021-24)	23,62,409.00
BBA (2022-25)	20,66,458.00
BBA (2023-26)	1,13,200.00
BCA (2019-22)	27,100.00
BCA (2020-23)	2,69,793.00
BCA (2021-24)	15,70,350.00
BCA (2022-25)	4,37,800.00
BCA (2023-26)	931.00
MBA (2019-21)	81,500.00
MBA (2021-23)	94,000.00
MBA (2022-24)	34,89,600.00
MBA (2023-25)	5,52,500.00
MCA (2018-20) Lateral Entry	14,801.00
MCA (2019-21) Lateral Entry	1,09,000.00
MCA (2021-23)	92,826.00
MCA (2022-24)	11,16,901.00
MCA (2023-25)	15,000.00
PGDM (2019-21)	7,87,205.00
Unclaimed Receipts	-44,78,854.27
TOTAL [A]	<u>89,63,821.73</u>
<u>Viva-voice & Other Receivable</u>	
Canara Bank ATM	46,311.00
Counselling Fee Recoverable From UPSEE 2022	20,000.00
Counselling Fee Recoverable From UPSEE 2023	1,72,000.00
Exam Exps. Recoverable from CCS University	14,015.00
Google Ad-words Campaign (MCA)	2,498.34
Google Ad-words Campaign (U.G.)	790.30
ITS School of Management Alumni Association	10,000.00
Notice Period Recoverable	20,856.00
Recoverable for NSS Activity from CCS Univ. Meerut	17,500.00
Viva Voice Recoverable from CCS University	1,02,098.00
TOTAL [B]	<u>4,06,068.64</u>
Grand Total (A+B)	<u>93,69,890.37</u>

List of Security as on 31-03-2024

Electricity Security
Security for Hostel Land
Security -IGL
Security - (Telephone & Mobile)



Schedule - J

35,27,156.00
5,00,000.00
1,66,444.00
33,976.82
<u>42,27,576.82</u>



D.C. GARG & CO.

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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad
Institute of Technology & Science
Balance Sheet as on 31-03-2023

<u>Liabilities</u>	<u>Amount (Rs.)</u>	<u>Assets</u>	<u>Amount (Rs.)</u>
Corpus Fund (As per Schedule A)	186,175,908.62	Fixed Assets (As per Schedule E)	112,290,024.84
Loan Liabilities Canara Bank A/c 306.23	2,095,420.70	Investment Endowment Fund (As per Schedule F) Interest on Endowment Fund & FDR	70,108,758.22 1,488,467.29
Security and Advances (As per Schedule B) Academic Security Hostel & Other Security Advance Fees & Others	1,884,402.00 1,529,200.00 1,908,863.28	Current Assets Cash in Hand Axis Bank Limited Canara Bank A/c 101/9549 ICICI Bank Limited (125601000324) ICICI Bank Limited (628601043669) Punjab & Sind Bank (Sahibabad)	283,467.00 261,697.08 231,977.00 3,956,791.87 255,825.50 9,104.45
Current Liabilities & Provisions Creditors for Expenses (As per Schedule C) Payables (As per Schedule D) TDS Payable	1,404,070.81 16,593,891.00 949,440.00	Loan & Advances Advances (As per Schedule-H) Sundry Debtors (As per Schedule G)	369,500.00 2,336,504.63
		Receivable Fees & Security Receivable (As per Schedule I)	16,724,001.71
		Security Deposit (As per schedule J)	4,225,076.82
	212,541,196.41		212,541,196.41

For Durga Charitable Society

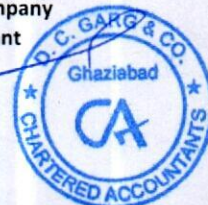
(Secretary)

Date : 30.09.2023

Place : Ghaziabad

As per our report of even date
For D.C. Garg & Company
Chartered Accountant

Partner



UDIN : 23402022 BGVLJK 6454



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

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Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad
Institute of Technology & Science

Income & Expenditure a/c for the period ended on 31-03-2023

<u>Expenditure</u>	<u>Amount (Rs.)</u>	<u>Income</u>	<u>Amount (Rs.)</u>
To Admission Exps.	2,360,855.00	By Income (As per schedule - 1)	375,734,023.00
To Affiliation / Approval Exps	35,000.00	By Income (As per schedule - 2)	31,915,140.85
To Annual Maintenance Charges	700,089.00		
To Audit Fee	79,296.00		
To Bank Charges	149,842.05		
To Bhandara / Kawar Sewa Exps	928,541.00		
To Book & Course Material	7,473,053.00		
To Bus Charges	4,977,560.00		
To Campus Maintenance Exps	3,283,536.00		
To Children Education Exps	182,060.00		
To Computer Exps	1,308,903.00		
To Computer Software Exps	1,282,991.00		
To Consumable Store	805,074.00		
To Convocation & Alumni Meet Exps	274,919.00		
To Cultural Activity Exps	989,333.00		
To Diwali Exps	1,101,768.00		
To Donation	4,125,000.00		
To Electrical Exps	1,821,527.50		
To Electricity Charges	7,371,151.00		
To ESI Employer's Contribution	285,833.00		
To Faculty Development Exps	412,069.00		
To Fire Fighting Exps	97,751.00		
To Generator Running & Maintenance Exps	6,366,151.00		
To Gratuity Exps	3,054,260.00		
To Honorarium (Guest Faculty) Exps	1,130,670.00		
To House Tax	329,634.00		
To Hostel Exps	13,140,856.00		
To Housekeeping Exps	2,928,669.00		
To Industrial Visit Exps.	712,870.00		
To Insurance Exps	811,617.31		
To Internet Exps	2,202,090.61		
To ISO & Accreditation Exp.	596,584.00		
To Leave Encashment	876,389.00		
To Legal & Consultation Exps	189,857.00		
To Library Exps	442,587.00		
To Maintenance (Building)	9,269,887.00		
To Maintenance (Furniture)	2,379,681.00		
To Maintenance (Vehicle)	379,315.00		
To Misc. Exps	114,187.00		
To News Paper & Periodicals	286,018.00		
To Office Exps	2,559,703.00		
To Office Maintenance Exps	3,351,253.00		
To Outstanding Association Award	440,909.00		
To Paint & Whitewash Exps	5,049,805.00		
To Photostate Exps	123,887.00		
To Plantation & Lawn Development Exps	375,209.00		
To Postage Exps	46,121.30		
To Printing & Stationary	2,405,794.60		
To Provident Fund (Employer's Contribution)	1,427,957.00		
To Publicity Exps	3,812,248.00		
To Rent	111,300.00		
To Recruitment Exps.	22,684.00		
To Repair & Maintenance	1,306,420.44		
To Repair & Maintenance (Office & Other Equip.)	565,251.00		
To Balance c/f	106,856,016.81	Balance c/f	407,649,163.85





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

Income & Expenditure A/c for the period ended on 31-03-2022

<u>Particulars (Expenditure)</u>	<u>Amount (Rs.)</u>	<u>Particulars (Income)</u>	<u>Amount (Rs.)</u>
To Balance b/f	106,856,016.81	Balance b/f	407,649,163.85
To Salary Non Teaching & Admin Staff	40,277,981.00		
To Salary Teaching Staff	58,487,739.00		
To Scholarship / Concession	17,502,200.00		
To Security Service Exps	838,721.00		
To Seminar & Workshop Exps	835,200.00		
To Staff Welfare	1,578,926.16		
To Student Welfare	1,637,152.60		
To Student's Activity / Events	1,724,663.13		
To Student Visit / Excursion Tours	2,077,369.00		
To Subscription & Membership Exps	219,990.00		
To Teaching Aid Exps	379,079.01		
To Telephone & Mobile Exps	251,652.68		
To Temple Exps	74,265.00		
To Training & Placement Exps	479,100.00		
To Travelling & Conveyance Exps	1,980,773.51		
To Value Added Course Exps.	3,011,490.00		
To Vehicle Running Exps	913,851.47		
To Depreciation	33,167,246.90		
To Excess of Income over Expenditure	135,355,746.58		
	<u>407,649,163.85</u>		<u>407,649,163.85</u>

For Durga Charitable Society

(Secretary)

Date : 30.09.2023

Place : Ghaziabad

As per our report of even date
For D.C. Garg & Company
Chartered Accountant

Partner



UDIN : 23402822 BG VLJK 6454



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

Schedule - 1

Detail of Academic Fees earned as on 31-03-2023

BBA (2019-2022)	(919,200.00)
BBA (2020-2023)	34,906,000.00
BBA (2021-2024)	48,821,100.00
BBA (2022-2025)	62,088,000.00
BCA (2019-2022)	(250,000.00)
BCA (2020-2023)	24,610,000.00
BCA (2021-2024)	40,920,000.00
BCA (2022-2025)	62,106,200.00
MBA (2021-2023)	39,816,500.00
MBA (2022-2024)	40,151,500.00
MCA (2021-2023)	11,344,623.00
MCA (2022-2024)	12,139,300.00
	375,734,023.00

Detail of Other Income earned as on 31-03-2023

Schedule - 2

Hostel Fees	21,966,500.00
Income from Registration Fees	662,909.60
Income from Rent	381,756.00
Income from Seminar	21,050.00
Interest on FDR	971,313.00
Misc. Income	2,460,388.25
Other Receipt from Student	5,450,724.00
Subscription- Synergy Journal	500.00
	31,915,140.85





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

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DURGA CHARITABLE SOCIETY
Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Details of Corpus Fund a/c as on 31-03-2023

Schedule - A

Opening Balance	125,162,852.88
Add : Excess of Income over Expenditure	135,355,746.58
	<hr/>
	260,518,599.46
Less : Transfer to D.C.S	74,342,690.84
	<hr/>
	<u>186,175,908.62</u>





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

DURGA CHARITABLE SOCIETY Mohan Nagar, Ghaziabad Unit : Institute of Technology & Science

Securities & Advances as at 31-03-2023

Schedule - B

<u>Security</u>	<u>Amount(Rs.)</u>
Academic Security A/c	351,400.00
MCA (2020-22)	50,774.00
MCA (2021-23)	585,000.00
MCA (2022-24)	620,000.00
Academic Security (U.C)	277,228.00
(A)	<u>1,884,402.00</u>

Advance Fee & Other Fees

BBA (2019-2022)	7,303.00
BBA (2020-2023)	28,300.28
BBA (2021-2024)	93,310.00
BBA (2022-2025)	296,691.00
BCA (2019-2022)	2,402.00
BCA (2020-2023)	12,500.00
BCA (2021-2024)	112,601.00
BCA (2022-2025)	316,900.00
MBA (2020-22)	19,500.00
MBA (2021-23)	124,100.00
MBA (2022-24)	562,800.00
MCA (2019-21) Lateral Entry	5,000.00
MCA (2019-22)	12,174.00
MCA (2021-23)	48,995.00
MCA (2022-24)	209,622.00
PGDM (2019-21)	56,665.00
(B)	<u>1,908,863.28</u>

Hostel & Other Security

Hostel Security- Girls	665,000.00
Hostel Security- Boys	858,200.00
Security Deposit-Alliance Digitech Pvt Ltd	6,000.00
(C)	<u>1,529,200.00</u>





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DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

List of Sundry Creditors as on 31-03-2023

Ajanta Stationery Mart	5,904.00
Amar Ujala Limited	309,511.00
Balaji Advertising	31,827.00
Chadha Photostate	13,251.00
Cool Care Airconditioning	40,000.00
Creative Planet	1,221.00
Ginger Root Hospitality	486,566.00
Kunj Enterprises Sahibabad	15,158.00
PKR Industries Pvt. Ltd.	10,721.00
Savera Book Distributor	18,155.00
Sethia Handicrafts Pvt. Ltd.	6,950.00
Shiv Electric & Trading Co.	8,056.00
Shriya FRP Industries	5,000.00
Tracklight Industries	5,646.00
Virtual Space Infotech Pvt. Ltd.	14,500.00
Zila Samaj Kalyan	222,160.00
Reimbursement A/c - Bhupesh Mehta (HDFC Credit Card- 5411)	4,366.86
Reimbursement A/c - Shreyta Raj (HDFC Credit Card- 7706)	80,000.00
Reimbursement A/c - Subhash Chand Panwar (HDFC Credit Card- 7336)	48,510.00
Reimbursement A/c - Sunil Kr. Pandey (HDFC Credit Card- 1998)	31,132.51
Reimbursement A/c - Surender Sood Ji (HDFC Credit Card)	33,383.36
Reimbursement A/c- B.K.Arora (HDFC Credit Card-6998)	12,052.08

Schedule - C

1,404,070.81

Payables as on 31-03-2023

CCS University Exam. Exps. Payable	270,805.00
Donation to CCT Payable	79,358.00
ESIC Payable	26,903.00
Expenses Payable	4,323,458.00
Gratuity Subscription Payable	3,418,508.00
PF Payable	342,848.00
Salary Payable	8,056,275.00
Scholarship Payable (Zila Samaj Kalyan & Others)	75,736.00

16,593,891.00





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Detail of Fixed Assets as on 31.03.2023

Particulars	Gross Block as at 01.04.2022		Additions		Adjustment/ Transfer	Gross Block as at 31.03.2023	Depreciation Rate	Accumulated Depreciation as at 01.04.2022	Accumulated Depreciation Write Off in 2022-23	Depreciation for 2022-23	Accumulated Depreciation as at 31.03.2023	Book Value as at 31.03.2023
	Gross Block as at 01.04.2022	2nd Half	Additions									
			1st Half	2nd Half								
Building (AB-II)	12,880,429.78		745,950.00			13,626,379.78	10%	10,141,995.21		348,438.46	10,490,433.67	3,135,946.11
Building	5,741,525.09					5,741,525.09	10%	4,520,852.25		122,067.28	4,642,919.54	1,098,605.55
Building (Library)	3,530,963.88					3,530,963.88	10%	2,780,265.83		75,069.81	2,855,335.63	675,628.25
Building (Indoor Game Hall)	2,163,028.00					2,163,028.00	10%	1,703,158.98		45,986.90	1,749,145.88	413,882.12
Building (UG Block-I)	10,246,857.60					10,246,857.60	10%	8,068,331.76		8,286,184.35	1,960,673.25	
Building- (Boys Hostel)	40,085,027.00					40,085,027.00	10%	31,284,131.81		880,089.52	32,164,221.33	7,920,805.67
Building (Girls Hostel)	21,016,151.03					21,016,151.03	10%	13,243,639.92		777,251.11	14,020,891.03	6,995,260.00
Building Plot No. 13 (UG Block-II)	14,887,871.00				690650	15,578,521.00	10%	11,722,645.83		351,055.02	12,073,700.85	3,504,820.15
Building - Chairman Office	907,336.00					907,336.00	10%	172,393.84		73,494.22	245,888.06	661,447.94
Building - Temple	170,147.00					170,147.00	10%	32,327.93		13,781.91	46,109.84	124,037.16
Car	11,568,011.00		1,437,153.00			13,005,164.00	15%	6,633,982.87		955,677.17	7,589,660.04	5,415,503.96
Computers	96,392,414.32		31,601,477.00		(14,284,200.00)	115,834,954.32	40%	66,514,262.47	11,198,813.00	23,782,749.34	79,098,198.81	36,736,755.51
Electrical Installation & Goods	7,152,720.25		558,313.00			7,989,233.25	15%	4,344,799.86		525,799.93	4,870,599.79	3,118,632.46
External Campus Development	10,258,741.00		1,611,750.00			13,775,601.00	10%	4,030,772.04		879,227.40	4,909,999.43	8,865,601.57
Fire Fighting Equipments	1,169,667.00					1,169,667.00	15%	919,841.88		37,473.77	957,315.65	212,351.35
Furniture & Fixture	27,872,616.05		65,726.00			29,242,682.05	10%	18,839,080.27		975,143.18	19,814,223.45	9,428,458.60
Generator	9,243,022.00					9,243,022.00	15%	7,210,940.27		304,812.26	7,515,752.53	1,727,269.47
Hostel Equipment	697,950.00					697,950.00	15%	552,656.61		21,794.01	574,450.62	123,499.38
IGL Pipe Line Installation	99,200.00					99,200.00	15%	72,168.94		4,054.66	76,223.60	22,976.40
Land	3,842,995.50					3,842,995.50	0%	-		-	-	3,842,995.50
Library Books	7,766,013.77		558,692.00			8,556,270.77	40%	7,613,769.70		330,687.43	7,944,457.13	611,813.64
Lift	0.00		540,000.00			540,000.00	15%	-		202,500.00	202,500.00	1,957,500.00
Mobile Phone	195,800.00					195,800.00	15%	176,879.87		8,598.02	185,577.89	87,222.11
Office Equipments	24,180,379.32		3,005,147.00			27,806,061.32	15%	16,090,457.31		1,710,800.48	17,801,257.79	10,004,803.53
Overhead Tank	1,350,000.00					1,350,000.00	10%	1,167,635.02		18,236.50	1,185,871.52	164,128.48
Prof. Chamber (Kaushambi) I	1,717,940.00					1,717,940.00	10%	1,352,698.60		36,524.14	1,389,222.74	328,717.26
Prof. Chamber (Kaushambi) II	1,811,117.00					1,811,117.00	10%	1,426,065.77		38,505.12	1,464,570.89	346,546.11
Sanitary Goods & Water Supply	682,566.00					682,566.00	10%	321,761.06		36,080.49	357,841.55	324,724.45
Solar Water Heating System	1,249,761.00		564,480.00			1,870,689.00	15%	1,090,257.75		112,831.09	1,203,088.83	667,600.17
Scooter	566,113.00					566,113.00	15%	304,423.19		39,253.47	343,676.66	222,436.34
Teaching Aid Equipment	3,051,492.70					3,051,492.70	15%	2,158,099.25		145,692.22	2,303,791.47	903,477.23
Television (General Equipment)	1,171,824.00					1,171,824.00	15%	922,812.38		38,438.49	961,250.88	225,063.12
Water Boaring Pump	105,067.10					105,067.10	15%	101,775.91		493.68	102,269.59	2,797.51
Water Coolers	885,450.00					1,114,450.00	15%	705,206.65		44,211.50	749,418.15	365,031.85
Water Pump	229,203.00					229,203.00	15%	177,580.98		7,743.30	185,324.28	43,878.72
Water Purifier	224,915.00					268,415.00	15%	214,448.64		4,832.45	219,281.10	49,133.90
Total	325,114,315.39		40,688,688.00		(14,284,200.00)	360,870,679.39		226,612,220.65	11,198,813.00	33,167,246.90	248,580,654.55	112,290,024.84





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

M/s DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Detail of Endowment fund as on 31-03-2023

Schedule - F

FDR No.	Amount
140005117222/2 - (Canara Bank)	630,026.95
140005117250/2 - (Canara Bank)	630,026.95
140006455150/2 - (Canara Bank)	662,077.36
140006455800/2 - (Canara Bank)	662,077.36
85564050073000/9 - (Canara Bank)	300,000.00
731253 (814365) -(Punjab & Sindh Bank)	1,271,248.00
731251 (814364) -(Punjab & Sindh Bank)	581,040.00
731252 (814363) -(Punjab & Sindh Bank)	626,888.00
157360/883484 -(Punjab & Sindh Bank)	995,373.60
125613002319 - ICICI Bank	225,000.00
125613001953 - ICICI Bank	225,000.00
125613013153 - ICICI Bank	2,500,000.00
125613014060 to 125613014063 - ICICI Bank	10,000,000.00
125613014068 to 125613014071 - ICICI Bank	10,000,000.00
125613014093 to 125613014096 - ICICI Bank	10,000,000.00
125613014298 - ICICI Bank	20,000,000.00
125613014483 & 125613014484 - ICICI Bank	10,000,000.00
Online Deposit with AKTU	800,000.00
Total	70,108,758.22

List of Advances to Debtors as on 31-03-2023

Schedule – G

	<u>Amount</u>
Acetians Technologies Pvt. Ltd.	71,685.00
CRISIL Ratings Limited	118,000.00
Epitome Solution	53,000.00
Farman Fabricators	8,000.00
Kabiruddin Painter	80,000.00
Maharaja Catering Services	81,447.00
Manoj Electrician	3,000.00
National Insurance Company Limited	25,269.00
Pashchimanchal Vidyut Vitran Nigam Ltd.	100,000.00
Rajvir Singh Building Contractor	1,600,000.00
Redsapphire	10,000.00
Shree Balaji Trading Co.	12,277.00
VSG Music	54,000.00
Canara Bank Corporate Credit Card	642.21
Reimbursement A/c - Khilanand Joshi	719.00
Reimbursement A/c - Sunil Kr. Pandey	950.00
Reimbursement A/c - Surrender Sood	51,148.00
Reimbursement A/c - Varun Arora	6,300.00
Reimbursement A/c- Subhash Chand Panwar	39,679.44
Reimbursement A/c- Subhash Chand Panwar (Smart Fleet Card)	20,387.98
	2,336,504.63





D.C. GARG & CO.

CHARTERED ACCOUNTANTS

II-A-8, PATEL NAGAR, GHAZIABAD-201001 (U.P.),
Ph. : 9910192223, 7042632142, E-mail: garglaveena@gmail.com

DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

<u>Advance to Staff as on 31-03-2023</u>	<u>Schedule - H</u> <u>Amount</u>
Ajeet Kr. Verma	9,000.00
Arun Kumar (Driver)	4,000.00
Dikar Singh	10,000.00
Prince Siddharth Dwivedi	3,500.00
Puran Joshi	8,000.00
Ram Sanjivan	10,000.00
Sandeep Garg	16,000.00
Shekhar Ghai	1,000.00
Subhash Chand Panwar	30,000.00
Suresh Singh	28,000.00
Uma Shankar Pal	160,000.00
Yogesh Kumar Pal	90,000.00
Total	369,500.00

Fees & Security Receivable as on 31-03-2023

<u>Academic Fee Receivable</u>	<u>Schedule - I</u> <u>Amount</u>
BBA (2018-21)	33,202.00
BBA (2019-22)	85,800.00
BBA (2020-23)	2,623,599.00
BBA (2021-24)	6,250,989.00
BBA (2022-25)	1,372,400.00
BCA (2019-22)	27,100.00
BCA (2020-23)	2,454,793.00
BCA (2021-24)	2,012,701.00
BCA (2022-25)	215,700.00
MBA (2019-21)	81,500.00
MBA (2020-22)	60,500.00
MBA (2021-23)	3,660,999.72
MBA (2022-24)	1,669,000.00
MCA (2018-20) Lateral Entry	14,801.00
MCA (2019-21) Lateral Entry	109,000.00
MCA (2020-22)	9,216.00
MCA (2021-23)	2,061,466.00
MCA (2022-24)	686,060.00
PGDM (2019-21)	958,910.00
Unclaimed Receipts	-8,701,507.09
TOTAL [A]	15,686,229.63

Viva-voice & Other Receivable

Advance AIMA (MAT Test Centre)	420.00
Canara Bank ATM	96,991.02
Counselling Fee Recoverable From UPSEE 2022	296,000.00
Exam Exps. Recoverable from CCS University	321,528.00
Google Adwords Campaign	17,742.06
Notice Period Recoverable	20,856.00
Punjab National Bank ATM	7,795.00
Viva Voice Recoverable from CCS University	276,440.00
TOTAL [B]	1,037,772.08

Grand Total (A+B) **16,724,001.71**

List of Security as on 31-03-2023

	<u>Schedule - J</u>
Electricity Security	3,527,156.00
Security for Hostel Land	500,000.00
Security - (Telephone & Mobile)	31,476.82
Security -IGL	166,444.00
	4,225,076.82



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY Mohan Nagar, Ghaziabad Institute of Technology & Science

Income & Expenditure a/c for the period ended on 31-03-2022

<u>Expenditure</u>	<u>Amount (Rs.)</u>	<u>Income</u>	<u>Amount (Rs.)</u>
To Admission Exps.	1,772,399.00	By Income (As per schedule - 1)	319,212,000.20
To Affiliation / Approval Exps	118,000.00	By Income (As per schedule - 2)	22,446,658.15
To Annual Maintenance Charges	222,356.00		
To Audit Fee	75,579.00		
To Bank Charges	98,964.10		
To Bhandara / Kavar Sewa Exps	285,075.00		
To Book & Course Material	7,396,050.00		
To Bus Charges	4,321,800.00		
To Campus Maintenance Exps	2,264,424.00		
To Children Education Exps	232,413.00		
To Computer Exps	902,050.00		
To Computer Software Exps	960,835.00		
To Consumable Store	463,615.95		
To Diwali Exps	1,028,483.00		
To Donation	3,508,000.00		
To Electrical Exps	1,165,331.72		
To Electricity Charges	5,169,873.00		
To ESI Employer's Contribution	287,731.00		
To Faculty Development Exps	713,500.00		
To Fire Fighting Exps	16,412.00		
To Generator Running & Maintenance Exps	4,006,864.32		
To Honorarium (Guest Faculty) Exps	661,554.00		
To Hostel Exps	5,259,796.00		
To House Tax	329,630.88		
To Housekeeping Exps	1,883,715.00		
To Insurance Exps	1,415,805.21		
To Interest on Car Loan	156.40		
To Internet Exps	2,289,454.03		
To Inter School Quiz Competition Exps	45,114.00		
To ISO & Accreditation Exp.	746,800.00		
To Leave Encashment	876,041.00		
To Legal & Consultation Exps	89,533.00		
To Library Exps	411,991.00		
To Maintenance (Building)	8,049,579.00		
To Maintenance (Furniture)	2,064,313.00		
To Maintenance (Vehicle)	329,988.24		
To Misc. Exps	38,467.66		
To News Paper & Periodicals	163,777.00		
To Office Exps	1,434,332.46		
To Office Maintenance Exps	2,544,769.00		
To Outstanding Association Award	165,590.00		
To Paint & White Wash Exps	3,485,964.00		
To Photostate Exps	126,226.00		
To Plantation & Lawn Development Exps	929,737.00		
To Postage Exps	34,979.90		
To Printing & Stationary	1,254,662.00		
To Provident Fund (Employer's Contribution)	1,349,719.00		
To Publicity Exps	3,497,363.00		
To Rent	111,300.00		
To Recruitment Exps.	280,115.00		
To Repair & Maintenance	1,082,447.00		
To Repair & Maintenance (Office & Other Equip.)	328,542.00		
To Balance c/f	<u>76,291,217.87</u>	Balance c/f	<u>341,658,658.35</u>



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

Income & Expenditure A/c for the period ended on 31-03-2022

<u>Particulars (Expenditure)</u>	<u>Amount (Rs.)</u>	<u>Particulars (Income)</u>	<u>Amount (Rs.)</u>
To Balance b/f	76,291,217.87	Balance b/f	341,658,658.35
To Salary Non Teaching & Admin Staff	36,443,689.00		
To Salary Teaching Staff	49,933,289.00		
To Scholarship / Concession	13,389,978.00		
To Security Service Exps	529,812.00		
To Seminar & Workshop Exps	881,463.00		
To Staff Welfare	1,313,729.84		
To Student Welfare	538,968.00		
To Student's Activity / Events	970,118.00		
To Subscription & Membership Exps	282,632.00		
To Teaching Aid Exps	233,224.01		
To Telephone & Mobile Exps	192,608.93		
To Temple Exps	87,458.00		
To Training & Placement Exps	695,800.00		
To Travelling & Conveyance Exps	1,079,477.96		
To Value Added Course Exps.	1,559,287.00		
To Vehicle Running Exps	746,370.21		
To Depreciation	20,130,933.96		
To Excess of Income over Expenditure	136,358,601.57		
	<u>341,658,658.35</u>		<u>341,658,658.35</u>

For Durga Charitable Society

(Secretary)

Date : 19.09.2022

Place : Ghaziabad

As per our report of even date
For D.C. Garg & Company
Chartered Accountant

Partner

UDIN: 22402822AUTZJ08099

D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

Schedule - 1

Detail of Academic Fees earned as on 31-03-2022

Academic Fees	223,125.20
BBA (2018-2021)	(106,000.00)
BBA (2019-2022)	43,094,700.00
BBA (2020-2023)	36,735,000.00
BBA (2021-2024)	50,531,500.00
BCA (2019-2022)	28,175,000.00
BCA (2020-2023)	24,635,000.00
BCA (2021-2024)	42,904,800.00
MBA (2020-2022)	31,244,500.00
MBA (2021-2023)	41,820,500.00
MCA (2019-2022)	1,182,000.00
MCA (2020-2022)	6,619,800.00
MCA (2021-2023)	12,152,075.00
	319,212,000.20

Detail of Other Income earned as on 31-03-2022

Schedule - 2

Hostel Fees	14,703,285.00
Income from Registration Fees	447,170.00
Income from Rent	433,506.00
Income from Seminar	142,450.00
Interest on FDR	436,454.00
Misc. Income	2,517,519.15
Other Receipt from Student	3,766,274.00
	22,446,658.15



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY
Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Schedule - A

Details of Corpus Fund a/c as on 31-03-2022

Opening Balance	156,403,297.19
Add : Excess of Income over Expenditure	136,358,601.57
	<hr/>
	292,761,898.76
Less : Loss on Sale of Computers	3,434.00
Less : Loss on Sale of Car	156,750.00
Less : Transfer to D.C.S	167,438,861.88
	<hr/>
	125,162,852.88
	<hr/> <hr/>



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY Mohan Nagar, Ghaziabad Unit : Institute of Technology & Science

Securities & Advances as at 31-03-2022

Schedule - B

<u>Security</u>	<u>Amount(Rs.)</u>
Academic Security A/c	351,400.00
MCA (2019-22)	65,000.00
MCA (2020-22)	330,000.00
MCA (2021-23)	605,000.00
Academic Security (U.C)	277,228.00
(A)	<u><u>1,628,628.00</u></u>

Advance Fee & Other Fees

BBA (2019-2022)	5,702.00
BBA (2020-2023)	21,400.00
BBA (2021-2024)	181,611.00
BCA (2018-2021)	11,500.00
BCA (2019-2022)	2,401.00
BCA (2020-2023)	11,600.00
BCA (2021-2024)	231,800.00
MBA (2020-22)	19,000.00
MBA (2021-23)	319,001.00
MBA (2022-24)	950,000.00
MCA (2019-21) Lateral Entry	5,000.00
MCA (2020-22) Lateral Entry	33,389.00
MCA (2019-22)	7,174.00
MCA (2021-23)	119,296.00
PGDM (2017-19)	8,000.00
PGDM (2019-21)	56,665.00
(B)	<u><u>1,983,539.00</u></u>

Hostel & Other Security

Hostel Security- Girls	480,000.00
Hostel Security- Boys	596,600.00
Security Deposit-Alliance Digitech Pvt Ltd	6,000.00
(C)	<u><u>1,082,600.00</u></u>



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

List of Sundry Creditors as on 31-03-2022

Schedule - C

Amandeep Singh	9,000.00
Amar Ujala Limited	6,962.00
Creative Planet	17,482.00
Dinesh Tour & Travels	356,720.00
Ginger Root Hospitality	486,566.00
Goodwill Enterprises	24,300.00
Goswami News Agency	24,134.00
Harsh Travels	1,200.00
Kumar Pal Singh	44,701.00
Maharaja Catering Services	796,146.00
Modi Solutions	22,815.00
No Paper Forms Solutions Pvt. Ltd.	151,200.00
Pradeep Engineering Works	180,777.00
Sethia Handicrafts Pvt. Ltd.	6,950.00
Shiv Electric & Trading Co.	197,896.00
Shiva Automobiles Store	69,386.00
Shriya FRP Industries	5,000.00
Sumit Kumar Sharma	3,589.00
Twinkle Industries Pvt. Ltd.	4,368.00
Zila Samaj Kalyan	222,160.00
Reimbursement A/c - Amandeep Singh	471.00
Reimbursement A/c - Bindu Sahoo	7,305.00
Reimbursement A/c - Dikar Singh	3,717.00
Reimbursement A/c - Mohan Singh Chamyal	1,500.00
Reimbursement A/c - Sher Singh	4,500.00
Reimbursement A/c - Shivnath Gupta	1,500.00
Reimbursement A/c - Smita Barik	2,175.00
Reimbursement A/c - Vinod Joshi	1,500.00
Reimbursement A/c- Arun Kumar	1,500.00
Reimbursement A/c- Surbhi Vats	239.00
Reimbursement a/c- Vijay Kumar	500.00
Reimbursement A/c - Shreyta Raj (HDFC Credit Card- 7706)	65,000.00
Reimbursement A/c - Subhash Chand Panwar (HDFC Credit Card- 3234)	542.21
Reimbursement A/c - Sunil Kr. Pandey (HDFC Credit Card- 1998)	925.79
Reimbursement A/c - Surender Sood Ji (HDFC Credit Card)	21,591.84
	2,744,318.84

Payables as on 31-03-2022

Schedule - D

Donation to CCT Payable	69,915.00
Electricity Charges Payable	590,314.00
ESIC Payable	31,196.00
Expenses Payable	807,038.00
Gratuity Subscription Payable	3,186,525.00
PF Payable	365,458.00
Salary Payable	6,982,238.00
Scholarship Payable (Zila Samaj Kalyan & Others)	194,936.00
	12,227,620.00



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

M/s DURGA CHARITABLE SOCIETY

Mohan Nagar, Ghaziabad

Unit : Institute of Technology & Science

Detail of Endowment fund as on 31-03-2022

Schedule - F

<u>FDR No.</u>	<u>Amount</u>
140005117222/2 - (Canara Bank)	601,918.95
140005117250/2 - (Canara Bank)	601,918.95
140006455150/2 - (Canara Bank)	632,540.36
140006455800/2 - (Canara Bank)	632,540.36
85564050073000/9 - (Canara Bank)	300,000.00
731253 (814365) -(Punjab & Sindh Bank)	1,271,248.00
731251 (814364) -(Punjab & Sindh Bank)	581,040.00
731252 (814363) -(Punjab & Sindh Bank)	626,888.00
157360/883484 -(Punjab & Sindh Bank)	995,373.60
125613002319 - ICICI Bank	225,000.00
125613001953 - ICICI Bank	225,000.00
Online Deposit with AKTU	800,000.00
Total	7,493,468.22

List of Advances to Debtors as on 31-03-2022

Schedule - G

	<u>Amount</u>
Aircon Technique Pvt Ltd	2,282,400.00
Abdul Majid	57,100.00
Blue Star Limited	5,315.00
CRISIL Ratings Limited	118,000.00
Jaspreet Kaur	60,000.00
National Insurance Company Limited	19,933.00
Pashchimanchal Vidyut Vitran Nigam Ltd.	100,000.00
Priya Shukla	2,500.00
Rahul Srivastava	100,000.00
Rap Mates	29,500.00
Ravi Shankar	26,379.00
Redsapphire	10,000.00
Releasemyad Media Pvt. Ltd.	550.00
Roots	100,000.00
Shree Balaji Trading Co.	12,277.00
VSG Music	54,000.00
Canara Bank Corporate Credit Card	642.21
Reimbursement A/c - Bhupesh Mehta	685.00
Reimbursement A/c - Mata Prasad sharma	8,475.00
Reimbursement A/c - Nitin Saxena	20,000.00
Reimbursement A/c - Saurabh Tanwar	496.00
Reimbursement A/c- Subhash Chand Panwar	4,884.38
Reimbursement A/c- Subhash Chand Panwar (Smart Fleet Card)	9,054.94
Reimbursement A/c - Bhupesh Mehta (HDFC Credit Card- 5411))	480.11
	3,022,671.64



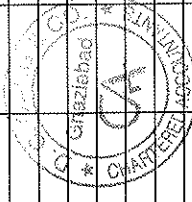
D. C. GARG & CO.

CHARTERED ACCOUNTANTS

Detail of Fixed Assets as on 31.03.2022

Schedule E

Particulars	Gross Block as at		Sale/Disposal	Gross Block as at 31.03.2022	Depreciation Rate	Accumulated Depreciation			Total as at 01-04-2021	Accumulated Depreciation Write Off in 2021-22	Depreciation for 2021-22	Accumulated Depreciation as at 31.03.2022	Book Value as at 31.03.2022
	01.04.2021	31.03.2022				As at 01-04-2021	Adjustment/Transfer	As at 31.03.2022					
Building (AB- II)	12,880,429.78	12,880,429.78		12,880,429.78	10%	9,837,724.70		9,837,724.70	(0.00)	304,270.51	10,141,995.21	2,738,434.57	
Building	5,741,525.09	5,741,525.09		5,741,525.09	10%	4,385,221.94		4,385,221.94	(0.00)	135,650.32	4,520,872.25	1,220,652.84	
Building (Library)	3,530,963.88	3,530,963.88		3,530,963.88	10%	2,696,854.63		2,696,854.63	(0.00)	83,410.89	2,780,265.53	750,698.35	
Building (Indoor Game Hall)	2,163,028.00	2,163,028.00		2,163,028.00	10%	1,652,062.42		1,652,062.42	(0.00)	51,096.56	1,703,158.98	459,869.02	
Building (UG Block-I)	20,246,857.60	20,246,857.60		20,246,857.60	10%	7,826,273.34		7,826,273.34	(0.00)	242,058.43	8,068,331.76	2,178,525.84	
Building - FG (AB- III)	22,850,416.00	22,850,416.00		22,850,416.00	10%	17,460,168.89		17,460,168.89	(0.00)	0.00	(0.00)	0.00	
Building (Boys Hostel)	40,085,027.00	40,085,027.00		40,085,027.00	10%	30,306,254.57		30,306,254.57	(0.00)	977,877.24	31,284,131.81	8,800,895.19	
Building (Girls Hostel)	21,016,151.03	21,016,151.03		21,016,151.03	10%	12,380,027.57		12,380,027.57	(0.00)	863,612.35	13,243,639.92	7,775,511.11	
Building Plot No. 13 (UG Block-II)	14,887,871.00	14,887,871.00		14,887,871.00	10%	11,370,954.14		11,370,954.14	(0.00)	351,691.69	11,722,645.83	3,165,225.17	
Building - PG (AB- III)-Extension	11,572,657.00	11,572,657.00		11,572,657.00	10%	5,933,274.26		5,933,274.26	(0.00)	(0.00)	(0.00)	(0.00)	
Building - Chairman Office	907,336.00	907,336.00		907,336.00	10%	907,336.00		907,336.00	(0.00)	81,660.24	1,724,996.24	734,342.16	
Building - Temple	1,70,147.00	1,70,147.00		1,70,147.00	10%	17,014.70		17,014.70	(0.00)	15,313.23	32,327.93	137,819.07	
Car	12,559,048.00	12,559,048.00		12,559,048.00	15%	6,347,559.02		6,347,559.02	(0.00)	870,710.85	6,693,982.87	4,934,028.13	
Computers	95,608,410.32	77,396.00	16,567,318.00	96,392,414.32	40%	71,530,835.90		67,541,747.90	(3,889,088.00)	11,800,552.57	66,514,262.47	29,278,151.85	
Electrical Installation & Goods	4,874,175.25	2,278,545.00		7,152,720.25	15%	4,050,332.59		4,050,332.59	(0.00)	294,457.27	4,344,790.86	2,807,920.39	
External Campus Development	10,258,741.00			10,258,741.00	10%	3,338,775.49		3,338,775.49	(0.00)	691,906.55	4,030,772.04	6,227,968.96	
Fire Fighting Equipments	1,169,667.00			1,169,667.00	15%	875,755.10		875,755.10	(0.00)	44,086.79	919,841.88	249,825.12	
Furniture & Fixture	42,246,120.05	54,516.00	146,556.00	27,872,616.05	10%	27,053,066.08		17,843,496.08	(9,209,570.00)	995,584.20	18,839,086.27	9,033,535.76	
Generator	9,243,022.00			9,243,022.00	15%	6,852,337.61		6,852,337.61	(0.00)	856,602.66	7,210,940.27	2,032,081.73	
Hostel Equipment	697,950.00			697,950.00	15%	527,016.60		527,016.60	(0.00)	25,640.01	552,656.61	145,293.39	
IGL Pipe Line Installation	99,200.00			99,200.00	15%	67,398.75		67,398.75	(0.00)	4,770.19	72,168.94	27,031.06	
Land	3,842,955.50			3,842,955.50	0%				(0.00)			3,842,955.50	
Library Books	11,346,964.77	13,556.00	1,186,811.00	7,766,013.77	40%	11,240,907.65		7,554,900.65	(3,686,407.00)	59,269.05	7,613,769.70	152,244.07	
Lift	1,197,000.00			1,197,000.00	15%	779,410.63		779,410.63	(0.00)	0.00	(0.00)	0.00	
Mobile Phone	195,800.00			195,800.00	15%	173,658.68		173,658.68	(0.00)	3,321.20	176,979.87	18,820.13	
Office Equipments	23,786,657.32	278,204.00	115,518.00	24,180,379.32	15%	14,673,016.78		14,673,016.78	(0.00)	1,417,440.53	16,090,457.31	8,089,922.01	
Overhead Tank	1,350,000.00			1,350,000.00	10%	1,147,372.24		1,147,372.24	(0.00)	20,626.78	1,167,999.02	182,364.98	
Prof. Chamber (Kaushambi) I	1,717,940.00			1,717,940.00	10%	1,312,116.22		1,312,116.22	(0.00)	40,882.38	1,352,998.60	365,241.40	
Prof. Chamber (Kaushambi) II	1,811,117.00			1,811,117.00	10%	1,383,282.30		1,383,282.30	(0.00)	42,783.47	1,426,065.77	385,051.23	
Sanitary Goods & Water Supply	682,566.00			682,566.00	10%	283,671.62		283,671.62	(0.00)	40,089.44	323,761.06	360,804.94	
Solar Water Heating System	1,249,761.00			1,249,761.00	15%	1,063,110.11		1,063,110.11	(0.00)	28,147.63	1,090,257.75	159,503.25	
Scooter	566,113.00			566,113.00	15%	258,242.63		258,242.63	(0.00)	46,180.56	304,423.19	261,689.81	
Teaching Aid Equipment	2,993,446.70	58,046.00		3,051,492.70	15%	2,005,563.29		2,005,563.29	(0.00)	152,535.96	2,158,099.25	893,393.45	
Television (General Equipment)	1,130,825.00	40,999.00		1,171,824.00	15%	878,869.16		878,869.16	(0.00)	43,943.23	922,812.38	248,011.62	
Water Boaring Pump	105,067.10			105,067.10	15%	101,195.11		101,195.11	(0.00)	560.80	101,755.91	3,291.19	
Water Coolers	885,450.00			885,450.00	15%	673,399.00		673,399.00	(0.00)	31,807.65	705,206.65	180,243.35	
Water Pump	229,203.00			229,203.00	15%	168,471.21		168,471.21	(0.00)	9,109.77	177,580.98	51,627.02	
Water Purifier	224,915.00			224,915.00	15%	212,601.64		212,601.64	(0.00)	1,847.00	214,448.64	10,466.36	
Total	376,134,564.39	464,671.00	(61,006,557.00)	325,114,515.39		260,951,530.47		219,893,611.69	(41,057,918.78)	20,130,932.96	226,612,220.65	98,502,094.74	



D.C. GARG & CO.

CHARTERED ACCOUNTANTS

DURGA CHARITABLE SOCIETY
Mohan Nagar, Ghaziabad
Unit : Institute of Technology & Science

Schedule - H

<u>Advance to Staff as on 31-03-2022</u>	<u>Amount</u>
Ajeet Kr. Verma	2,000.00
Babu Ram	5,000.00
Madhav	25,000.00
Moni	1,000.00
Nitendra Singh Thakur	3,000.00
Pan Singh	4,000.00
Prashant Tyagi	45,000.00
Priyanka Pal	50,000.00
Sanjay Sharma	10,000.00
Suresh Singh	28,000.00
Uma Shankar Pal	280,000.00
Vijay Sharma	150,000.00
Vinod Joshi	4,000.00
Total	607,000.00

Fees & Security Receivable as on 31-03-2022

<u>Academic Fee Receivable</u>	<u>Schedule - I</u>	<u>Amount</u>
BBA (2018-21)		33,202.00
BBA (2019-22)		7,500,999.00
BBA (2020-23)		3,036,803.72
BBA (2021-24)		2,298,280.00
BCA (2019-22)		3,865,953.00
BCA (2020-23)		3,462,539.00
BCA (2021-24)		1,212,500.00
MBA (2019-21)		90,165.00
MBA (2020-22)		2,253,996.00
MBA (2021-23)		3,478,843.72
MCA (2018-20) Lateral Entry		77,801.00
MCA (2019-21) Lateral Entry		109,000.00
MCA (2019-22)		100,700.00
MCA (2020-22)		710,387.00
MCA (2021-23)		2,221,034.00
PGDM (2019-21)		1,127,710.00
Unclaimed Receipts		-5,017,439.19
TOTAL [A]		26,562,474.25

Viva-voice & Other Receivable

Canara Bank ATM	25,183.10
Counselling Fee Recoverable From UPSEE 2021	464,000.00
Degree Fee Recoverable	17,400.00
Google Adwords Campaign	170.31
TOTAL [B]	506,753.41

Grand Total (A+B)

27,069,227.66

Schedule - J

<u>List of Security as on 31-03-2022</u>	<u>Amount</u>
Electricity Security	3,527,156.00
Security for Hostel Land	500,000.00
Security - (Telephone & Mobile)	31,476.82
Security -IGL	166,444.00
	4,225,076.82



GHAZIABAD

(Estd. 1995)

NAAC Accredited A+ Grade Institute

www.its.edu.in

STRATEGIC PLAN

2022-25

Institute of Technology and Science

(NAAC Accredited 'A+' Grade Institute)

Mohan Nagar, Ghaziabad

Uttar Pradesh, India

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INTRODUCTION

I.T.S -The Education Group

“Engage-Enlighten- Encourage”

In the continuing task of nation building, I.T.S - The Education Group under Durga Charitable Society, established its first campus “Institute of Technology and Science” at Mohan Nagar, Ghaziabad in 1995. Since then, the Group is committed to its vision of “Creating a Thinking Professional Order”.

I.T.S The Education Group is determined to promote excellence in higher education for a vibrant and inclusive society through knowledge creation and dissemination. The Group offers 20 courses in the areas of Management, Information Technology, Dental Science, Engineering, Biotechnology, Paramedical Science and Pharmacy through it’s 12 institutions spread across 5 campuses in Ghaziabad and Greater Noida. It also runs two Multi-Speciality Hospitals with 100 Beds each catering to medical needs of society. All the institutions are approved by their respective regulatory authorities. Many of the institutions of the group are NAAC accredited and many courses are NBA accredited.

Institute of Technology and Science (I.T.S), Ghaziabad

Institute of Technology and Science, Mohan Nagar, Ghaziabad has been accredited as “A+ Grade” (Score-3.34) Institute in 3rd cycle of accreditation by National Assessment and Accreditation Council (NAAC). It was accredited as “A Grade” Institute in its previous two cycles of accreditation by NAAC in the year 2011 & 2017. It is also an ISO: 9001- 2015 certified institute.

Institute of Technology and Science, Ghaziabad is a dynamic and innovative institute recognized as a leading education provider in the areas of Business Management and Information Technology. It offers MBA (started in 2004) and MCA (started in 1997) Programs. MCA Program is NBA Accredited. The institute is affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

I.T.S, as an institution devoted to impart higher education has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in

modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

At I.T.S we strive for “Creating a Thinking Professional Order” through various activities we undertake across our Post Graduate programs. To add value and to further enrich the programs, a slew of value added courses, personality development and career counseling sessions, social awareness courses and Entrepreneurship classes are interwoven intricately into the two year module. We have also made some bold departure from conventional structure of knowledge and have attempted to push the boundaries with regard to pedagogic and student support practices.

Our constant endeavor has been to provide value education with the over-riding aim of delivering competent, smart and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively into taking this country to greater heights in the coming years.

As an Institution, we understand that excellence is a journey not an end and we are very hopeful that the autonomous status would enable us to further strengthen an effective and sustainable quality assurance system in the Institute.

The highly participative, collective reflections and intense deliberations that went into the preparation of this report provided us with a coherent perspective to view the Vision and Mission of our Institute and to prepare ourselves ready for larger purpose of our existence.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning process in response to continuously changing managerial paradigms.

Objectives:

1. Generating new learning techniques
2. Improving teaching-processes
3. Expanding the information technology capacity.

4. Strengthening the industry-interactive network
5. Facilitating professional practitioners in searching their potential
6. Inculcating team spirit among the learners

Goals:

1. Prepare students as future managers and leaders to flourish in a dynamic global environment, adding value to the industry
2. Enhance intellectual capabilities to facilitate a learning environment and develop new-age skills
3. Strengthen resources and strive for excellence
4. Be recognized as a futuristic, value-based and state-of-the-art global institution, continuously transforming to stay aligned with industry and society



Northern India's Leading Group of Educational Institutions
The Education Group
 GHAZIABAD • GREATER NOIDA (DELHI-NCR)

5 Wi-fi Enabled Campus	12 Institutions	20 Courses	60 Acres Land	700 Full Time Faculty	10000 Student Fratern
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CAMPUS-1
Mohan Nagar (Est'd. 1995)

Institute of Technology and Science (I.T.S)
I.T.S School of Management
I.T.S - UG Campus
PGDM MBA MCA
BBA BCA
2 Years

Address : Mohan Nagar, Ghaziabad-201007
 Mobile : 08447744044 / 43, 08447744042 / 41
 E-mail : itsmn@its.edu.in, admissions.mn@its.edu.in
 I.T.S Mohan Nagar PG : www.facebook.com/ITS.MohanNagar.Ghaziabad
 www.facebook.com/PGDMatITS
 I.T.S UG Campus : www.facebook.com/BBABCAITSMohanNagar/
 I.T.S - Mohan Nagar, Ghaziabad : www.instagram.com/itsghaziabad/



CAMPUS-3
Greater Noida (Est'd. 2006)

I.T.S - Engineering College
MBA B.Tech BBA BCA
•CSE •ECE •ME •EEE •CE

Address : 46, Knowledge Park-III, Greater Noida - 201308
 Mobile : +91-8510010843 / 42 / 41 / 40
 E-mail : engg.gn@its.edu.in, admissions.ec@its.edu.in
 www.facebook.com/ITSEC.Greater.Noida



CAMPUS-5
Meerut (Est'd. 2015)

Chadha Public School
Vaidic Naturopathy & Wellness Village
 Village Nangla Kumbha, PO: Sivalkhas via Jani,
 Meerut - 250501
 E-mail : cct@its.edu.in
 Mobile : 08192000780



Murad Nagar (Est'd. 2009)

I.T.S - Dental College
I.T.S - College of Pharmacy
I.T.S - Institute of Health & Allied Sciences
I.T.S - Surya Hospital
(Pharmaceuticals Science)

MDS BDS
Ph.D
M.Pharm
B.Pharm
D.Pharm
MPT BPT

Address : Delhi-Meerut Road, Muradnagar, Ghaziabad-201206
 Mobile : 08447753520/21/22 E-mail:dental@its.edu.in
 Mobile : 08447753524/23
 E-mail : physio@its.edu.in, pharmacy@its.edu.in
 I.T.S Pharmacy College: www.facebook.com/ITSParmacyCollege
 I.T.S Dental College: www.facebook.com/ITSDentalCollege.Ghaziabad
 I.T.S Physiotherapy College: www.facebook.com/ITS.Physio.Biotech



Greater Noida (Est'd. 2006)

I.T.S - Dental College
I.T.S - Surya Hospital
B.D.S M.D.S

Address : 47, Knowledge Park-III, Greater Noida - 201308
 Mobile : 07840001439/1650
 E-mail : dental.gn@its.edu.in
 Mobile : 08447753520/22
 I.T.S Dental College: www.facebook.com/ITSDentalCollegeGN



STRATEGIC REVIEW

The COVID disruption in the past two years has triggered new thought processes. With Industry 4.0 and the emergence of new technologies, industry and society are faced with fresh challenges. The management education canvas is also changing rapidly and the emphasis is on helping students learn under a new education policy and framework.

I.T.S acknowledges the importance of being dynamic and responsive. It recognises the need for it to evolve strategically with the times, and the need to renovate and rework its strategy. It realizes that its fundamentals require strengthening if it has to create a strong positioning amongst business & IT schools.

In September 2021, I.T.S had deep discussions with its various stakeholders with mandate to build the Institute as a strong brand known for quality. Based on discussion, a strategic plan had been developed for the first 3 years from 2022 -2025, I.T.S is now challenging itself to raise the bar and to focus on structured impacts for a better learning and development experience for young managers & IT professionals.

Perspective & Starting Point:

In September, 2021 the Faculty Council decided to review its goals for the future to ensure that I.T.S stays aligned with the continuously evolving business environment. The Faculty Council engaged with all the stakeholders including - students, academic experts, recruiters, and alumni.

There was agreement that in the Volatile, Uncertain, Complex and Ambiguous (VUCA) world of rapid information flow and global connectivity management education is shifting from conventional to innovative learning. Students need to be facilitated in soft skills and in real-life situations that improve their decision-making capability in a global perspective. There was a felt need to:

- Review the focus of the program, the curriculum and the teaching-learning process
- Prepare for new dimensions in management - New Age Skills, Emerging areas of Digital Entrepreneurship

- Invest in Intellectual capital and capacity building
- Expose students to cross-cultural activities and engage them in developing creativity
- Facilitate Faculty in upgrading professional skills and global perspective, in presenting contributing papers/articles in professional journals/magazines, as well as participating in and contributing to seminars and related activities

The Vision, Mission and objectives have become foundation to formulate goals and set priorities that I.T.S will strive to accomplish in the next 3 years.

INTROSPECTION

With the implementation of the NEP by the Government of India, education has emerged as a very significant sector and can create opportunities for serious and well-run educational institutions. I.T.S started in the year 1995 with commencement of MCA program in 1997 and MBa in 2004. It has been accredited with “A+” grade by NAAC for 5 years till 10th October, 2027. The team has stepped up its efforts to build a student-centric culture anan academic-industry community that encourages creativity, collaborative working and capability building.

Looking Inwards:

I.T.S is committed to its mission to move into the league of aspirational institutions that provide an empowering environment for developing managerial and leadership skills, enhancing knowledge that leads to aspirational goals in career and life, and inculcating values, ethics, global and entrepreneurial mindset to catalyse sustainable societal transformation.

The Leadership team, in consultation with stakeholders, has conducted a reasonably unbiased assessment of its potential. Like every institution, I.T.S has its strengths and opportunities that need to be leveraged, as also weaknesses and threats that need to be managed in a planned and strategic manner.

Institutional Strength

- Location in NCR with good connectivity through rail, road, air and metro
- Adequate infrastructure facilities with conducive learning environment.
- Established teaching-learning and evaluation systems & processes.
- Qualified faculty with adequate learning resources.
- Strong industry interface and focus on skill building
- Progressive thinking and committed management

Institutional Weakness

- Limited scope of adding contemporary courses in syllabus however Institute arranges specific sessions of industry experts to compensate
- Limited number of Programmes
- Limited scope of expansion horizontally due to location
- Limited inclination of students towards research and related areas

Institutional Opportunities

- With New Education Policy (NEP), flexibility in multidisciplinary choice based and need based courses in existing framework
- Institute being located in NCR, there is a broader scope of leveraging Industry – Institute connect for undertaking Research projects and Consultancy
- Opportunity to align entrepreneurial mindset of students through meaningful projects at institute incubation centre

Institutional Challenge

- Challenges from many similar autonomous institutions in the vicinity
- Last two years of pandemic delayed implementation and growth of few good initiatives

THE MANAGEMENT EDUCATION LANDSCAPE

Me too Business models: India has the largest network of higher education institutions in the world, yet most of the institutions are still grappling with business models that focus on short term profitability. This is resulting in a vast market of me-too and undifferentiated institutions that are focused on the short term and are struggling for student admissions.

Student intake- Reality check: The applicants to many of these management institutes are from diverse backgrounds. Very often these applicants are not sure of what they are looking for, or entertain misconceived notions of reality.

Empowering students: In Industry 4.0 there are different routes to empower students for their role in the future. There are many dimensions of empowerment and parameters of success. It may require the Institutes

- To go beyond the curriculum, to help them learn how to learn
- To ignite the passion to achieve their dreams
- To sensitize them, amongst others and to help them take control.

Barriers to growth & Long-term orientation: The barriers to growth are often due to our Self Reference Criteria which makes us myopic and we tend to view ourselves as doing the right things, without carrying out appropriate benchmarking. In the process we fail to protect ourselves from threats and weaknesses, and we are unable to leverage our strengths strategically to capitalize on emerging opportunities.

Increasing incomes and opportunities in the past two decades or so have fuelled aspirations in society and the demand for good PGDM and MBA courses in management will increase, along with the demand for financial assistance from banks or from the institutions themselves. The heightened awareness, improved familiarity with technology and the integration of technology in our lives will slowly shift the focus onto the efficacy of the programmes with options of programmes ranging from basic, specialized, to super specialized and supporting online and MOOCS.

However, grappling with the NEP, the education industry continues to be regulated, admissions are capped, there is a lack of government grants, and the competition is increasing. Within this

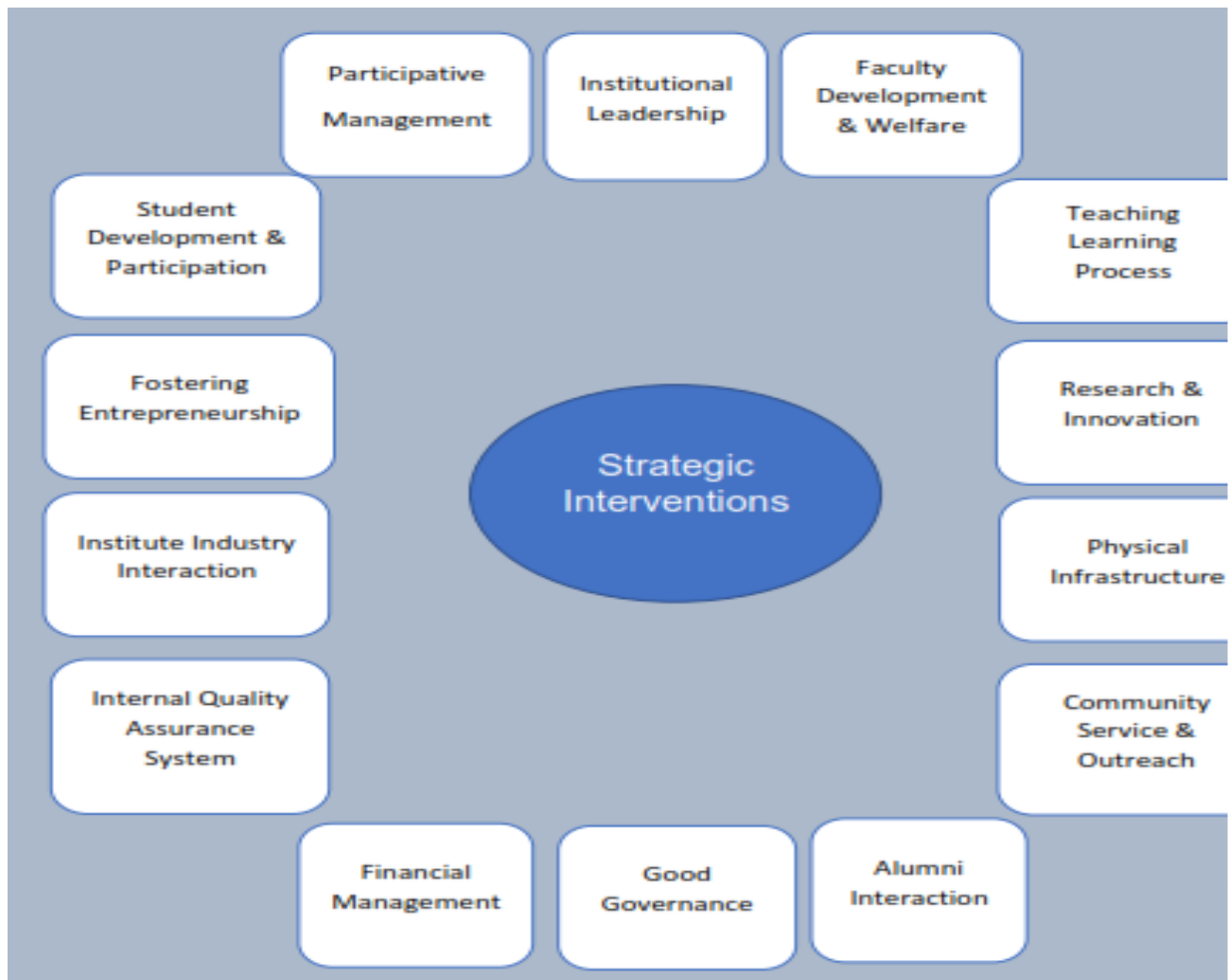
landscape and with the government allowing foreign institutions to operate in India, it will require discipline, strategic clarity and long-term orientation to function successfully.

STRATEGIC GOALS & KEY AREAS FOR INTERVENTION

The crux of strategic planning is to have clear long-term and strategic goals that guide the short-term goals, actions and course corrections.

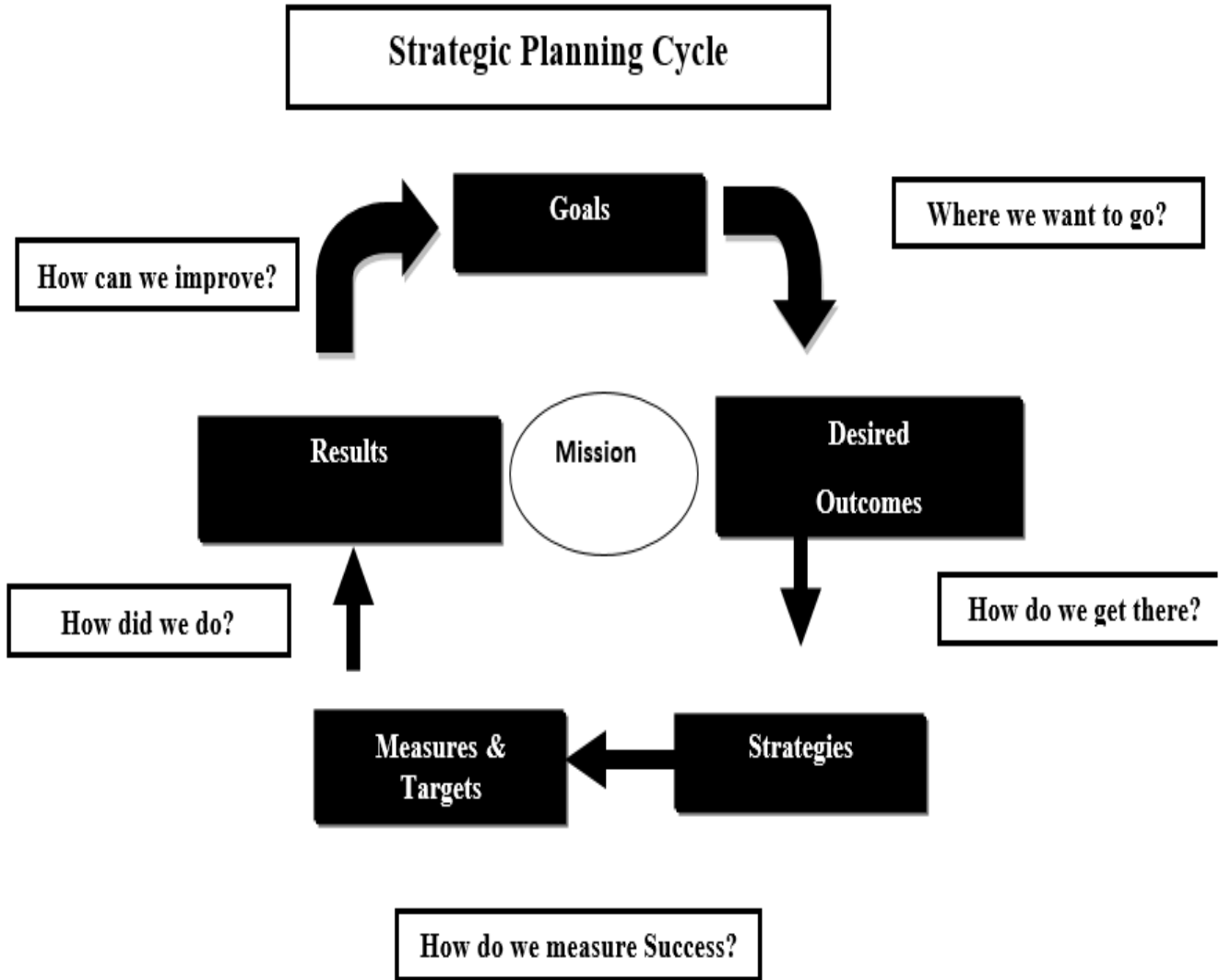
The discussions and alignment with the vision and mission have helped us identify the areas that are key to achieving our strategic goals and where we need to intervene. This enables us to set out clear short-term objectives in a systematic and coherent manner.

Key Areas for Strategic Intervention



I.T.S - LOOKING AHEAD

Mechanism for a 3-year perspective (2022-2025)



Aspirations:

Vision: Creating a Thinking Professional Order

Mission Statement: To make incessant endeavour to create learning process in response to continuously changing managerial paradigms.

1. Generating new learning techniques
2. Improving teaching-processes
3. Expanding the information technology capacity.
4. Strengthening the industry-interactive network
5. Facilitating professional practitioners in searching their potential
6. Inculcating team spirit among the learners

Core Values: EMPOWER, ENTHUSE and EXCEL are further supported with a focus on the values of integrity, diversity, creativity, social responsibility, global perspective, excellence, and ethics.

Where Do We Want to Go?

After considering the Vision and Mission as well as the efforts of the past, the Institute has identified clear long-term goals for itself. These primary goals can endure even if the strategic plan undergoes changes over time.

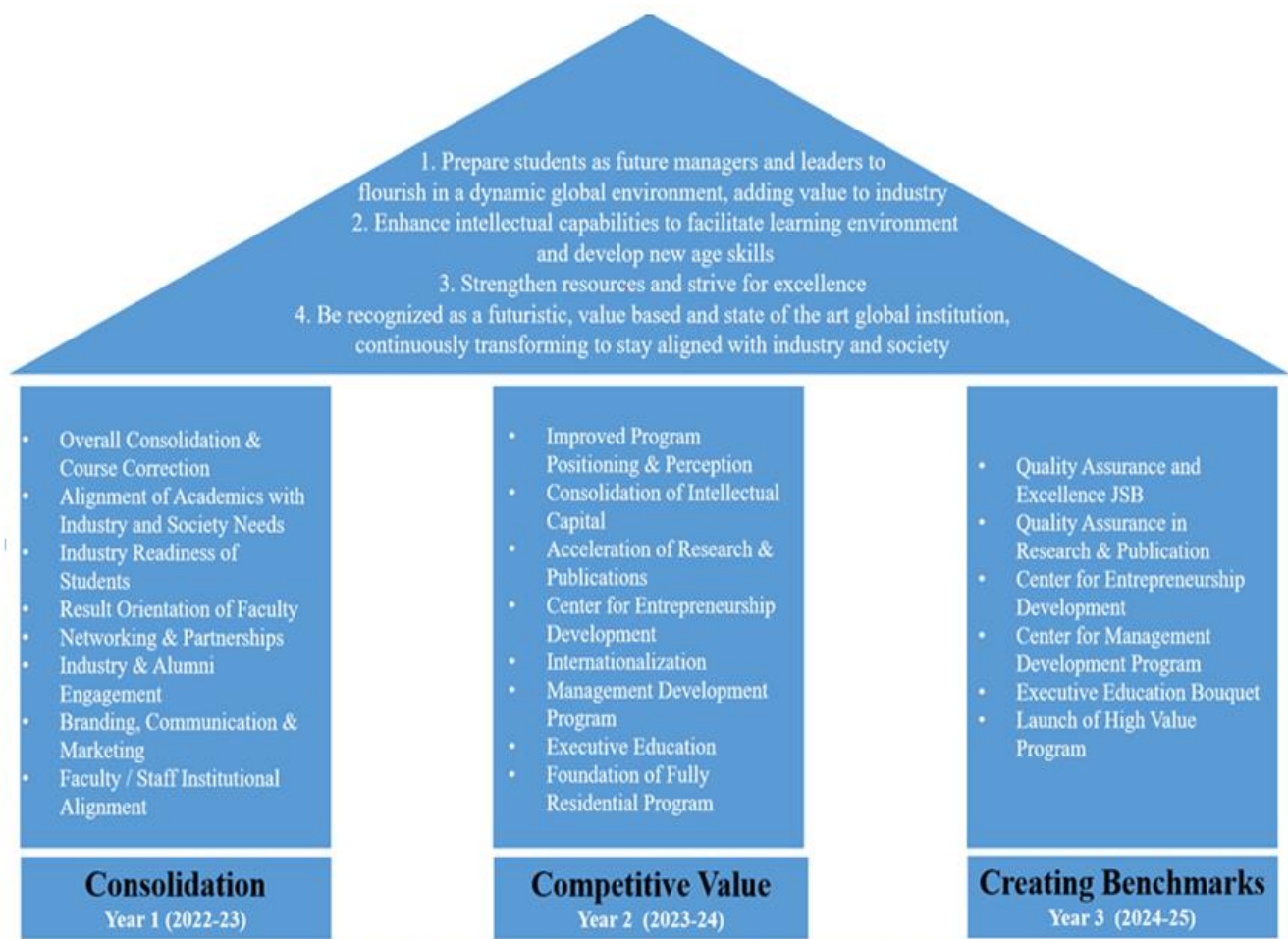
These primary goals provide a framework that can guide I.T.S in identifying objectives and planning actions with reasonable clarity.

Primary & Long-Term Goals – I.T.S
<ul style="list-style-type: none">• Prepare students as future managers and leaders to flourish in a dynamic global environment, adding value to the industry
<ul style="list-style-type: none">• Enhance intellectual capabilities to facilitate a learning environment and develop new-age skills
<ul style="list-style-type: none">• Strengthen resources and strive for excellence
<ul style="list-style-type: none">• Be recognized as a futuristic, value-based and state-of-the-art global institution, continuously transforming to stay aligned with industry and society

THE WAY FORWARD: Immediate, Medium, and Long Term.

It is essential to prioritize activities that help us create or strengthen the fundamentals that we need to build upon for achieving the goals and objectives. It also helps in efficient resource allocation.

Keeping this in mind, this strategic plan is for the first three years. It has identified the focus of the three years as we work towards the long-term goals. It considers the activities that can run in parallel and those that need to be implemented sequentially. Each year acts as the pillar for the transformation that we are targeting.



I.T.S - Vision, Mission & Core Values

The first stage or the *CONSOLIDATION PILLAR* will focus on building a sense of purpose within the institute and create the momentum required to leapfrog to the higher levels that are being aspired for.

- This is the time to redefine the strategic priorities, emphasize the advantage of a system driven organization, improve the ecosystem and realign with market needs, revive the positioning and branding of the institute, improve the faculty/staff output and institutional alignment as well as improve the students' engagement and experience. The institute will need to also focus on improving the program curriculum, the placements and intake, employee satisfaction and leverage all these to improve revenues with the existing fee structure.

The second stage or the *COMPETITIVE VALUE PILLAR* will focus on activities that add significant value to position I.T.S as an increased competitive threat to other management schools. This stage will focus on predefined additions to actions implemented in year 1.

- This will be the time to enhance the brand image created in stage 1, enter into new collaborations, enhance the satisfaction levels amongst stakeholders, improve faculty quality and numbers as well as the research and publications, while not only increasing the number and quality of admissions but also increase the fee related revenue, launch online certification programs, conduct branded conferences & workshops and establish center(s) for developing specialized managerial skills. The aim is to receive NBA accreditation as well.

The third stage of the plan or the *CREATING BENCHMARKS PILLAR* will raise the bar. This stage will focus on predefined additions to actions implemented in years 1 & 2.

- During this phase, the Institute will not only consolidate and increase research and research related efforts, the focus will be on becoming a 2 year fully on-campus program and make its foray into the international waters with the launch of international exchange programs,

Strategic Priorities

The brain storming session with the Faculty Council helped identify strategic priorities that need to be integrated and strengthened into each year of the 3 stages plan.

Strategic Priority	Description
Teaching Learning Process	<ul style="list-style-type: none"> ● Academic planning and preparation of Academic Calendar. ● Development of teaching plan as per Bloom's taxonomy. ● Preparation of TLP Plan based on CO & PO. Mapping. ● Use of more teaching aids and adopt more ICT ● Development of e- learning resources. ● Promote culture of research & facilities to support the same, and collaboration with Academicians and Corporate for research and implementation. ● Provide mentoring and personal support. ● Follow a transparent and fair feedback system. ● Conduct training based on need analysis. ● Evaluation parameters and benchmarking. ● Continuous assessment to measure outcomes (Midterm) ● Performance development through the credit system. ● Implementation of best practices in terms of pedagogical tools.
Leadership and Participative management	<ul style="list-style-type: none"> ● To follow organization structure. ● Decentralize the academic, administration and student related authorities & responsibilities (Chairpersins/ multiple coordinators/ Committees). ● Prescribe duties, responsibilities and accountability. ● Establishment of functional committees
Internal Quality Assurance System	<ul style="list-style-type: none"> ● Align with IQAC initiatives for quality assurance (NAAC & NBA) ● Framing of Quality Policy & dissemination regularly. ● Formation of Quality Monitoring Committee & its

	<p>involvement level</p> <ul style="list-style-type: none"> ● Educating & Training of all employees on Quality processes. ● Periodic check & guidance for quality improvement. ● Establishment of audit team and process ● Promoting best practices. ● Annual report preparation & submission.
Good Governance	<ul style="list-style-type: none"> ● Vision, Mission development & their articulation and review. ● Inclusion of corporate & academicians in the Governance Board. ● Evaluation of Institute's performance and benchmarking. ● Institutional strategic goals setting. ● Institutional Strategic development plan. ● Monitoring and Implementing the Quality Management Systems. ● Following organization structure. ● Smooth functioning of statutory committees. ● Leadership development through decentralization. ● Establishing an internal audit committee. ● Code of conduct and policy formulation approval and implementation.
Institute - Industry Interaction	<ul style="list-style-type: none"> ● Industry Connect (Industry Institute Interaction) ● Support for internships, visits, trainings, guest lecturers ● Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum. ● Providing opportunities for Industry based/sponsored projects ● IDP
Entrepreneurship	<ul style="list-style-type: none"> ● Active Institution Innovation Council (IIC) ● Effective functioning of entrepreneurship development Cell. ● Bringing more experts of the field for seminar, lecture, workshop for entrepreneurship development

	<ul style="list-style-type: none"> Promoting, sponsoring and facilitating entrepreneurship development.
Research and Innovation	<ul style="list-style-type: none"> Research and Apply for Government/Non-Government industry, innovation sponsored funds Collaborations with Government & Private Institutes Universities and Research Organizations
Alumni Interaction	<ul style="list-style-type: none"> Registration of Alumni association. Opening new chapters. Database creation, Regular interactions with alumni and networking. Recognition of successful alumni. Leverage for guest lecturers/internships/ placements/training/ Entrepreneurship. Exploring Contributions. Brand ambassadors. Sponsorships/scholarships/fund generation
Community Services and Outreach Activities	<ul style="list-style-type: none"> The Social Club Parivartan & Utthan
Physical Infrastructure	<ul style="list-style-type: none"> Infrastructure building development & modification in existing Infrastructure / washrooms/ Canteen/ Common areas Smart Class Rooms, Hi- tech Labs with multiple screens Hybrid Classrooms & Flipped Classrooms. More ICT enabled classrooms. Library infrastructure upgradation System upgradation. Strengthening sports (indoor/outdoor) facilities
Student's Development and Participation	<ul style="list-style-type: none"> Budget allocation for student development programs and activities. Students Training & Placement Activities. Student's representation in various committees and cells. Participation in competitions.

	<ul style="list-style-type: none"> ● Organizing competitions. ● Rewards & recognitions of achievers. ● Participation in extracurricular activities. ● Participating in social and welfare activities. ● Mentoring program for students' holistic development. ● Add on courses for student development like ● International Business Specialization <ul style="list-style-type: none"> ● Industry Certified Courses, advanced excel, Digital Marketing etc.
Staff Development & Welfare	<ul style="list-style-type: none"> ● Recruitment Policy implementation as per prescribed format ● Staff performance evaluation system. ● Staff Training for quality improvement. ● Best possible work facilities & infrastructure facilities. ● Code of conduct, service rules & leave rules. ● Staff welfare policy implementation. ● Career advancement schemes. ● Deputation for seminars, conferences and workshops etc. ● Sponsorship/ Motivation for qualification ● Outstanding Association Awards. ● Support for research, consultancy, innovations
Financial Management	<ul style="list-style-type: none"> ● Effective functioning of purchase committee ● Department wise Budget planning and allocation ● Periodic Audit

STRATEGIC PLAN – 3-Year Sequence

The plan is based on identified focus areas and the enabling actions required to achieve the desired outcomes.

The effective focus in the 3 years under plan is as follows:

Year One: 2022-23

CONSOLIDATION PILLAR

Desired Outcomes (DO) : Year 1 (2022-23)	
DO 1	Overall Consolidation & Course Correction
DO 2	Alignment of Academics with Industry and Society Needs
DO 3	Industry Readiness of Students
DO 4	Result Orientation of Faculty
DO 5	Increased Networking & Partnerships
DO 6	Industry & Alumni Engagement
DO 7	Improved Branding, Communication & Marketing
DO 8	Faculty / Staff/ Institutional Alignment

Desired Outcome 1:Overall consolidation & Course Correction

Strategic Focus		Enabling Action
Focus #1	Improve Governance	Review and simplify Organizational structure
		Documentation to be initiated and/or completed
		Improve discipline and establish controls/corrections
		Define Calendar, Timetable and deadlines
		Initiate Performance Management (KRAs, Appraisals) for faculty, staff, department heads, chairs, Dean and DG- To be aligned with institutional / accreditation needs
		Review and improve Policies, Rules and Processes for operations and administration in accordance with the latest needs and standards and enforce compliance
Focus #2	Prioritize Faculty Resources Development	Emphasize Financial planning
		Establish academic priorities
		Enhance result orientation, improve quality of Teaching-learning, and emphasize outcome-based education

		Staffing: Restructuring and Hiring Focus on Recruitment in key functional roles
Focus #3	Revitalize Advisory Board & Committees to play an active role with defined purpose	Constitute or reconstitute <ul style="list-style-type: none"> • Academic Advisory Board • Area Advisory Board • Industry-Alumni advisory
Focus # 4	Student Empowerment	Focus on Student-Driven Culture
		Refurbish Library and IT support system

Desired Outcome 2: Alignment of Academics with Industry & Society Needs

Strategic Focus		Enabling Action
Focus # 1	Program Renovation	Review program design/portfolio
		Review Electives, Specialization
		Engage Advisory Board/Committees
Focus # 2	Curriculum Improvement	Review Curriculum, syllabus, texts
Focus # 3	Faculty Adequacy	Conduct Faculty-Course mapping
		Invite Practicing Faculty

Focus # 4	Integrity of Pedagogy/Evaluation /Feedback	Leverage IT in Teaching-learning process
		Explore Simulations & Certifications
		Emphasize Assignments, Internships, Projects
Focus # 5	Industry & Social Interface	Invite industry practitioners for guest lectures
		Emphasize Internships, Live projects and industry related applications in class assignments
		Ensure Study Tours, Industry Visits, Live Projects
		Schedule International / National Study Tour / Rural - Additional Value Propositions
		Enhance Value Additions for Industry Needs
Focus # 6	Operational	Prepare Manuals and Handbook to Streamline Assessments, Results, Backlog, Attendance
		Establish Feedback Systems - Policies & Procedures

Desired Outcome 3: Industry Readiness of The Students

Strategic Focus		Enabling Action
Focus # 1	Development support for students	Mentoring - Industry, experts, faculty, alumni
		Individual Development Plan (IDP)
		Compulsory credit-based training module
Focus # 2	Student interface with industry	Relevant Industry Internships
		Live Projects - Problem-based projects
Focus # 3	Encourage up-skilling & peer confidence	Industry 4.0 & other relevant skills
		Research Orientation
		Certifications, online resources - MOOCs
		Participation in Conference, Business Plan, quizzes, competitions

Desired Outcome 4: Result Orientation of Faculty

Strategic Focus		Enabling Action
Focus # 1	Assessment of Faculty Strengths	Faculty Strength & Capability Review
		Faculty - Course Mapping
		Visiting Faculty Review & Course Mapping
Focus # 2	Hiring & Retention	Faculty Recruitment
		Faculty hiring & retention policy
		Practicing Faculty
		Research Track Faculty
		Faculty remunerations
Focus # 3	Training & Development	Faculty Development Program
		Faculty HR Manual
		Technology Tool Training
		Faculty Industry Engagement
		Faculty performance evaluation system
Focus # 4	Faculty Orientation	Teaching - Learning Focus
		Faculty Role Basket (Academic & Administration)

Desired Outcome 5: Networking and Partnerships

Strategic Focus		Enabling Action
Focus # 1	Conclaves & Conferences	Integrate corporate relations initiatives with the Eco System
		Industry Advisory meetings
		Industry / HR Conclaves
Focus # 2	Increase Participation & Develop Networks	Student & Faculty visits to corporate/conferences/competitions
		Faculty & Student Involvement
		PAN India New Companies Engagement
Focus # 3	International Engagements	Partnering with institutions for joint International Conference
		Leverage MoU relationship and develop collaborations
Focus # 4	Thought Leadership	Thought Leadership Series
		PAN India Start-up Engagement
		PAN India Alumni Engagement

Desired Outcome 6: Industry & Alumni Engagement

Strategic Focus		Enabling Action
Focus # 1	Guiding Students	Handling Preparatory Sessions
		Mentoring
Focus # 2	Providing Industry Perspective	Guest Sessions
		Advisory Boards
Focus # 3	Increasing Credibility	Brand Ambassadors
		Admission GD / PI
Focus # 4	Supporting Institute Initiatives	Placement Leads
		Live Projects & Internships
		Start Up Mentoring

Desired Outcome 7: Branding, Communication, Marketing

Strategic Focus		Enabling Action
Focus # 1	Revamp	Review Approach to Branding
Focus # 2	Key thrust areas	New Brand Strategy
		Intensify Collaborations for Branding
		Quality of students intake with more engineers
Focus # 3	People & Processes	Transparency and easy access
		MRM (Monthly review meetings)

Desired Outcome 8: Faculty/Staff Institutional Alignment (Old/New)

Strategic Focus		Enabling Action
Focus # 1	Culture Building	Drive Transparency and teamwork
Focus # 2	Professional satisfaction	Initiatives - HR Practices, Policies
		Trainings
		Retreats

MEASURING SUCCESS FOR YEAR 1 2020-23 (CONSOLIDATION)

The consolidation efforts in year 1 are a mix of qualitative efforts. Since they are all interlinked, success would be a combination of qualitative and quantitative measures for the overarching goals. Some results can be quantified, while others can be measured as Yes or No, or other qualitative feedback

	Desired Outcomes (DO) : Year 1 (2022-23)	Quantitative Results e.g. Industry Rankings, Placement (No./Avg. Package/ Highest Package)	Papers Presented/P ublished/ Seminars Attended (Nos.)	Processes & Manuals Completed (Identify)	Industry Engagement (Nos.)	Student Feedback & Inter college achievements	Qualitative Feedback (External)
DO 1	Overall Consolidation & Course Correction						
DO 2	Alignment of Academics with Industry and Society Needs						
DO 3	Industry Readiness of Students						
DO 4	Result Orientation of Faculty						
DO 5	Increased Networking & Partnerships						
DO 6	Industry & Alumni Engagement						
DO 7	Improved Branding, Communication & Marketing						
DO 8	Faculty / Staff/ Institutional Alignment						

The following OPTION is a different way of illustrating the success of initiatives.

Key Outcomes	Success Indicator	Success Indicator	Success Indicator	Success Indica
Improvement in Rankings				
Quality Placements of	Number of placements	Average Package	Highest Package	
Industry Engagement & Thought Leadership	Industry Visits	Practitioner Sessions & workshops		GD/PI,
Infrastructure Upgradation	CCTV, Projectors and other hardware			
Intellectual Capital	Participation in Seminars	International Webinars or Sessions	Papers Published/ Presented	MDP conducte
Policies & Manuals				
Student empowerment			Mentoring	
Marketing & Branding activities	Organic Increase in social media visibility	Seminars sponsored	Redesigned website	Redesigned brochures

Year Two: 2023-24

COMPETITIVE VALUE PILLAR

DESIRED OUTCOMES (DO) :Year 2 (2023-24)	
DO 1	Improved Program Positioning & Perception
DO 2	Consolidation of Intellectual Capital
DO 3	Acceleration of Research & Publications
DO 4	Centre for Entrepreneurship Development
DO 5	Internationalization
DO 6	Management Development Program
DO 7	Executive Education
DO 8	Foundation of Fully Residential Program

Desired Outcome 1: Improved Program Positioning & Perception

Strategic Focus		Enabling Action
Focus #1	Program Design	New Program Design
		Second Revision of Curriculum
		Syllabus - Thrust on Project based Learning
		Technology usage - Certifications
Focus # 2	Faculty	More numbers & Better outcomes
		Improved teaching-learning & student engagement
		Eminent Visiting Faculty (Foreign and Industry) , Industry Guests
		Assessment, Projects, Group Learning
Focus # 3	Quality Focus	Quality internships
		Improved intake
Focus # 4	NBA accreditation	
Focus # 5	Branding & Communication	

Desired Outcome 2: Consolidation of Intellectual Capital

Strategic Focus		Enabling Action
Focus # 1	Strengthening Faculty	Visiting experts/Faculty/Alumni/Practicing Faculty
Focus # 2	Improving Faculty Performance and Productivity	Industry mentors for faculty
		Categorization of faculty- Teaching Research, Training, Consulting
		Increase number of FDPs and improve faculty output
Focus # 3	Incentives for Faculty	Introduce merit/performance-based rewards
		Better remuneration and rewards for research and MDPs

Desired Outcome 3: Acceleration of Research and Publication

Strategic Focus		Enabling Action
Focus	Create Enabling Environment	KRA and research reward culture
		Research Workshops, Mentors, Software
		Research Track Faculty

Desired Outcome 4: Centre for Entrepreneurship Development

Strategic Focus		Enabling Action
Focus	Complete Preparatory Work	Consolidation of e-Lab/ Simulation
		Collaboration with Agency and experts
		Foundation of Incubation Center

Desired Outcome 5: Internationalization

Strategic Focus		Enabling Action
Focus	Establish International Credentials	One tie-up with Overseas School/University
		Collaboration/MOUs in specific vertices Luxury Retail, Capital Markets, Insurance Analytics

Desired Outcome 6: Management Development Programs

Strategic Focus		Enabling Action
Focus	Establish MDP Vertical	Hiring of an Experienced Hand
		Prepare annual calendar for 4-6 programs
		Cross discipline/Across faculty resources

Desired Outcome 7: Executive Education

Strategic Focus		Enabling Action
Focus		Launch of Certificate Course(Hybrid)

Desired Outcome 8: Foundation of Fully On-campus Residential Program

Strategic Focus		Enabling Action
Focus		Initiate Feasibility Study and provision for necessary infra/Bandwidth

MEASURING SUCCESS FOR YEAR 2 (CREATING VALUE)

Success would be a combination of qualitative and quantitative measures for the overarching goals. Some results can be quantified, while others can be measured as Achieved / Not Achieved.

	DESIRED OUTCOMES (DO): Year 2 (2023-24)	Achieved / Not Achieved	External Feedback	Self-Assessment
DO 1	Improved Program Positioning & Perception			
DO 2	Consolidation of Intellectual Capital			
DO 3	Acceleration of Research & Publications			
DO 4	Center for Entrepreneurship Development			
DO 5	Internationalization			
DO 6	Management Development Program			
DO 7	Executive Education			
DO 8	Foundation of Fully Residential Program			

Year Three: 2024 - 25

CREATING BENCHMARKS PILLAR

Desired Outcomes (DO): Year 3 (2024-25)	
DO 1	Quality Assurance and Excellence
DO 2	Quality Assurance in Research & Publication
DO 3	Centre for Entrepreneurship Development
DO 4	Centre for Management Development Program
DO 5	Autonomous/ Executive Education Bouquet
DO 6	Launch of High Value Program

Desired Outcome 1: Quality Assurance & Excellence		
Strategic Focus		Enabling Action
Focus	NAAC Accreditation	Discuss and review for improvement in grade in NAAC (A++ from A+ at present)
		International accreditation

Desired Outcome 2: Quality Assurance In Research & Publication

Strategic Focus		Enabling Action
Focus # 1	Increase weightage for Research & Publication	Intensify Research Track Faculty/ Research Scholar
		Compulsory Publication rule for increments & Promotions
		Rewards & Incentives for Publications & Collaborative Research
Focus # 2	Engage with Industry & Academia	Launch of a Case Centre
		Conduct of Case Writing & Teaching workshops
		International Research Conference - Proceedings / Edited Volumes
		Industry Internship Competition

Desired Outcome 3: Centre for Entrepreneurship Development

Strategic Focus		Enabling Action
Focus # 1	Program on Family Business & Entrepreneurship	New program on Business analytics & Family Business and Entrepreneurship
Focus # 2	Groundwork for the Centre for Entrepreneurship	Strengthening activities of Incubation Center
		Activities with NEISBUD, MSME
		Activities with Start Ups, Funding Agencies VCs, & Experts
		Joint Proposal with One of Atal Incubation Center

Desired Outcome 4: Centre for Management Development Programs

Strategic Focus		Enabling Action
Focus	Revenue Centre	Start working as a Revenue generation centre
		Annual Calendar
		Prepare to Establish a standalone executive education & MDP centre

Desired Outcome 5: Executive Education Bouquet

Strategic Focus		Enabling Action
Focus		Weekend Certification Programs (After autonomous status)
		Certification Programs

Desired Outcome 6: Launch of High Value Program

Strategic Focus		Enabling Action
Focus		Program in collaboration with foreign University with specialization in sunrise sector/Industry 4.0

MEASURING SUCCESS FOR YEAR 3 (CREATING BENCHMARKS)

Measurement of achievement in the 3rd year is rather straightforward. Hence no specific metrics are being identified at this stage, except Achieved / Not achieved.

	Desired Outcomes (DO): Year 3 (2024-25)	Achieved / Partially Achieved/ Not Achieved (Internal Assessment)	External Feedback
DO 1	Quality Assurance and Excellence		
DO 2	Quality Assurance in Research & Publication		
DO 3	Centre for Entrepreneurship Development		
DO 4	Centre for Management Development Program		
DO 5	Executive Education Bouquet		
DO 6	Launch of High Value Program		

----- End -----



INSTITUTE OF TECHNOLOGY AND SCIENCE

Mohan Nagar, Ghaziabad



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Institute of Technology and Science

Nominee of the Council, approved by the
Chairman of the Council from the panel of
the region to be nominated by the
Regional Committee

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I.T.S - The Education Group

Shri Arpit Chadha
Vice Chairman
I.T.S - The Education Group

Shri B.K. Arora
Secretary
I.T.S - The Education Group

Shri Surinder Sood
Director- Public Relations
I.T.S - The Education Group

**Nominee of the Affiliating
Body/University/State Board of
Technical Education**

Nominee of State Govt from the region
Industrialist /Technologist/Educationist

Nominee of State Govt
Director
Technical Education, (Ex-Officio)

Regional Officer (Ex-Officio)
AICTE, Kanpur

Dr. Ashish Kr. Jha
Assistant Professor
Institute of Technology and Science

Dr. V. N. Bajpai
Member Secretary & Director
Institute of Technology and Science



GLIMPSE OF THE GROUP

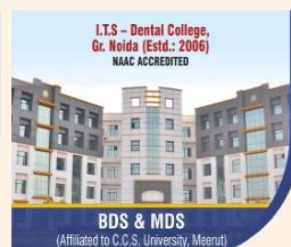
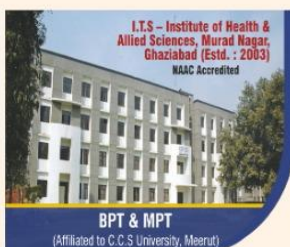
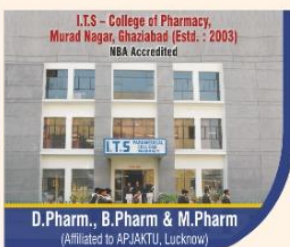
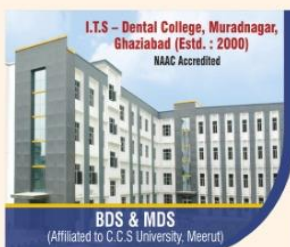
I.T.S – The Education Group, under Durga Charitable Society, established its first campus at Mohan Nagar, Ghaziabad in 1995. The group is committed to its vision of creating a thinking professional order. The group has eminent field specialists and acclaimed management gurus as faculty and guest faculty, perseverant and committed set of students, alumni network and a strong corporate association that has helped in building I.T.S, as a premier group of institution. I.T.S takes pride in providing knowledge and competencies in the areas of Management, Information Technology, Dental Science, Engineering, Biotechnology, Paramedical Science and Pharmacy.

I.T.S runs two Multi-Speciality Hospitals with 100 Beds each catering to medical needs of society.

I.T.S - SURYA HOSPITAL, MURAD NAGAR, GHAZIABAD

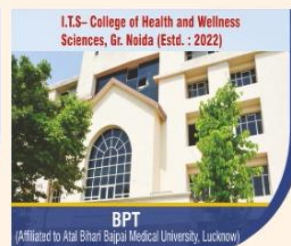
I.T.S - SURYA HOSPITAL, GREATER NOIDA

Facilities are available for General Medicine, Surgery, Orthopaedics, Pediatrics, Gynecology & Ophthalmology



COURSES OFFERED

Management - MBA, PGDM, BBA
IT - MCA, BCA
Engineering - B.Tech (ME, CSE, CE, EC, AI & ML, DS)
Dentistry - BDS, MDS
Pharmacy - D.Pharm, B.Pharm, M.Pharm, Ph.D
Paramedical - BPT, MPT





GHAZIABAD
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INSTITUTE OF TECHNOLOGY & SCIENCE

Mohan Nagar, Ghaziabad

VISION

Creating a Thinking Professional order

MISSION

To make incessant endeavor to create learning processes in response to changing managerial paradigms.

OBJECTIVES

- **Generating new learning techniques**
- **Improving teaching processes**
- **Expanding the information technology capacity**
- **Strengthening the industry interactive network**
- **Facilitating professional practitioners in realizing their potential**
- **Inculcate team spirit among the learners**

Master of Business Administration (MBA)

Program Educational Objectives (PEOs)

- To deliver the right mix of Knowledge, Skills and Transferable Skills.
- To develop conceptual and analytical abilities required for effective decision making.
- To have comprehensive understanding of the corporate world and contemporary practices.
- To excel in higher education in management.
- To prepare students to be Corporate ready and to be effective management professional.

Master of Business Administration (MBA)

Programme Learning Outcomes (POs)

A student should have following attributes at end of the programme:

- Domain knowledge, skills and competence both in depth & breadth
- Ability to apply knowledge in solving real life business problems
- Logical thinking, analytical skills and awareness of contemporary issues
- Transferable skills:
 - Effective communication both written and verbal
 - Presentation skills
 - Team work and interpersonal skills
 - Positive attitude
 - Confidence
 - Adaptability/ Resilience to change

Master of Computer Application (MCA)

Programme Outcomes (POs) of MCA Programme

- Development of problem solving attitude among students
- Development of inquisitiveness for formal research in various fields of IT.
- Development of a broad-based approach for problem solving considering various environmental, social and financial issues.
- Assimilating the understanding of programming concepts and skills in various languages like C, C++, Java, PHP, C# Dot Net etc.
- Knowledge of various data structures and understanding the process of designing and analyzing algorithms for performing efficient operations of these data structures.
- Understand the process and necessary tools for web application development and learning about various process models for software development.
- Understanding the concepts of Database Management Systems
- Understanding of concepts of Computer Networking, its implementation and applications
- Understanding the applications and challenges in the field of E-Commerce
- Development of the spirit of self-learning in each student
- Every student will have an industrial exposure of project internship and will have enhanced employability prospectus.

Master of Computer Application (MCA)

Programme Educational Objectives (PEOs) of MCA

- To adopt Learner-centric Approach rather than Teacher-centric Approach by ensuring students' participation in class room and create ideal learning environment
- To provide knowledge & skills in-depth in domain area
- To act as an interface to bridge the gap between academia and industry through Value Added Modules on Technical & Soft Skills
- Providing maximum opportunities for all round development of each learner as per their interest & strength to increase their employability
- Creating a pool of resources for various domains through Workshops/ Training to increase the Placement prospects of students
- Facilitating in improving communication skills, presentation skills, positive attitude, confidence & technical skills through practical implementation of learnt concepts and interactive approach

Preface

Since time immemorial, humans have endeavoured to document their thoughts, activities, and procedures. In keeping with this tradition, we present this comprehensive compilation of policies currently in effect at our esteemed institute. This collection encompasses distinct policies under three categories viz Academic, Administrative and HR Policies, that guide our various functions and committees in achieving their stated objectives.

The dynamic nature of educational institutions demands that policy-making remain a continuous process, adapting to evolving requirements. To reflect this ongoing evolution, we commit to review and publish this Policy document as and when required, incorporating all policy changes implemented throughout the year.

Our institutional framework must remain responsive to changing needs, necessitating regular review, revision, supplementation, or retirement of policies as circumstances demand. While this document represents a snapshot of our current requirements, we recognize it as part of our continuing effort to maintain relevant and effective governance. We actively encourage input and suggestions for policy improvements, all in service of our ultimate goal: developing qualified human resources for nation-building.



(Dr. V. N. Bajpai)

Director

I.T.S -The Education Group

“Engage-Enlighten- Encourage”

In the continuing task of nation building, I.T.S - The Education Group under Durga Charitable Society, established its first campus “Institute of Technology and Science” at Mohan Nagar, Ghaziabad in 1995. Since then, the Group is committed to its vision of “Creating a Thinking Professional Order”.

I.T.S The Education Group is determined to promote excellence in higher education for a vibrant and inclusive society through knowledge creation and dissemination. The Group offers 20 courses in the areas of Management, Information Technology, Dental Science, Engineering, Biotechnology, Paramedical Science and Pharmacy through it’s 12 institutions spread across 5 campuses in Ghaziabad and Greater Noida. It also runs two Multi-Speciality Hospitals with 100 Beds each catering to medical needs of society. All the institutions are approved by their respective regulatory authorities. Many of the institutions of the group are NAAC accredited and many courses are NBA accredited.

Institute of Technology and Science (I.T.S), Ghaziabad

Institute of Technology and Science, Mohan Nagar, Ghaziabad has been accredited as “A+ Grade” (Score-3.34) Institute in 3rd cycle of accreditation by National Assessment and Accreditation Council (NAAC). It was accredited as “A Grade” Institute in its previous two cycles of accreditation by NAAC in the year 2011 & 2017. It is also an ISO: 9001- 2015 certified institute.

Institute of Technology and Science, Ghaziabad is a dynamic and innovative institute recognized as a leading education provider in the areas of Business Management and Information Technology. It offers MBA (started in 2004) and MCA (started in 1997) Programs. MCA Program is NBA Accredited. The institute is affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

I.T.S, as an institution devoted to impart higher education has always committed itself to deliver superior quality and excellence in the field of education. We are deeply conscious of our role in modern society of nurturing the future generation of India who will be largely responsible for taking India to the next level of economic development.

At I.T.S we strive for “Creating a Thinking Professional Order” through various activities we undertake across our Post Graduate programs. To add value and to further enrich the programs, a slew of value added courses, personality development and career counseling sessions, social awareness courses and Entrepreneurship classes are interwoven intricately into the two year module. We have also made some bold departure from conventional structure of knowledge and have attempted to push the boundaries with regard to pedagogic and student support practices.

Our constant endeavor has been to provide value education with the over-riding aim of delivering competent, smart and socially conscious young men and women into the growing economy of ours and who will contribute substantially and effectively into taking this country to greater heights in the coming years.

As an Institution, we understand that excellence is a journey not an end and we are very hopeful that the autonomous status would enable us to further strengthen an effective and sustainable quality assurance system in the Institute.

The highly participative, collective reflections and intense deliberations that went into the preparation of this document provided us with a coherent perspective to view the Vision and Mission of our Institute and to prepare ourselves ready for larger purpose of our existence.

Vision:

Creating a Thinking Professional Order

Mission:

To make incessant endeavor to create learning process in response to continuously changing managerial paradigms.

Objectives:

1. Generating new learning techniques
2. Improving teaching-processes
3. Expanding the information technology capacity.
4. Strengthening the industry-interactive network
5. Facilitating professional practitioners in searching their potential
6. Inculcating team spirit among the learners

Goals:

1. Prepare students as future managers and leaders to flourish in a dynamic global environment, adding value to the industry
2. Enhance intellectual capabilities to facilitate a learning environment and develop new-age skills
3. Strengthen resources and strive for excellence
4. Be recognized as a futuristic, value-based and state-of-the-art global institution, continuously transforming to stay aligned with industry and society

Intuitional Policies

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1.1 Governance Policy

The purpose for development of Governance Policy is to

- Classify powers of the institution and outline the controls delegated.
- Develop a strategic plan for directing the stakeholders to achieve the organizational vision and mission.
- Composing a complete, accountable and dedicated management system.
- Ensure legal and ethical functioning of the college.
- Guarantee advancement and accomplishments of academic activities planned and implemented.
- Evaluation and confirmation of eminence in actions within the scope of the institution

SCOPE OF GOVERNANCE

1. Strategic Plan
2. Administration
3. Admission
4. Academics
5. Infrastructure & Facilities
6. Student Support & Progression
7. Recruitment, Career Progression and Capacity Building
8. Collaboration and Influence
9. Finance Management

OBJECTIVES

- Establish, evaluate, regulate, control and accomplish vision and mission of the college.
- Shape robust, systematic and participative leadership.
- Create strategic framework that ensures the implementation of institutional plans.
- Ensure knowledge to every student which transmutes them to good citizens.
- Endorse and protect the privileges and autonomy of staff and students.
- Achieve academic excellence by endorsing teaching, research and integrity of staff
- Develop proficient aptitude through ability building ingenuities.
- Ensure fairness and transparency in organizational functioning.
- Provide consistent and dependable data for systematic functioning.
- Ensure equality and ethical values among students.
- Develop a dutiful culture among students to preserve the environment.

Institute of Technology and Science, Ghaziabad, functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

1. STRATEGIC PLAN

Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders
- To nurture students through dynamic & experiential learning by reinforcing values
- To support learning, research and skill development by strengthening physical facilities
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals
- To upgrade faculty competency through capacity building activities and research
- To maintain sustainable financial status to ensure academic stability
- To augment administration, faculty and student connectivity

2. ADMINISTRATION

Purpose

- To manage and supervise academic and administrative function of the institution
- To develop and revise policies & procedures
- To operationalize policies and implement strategic plans
- To ensure compliance with rules & regulations of Government, Statutory bodies and Regulatory bodies
- To guide, recognize and regulate on financial matters of the institution
- To have standards and evolving curriculum and teaching process respectively
- To provide safe, secure and eco-friendly campus
- To audit, evaluate and reassess the institutional activities

List of Areas and their activities

- **Policies and Procedures Governance** - HR management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Consultancy, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student & Staff programmes, Welfare measures, Operation of councils & committees, Maintenance & replenishment, Examination, Audit & evaluation, Career & guidance.
- **Controller of Examinations (COE)** - Fee payment, Exam commencement, Question paper setting, Conduct of exams/supplementary exams, Malpractice prevention, Evaluation/re- evaluation, Result declaration, Mark sheets and Degree certificates provision.
- **Internal Quality Assurance Cell (IQAC)**- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system-student, Teachers, Employer & Alumni.
- **Data Management** - Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. Career Guidance & Counselling

Cell Placement, Innovation Incubation centre, Entrepreneurship development cell.

- **Audit & Accreditation** - Green audit, Academic & Administrative Audit, ISO, NAAC, AICTE, Swachatha, ARIIA & NIRF.
- **Inclusive environment**- Eco-friendly campus, Discrimination & Harassment free initiatives, Observing national/international days and festivals.

3. ACADEMICS

Purpose

- To provide student-centric Outcome Based Curriculum
- To expose students to research and technology to induce independent critical thinking
- To focus on prompting societal learning through social immersion activities
- To promote unified and need specific academic culture

List of Activities

- Curriculum - OBE, Experiential/Participative Learning, Feedback system.
- Tutorial system - Bio-data, student activity records, Advance level/slow learners- methods to support learning, Problem solving, student performance appraisal.
- Academic flexibility - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, Add-on courses.
- Use of ICT - E-resources, online evaluation - general awareness, LMS, Wi Fi, Smart classrooms.
- Supplementary Enrichment Programmes - Trainings, Internships, MOODLE, Cross cutting programmes- Eg: Workshop/seminar/guest lectures/conference.
- Research - Funded Projects & Non-funded projects.
- Academic culture - Discrimination free campus & Gender equality and equity.
- TLP and Evaluation - Methods of delivery, work diary, feedback on teachers.
- Research o Inter-disciplinary & inter-departmental activities, resource sharing, Innovative ecosystem, patency, innovation awards.

4. ADMISSION

Purpose

- To attract student population from various geographical areas
- To provide undivided merit based, fair and transparent admission
- To support the increase in rate in higher education as a contribution to national development
- To aid finance mobilization for institutional development Scope Students and Management/Administration

List of Actions

- Demand Ratio - Total number of candidates registered, total number of candidates admitted
- Enrolment - Enrolment percentage - Transfer students - Course transfer within college -Drop outs
- Student diversity record (Regional/Nationality/Community/Religion/Minority)
- Data of students - Differently challenged students - Sports person - Economically weaker students -Ex-service/military - Medium of instruction

5. INFRASTRUCTURE & FACILITIES

Purpose

- To cope with the evolving needs of student-centric learning system
- To foster the demands in research and career aspects
- To provide supportive facilities to conduct academic and extra-curricular activities
- To render safe and secure campus environment

List of Amenities

- Physical facilities - Office, Blocks, Pathway & Pavement, Washrooms, Power room, water management, emergency exit & Fire safety.
- Classrooms, Laboratories & Research Facilities
- ICT infrastructure - Eg: computers, Wi fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes, Braille system, software, nature of automation and membership.
- Sports and Cultural facilities - Indoor & out-door facilities- Games, yoga intra/inter-college cultural and sporting events.
- Maintenance & Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation o Solar panels, Solar grid tie, bio gas plant, battery powered vehicles, Rain water harvesting, Charging pit, Borewell/open well recharge.
- Facilities for Waste Management - Solid & liquid wastes, e-waste, Waste recycling, water conservation, waste water recycling, Incinerator.
- Additional in-campus provisions - Hostel for boys and girls & Food service centres and medical facilities.
- Facilities to support people with special needs, Ramp, Scribe, Differently-abled friendly washrooms, signboards, assistive tools.

6. STUDENT SUPPORT & PROGRESSION

Purpose

- To equip the students with domain specific and non-domain specific skills
- To inculcate value system among students
- To support the students financially via scholarships
- To motivate and help in upward progression of students in career
- To nurture and transform the capacity of all students
- To develop facilities for bracing the needs of Special students

List of Activities

- Mentor-mentee system - Remedial Classes, counselling
- Grievance Redressal & Welfare measures - Grievance committee-sexual anti-harassment, ragging, financial support- scholarship, freeships, part-time campus job, insurance, medical assistance.
- Competency building programmes - Academic programmes (Seminars/workshop/guest lecture/conference & Advanced & Slow learner based supportive actions) - Linguistic development programmes - Competitive exam coaching (JRF/NET/JAM...)
- Modules on Human Values - Value education, women studies, language classes, Gender equity club, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs & Forum events & Publications - Student Magazines.
- Feedback system & student satisfactory survey - Curriculum enrichment, faculty capacity building and infrastructure & facilities.
- Alumni engagement and Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career counselling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - Research, Internship & Inter-institutional activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/national/international level participation- Awards, rewards, certificates and medals.
-

7. RECRUITMENT, CAREER PROGRESSION & CAPACITY BUILDING

Purpose

- To appoint proficient and dedicated Faculty members and Support staff
- To improve learner centric teaching methods through trainings and orientations
- To support faculty members in meeting the needs of evolving education for upgrading curriculum
- To enhance staff capabilities for fostering students towards higher order thinking

- To upraise competency of faculties to meet technological & digital evolution in education
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff

List of Activities

- Career development programmes - Faculty Development Programmes, ICT Trainings, Refresher courses & Skill Trainings.
- Yoga, wellness programmes & Welfare Measures - cultural & sporting activities, Loans, Maternity Leave, etc.
- Financial support - Conferences, workshops, trainings and membership fee for professional bodies.
- Teachers day celebrations - Awards, Honouring the retired staff.
- Trainings for implementing new ICT concepts - In-house and out campus trainings.
- Aiding research, patency & consultancy activities- Seed money, Incentives for publications/Ph.D, support from government and nongovernment agencies, Publications.
- Performance Appraisal - Incentives, salary increment, promotions

8. COLLABORATION & INFLUENCE

Purpose

- To diversify knowledge through Academia-Academia/Industry collaboration
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community

List of Activities: Consultancy

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centers - Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counselling & awareness programmes.
- Community- Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem - Incubation centre/start-ups,

9. FINANCIAL MANAGEMENT

Purpose

- To ensure adequate availability of finances
- To mobilize and utilize funds effectively and efficiently
- To maintain sustainable financial flow for concrete institutional development
- To prepare budget and analyse income & expenditure Scope: Planning, Allocation and Controlling Institutional Finances.

List of Activities

- Review and decision making on fund mobilization
- Financial decisions and budget from each departments Budget & Expenditure o Infrastructure & Physical facilities o Academics (Eg: BOS, Lab, Seminars, etc.) - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings, scholarship/freeships) o Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development programmes - Maintenance o Stationeries o Salary & Contracts o Equipment - Staff & student trainings - Cultural & Sports events - ICT (Hardware & Tools investment)
- Mobilization - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Consultancy - Incubation Center - Student Council & Department Association.

1.2 Student Attendance Policy

This policy recognizes that regular attendance at classes supports greater student success and achievement. Attendance supports student learning and promotes academic success.

- Every student is required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities. Student is expected to attend 100% classes including practical, seminars, special lectures etc. However, a minimum 75% attendance is required for appearing in the End Semester Examination.
- Out of 100%, attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students by the Director.
- Student shall be required to submit a Medical Certificate issued from a registered MBBS Doctor within 05 days of his illness/ injury. The Program Chairperson, thereafter, in consultation with the class coordinator shall recommend it for Director's approval/ rejection within 03 days of receipt of the Certificate.
- A further relaxation of attendance up to 15% for a student can be given by Director provided that he/she has been absent with prior permission of the Director for the reasons acceptable to him
- No student will be allowed to appear in the end semester examination if he / she do not satisfy the minimum attendance criteria as set forth by the University. Students name, failing in the criteria, shall be forwarded to the University for detention from the End semester examination.
- A compiled monthly attendance report shall be prepared by the class coordinator and shared with the students concerned.
- In each semester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later

1.3 Student Leave and OD Policy

Leave applied well in advance may be granted for genuine reasons. It may be refused or revoked by the authority empowered to grant it. Students are expected to attend classes regularly and satisfy the minimum attendance criteria as laid down by the University. Leaves can be granted to the students on following grounds

- In case of serious illness
- Death of very near relative

No leaves will be granted for any social obligations, passport verifications, family problems except few unforeseen circumstances (Death in the family, etc.). No leave can commence unless recommended by the Program Chairperson and the Director has granted it.

In case of sickness support of medical certificate is a must along with medical prescription and test reports. Medical leave shall be granted only if a student is absent for a minimum period of 3 or more consecutive days. Medical certificates will not be acceptable for intermittent leave.

Students must have at least 75% attendance in each subject in a term for being eligible to appear in the Term-end examination. Students are advised to cover their medical and other leaves within 25% of the leverage in the attendance.

Guidelines for Submission of OD:

In the case of Official Duty (OD), students must submit their OD forms within 48 hours for the dates on which they were on Official Duty after the recommendation of the faculty/concerned department. No OD's will be accepted after 48 hours under any circumstances.

1.4 Internal Evaluation/ Examination Policy

The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester.

The aim is to assess and measure the performance of the students for implementation of modular techniques for better productivity.

- The Institute shall conduct 01 internal examinations and a Pre-University Test prior to the end semester examination of University.
- Valued answer sheets shall be promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
- Supplementary tests/ Class Tests/ Surprise Tests/ Modular assignments are periodically conducted to ensure performance.
- Seminars and assignments are given to the students to ensure their active participation in the learning procedure.
- Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.

Measures are to be taken to allow action planning against the assessment criteria/learning outcomes. The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.

1.5 Student Mentoring Policy

Purpose and Context

The modern institutional academic environment presents students with multiple challenges:

- Academic performance expectations
- Career planning and job placement
- Skills integration with curriculum
- Information management
- Adapting to rapid changes in higher education
- Managing pandemic-related disruptions during their graduation/ schooling
- Cultural integration for diverse student populations

To address these challenges, I.T.S Ghaziabad has established a comprehensive mentoring system to support students' academic, social, personal, and career development needs.

1. Basic Structure

1.1 Mentor Assignment

- Each faculty mentor is assigned 15-25 students from the same department
- Students retain the same mentor throughout their program
- First-year students are assigned to mentors as graduating students depart
- Special provisions:
 - Divyang students receive an additional faculty mentor for special needs
 - Slow learners are paired with student mentors in a buddy system

2. Mentor Responsibilities

2.1 Meeting Requirements

- Conduct minimum one meeting per month (online/offline)
- Dedicate at least 8 hours per semester to mentee interactions

2.2 Student Development

- Assess mentees' background, skills, interests, and motivations
- Foster communication skills and confidence
- Provide academic and career guidance
- Support problem-solving with appropriate referrals
- Encourage participation in academic and extracurricular activities
- Facilitate discussions on socio-cultural aspects
- Develop leadership qualities and teamwork

- Maintain long-term relationships with mentees

2.3 Administrative Duties

- Communicate with parents/guardians when necessary
- Share information about opportunities (scholarships, internships, etc.)
- Submit meeting records and reports to IQAC
- Maintain mentee confidentiality
- Coordinate with college psychologist when needed
- Identify learning needs and recommend support programs
- Arrange remedial classes for slow learners

3. Mentee Responsibilities

- Attend all scheduled meetings
- Maintain respectful behavior
- Share academic and extracurricular achievements
- Discuss career plans and specific needs
- Follow mentor guidance and advice

4. Expected Outcomes

1. Student Empowerment
 - Self-awareness
 - Self-management
 - Social awareness
 - Relationship management
2. Academic Enhancement
 - Identification of learning abilities
 - Support for special needs
 - Recognition of slow and advanced learners
 - Curriculum improvement suggestions
3. Program Development
 - New course recommendations
 - Teaching methodology improvements
 - Curriculum updates

5. Support for Slow Learners

5.1 Understanding Slow Learners

Slow learning may result from:

- Social background

- Limited exposure
- Language barriers
- Different educational backgrounds
- Hesitation in class participation
- Medium of instruction during graduation

5.2 Support Strategies

1. Provide accessible study materials
2. Record and share lectures
3. Arrange remedial classes
4. Implement peer mentoring
5. Offer personal counseling
6. Promote group learning
7. Encourage co-curricular participation
8. Use relatable examples and case studies
9. Develop communication skills

6. Support for Advanced Learners

6.1 Enhancement Strategies

1. Provide additional academic resources
2. Involve in research projects
3. Guide in publishing research papers
4. Encourage research presentation skills
5. Support conference participation
6. Offer recognition and scholarships
7. Promote online course participation
8. Provide advanced reading materials
9. Engage with challenging concepts
10. Foster innovative thinking
11. Support project development

6.2 Teaching Principles

Focus on helping advanced learners:

- Explore
- Create
- Envision
- Support
- Improve
- Exhibit

7. Policy Implementation

The IQAC will conduct annual training sessions for faculty members on effective mentoring practices. All mentors must follow this policy while maintaining flexibility to address individual student needs.

1.6 Student Discipline Policy

The primary focus is on the holistic development of every student. We seek to build within each student a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behaviour choices that promote their safety, the safety of others, and a productive learning environment.

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the Discipline Policy is to promote positive behaviour choices by recognizing students who engage in consistent positive behaviour. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behaviour and support them in learning how to make better decisions. We encourage students to act responsibly towards others and with the Institute property.

Disciplinary Rules and Procedure

1. Director shall constitute 'Proctorial Board' which will primarily deal with the disciplinary issues of the students.
2. Any incident of indiscipline shall immediately be reported to the concerned department/ Director/Chairperson/ Proctorial Board Members.
3. On receiving of any such incident, the Proctorial Board shall call a meeting with the students involved and incident report is prepared.
4. Based on the investigation, the Board recommend further Course of action to the Director for approval.
5. Student shall be issued warning/ suspension letter based on the severity of the matter

Role & Responsibilities:

The Proctorial Board shall be responsible for maintaining overall discipline among students as well as Boys' & Girls' hostellers. The following are the key roles of Proctorial Board: -

- To have a closed door meeting to discuss the disciplinary issues.
- To investigate the matter.
- To interview the other witnesses
- To make necessary recommendations
- To facilitate speedy delivery of Justice.
- To ensure that the victims and witnesses are not victimized or discriminated because of their complaint.
- To take protective measures.
- To take disciplinary action.

Disciplinary Actions

Careful consideration is given to individual situations. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behaviour is disruptive and detrimental to the operation of the school.

Expected Behaviour and consequences on violation

- a. Behaviour in Class room/ corridors/washrooms/ dining hall
Students are expected to behave in an appropriate manner and maintain the decorum while in Class room/ corridors/washrooms/ dining hall. Students must follow the rules of hostel mess during their meal time. Wastage of food should be cautiously avoided.
Consequences: Verbal warning, referral to the department head, parent meeting
- b. Behaviour during events/ activities/ tours
Students are expected to behave in a responsible manner during activities, events and official tours. Students should showcase model behaviour and shall not be involved in any act which is not consistent with Institute policies.
Consequences: Removal from the activity, referral to the department head, exclusion from future activities, parent meet
- c. Threats/ verbal abuse
This includes any overt or implied verbal or physical threat. This include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like
Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion.
- d. Teasing- Verbal and Non-verbal
This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures.
Consequences: Referral to the Department Head, Personal apology to the student who was teased, Suspension from classes, parent meet
- e. MALICIOUS PRANKS AND PSEUDO THREATS
This includes any act or substance used to cause disruption, panic, or an unsafe situation. This also includes deliberately misrepresenting substances as something they are not.
Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

f. **Acts of hate/ violence**

Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

g. **Inappropriate language/ gesture**

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, recommendation for expulsion

h. **Destruction of Property/Vandalism**

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Consequences: Referral to the Department head, parent notification, parent meet, suspension from classes, restitution, recommendation for expulsion

1.6 Fee Payment Policy

Students, admitted in Ist and IInd year, are required to pay course fee for their respective years before commencement of the classes. Students failed to clear their dues in stipulated time shall be levied a late fine of Rs. 100/- per day. However, the final decision on late fine implementation will rest with the Director.

Hostel Fee payment schedule:

Student willing to opt for the hostel accommodation, shall apply in writing to the Warden or the concerned Authorities. Student shall pay requisite hostel fee along with the security deposit in advance before joining the hostel facilities.

Student joining or leaving the hostel on any date from 1st to 31st of any month will be deemed to have stayed in the hostel for that full month and will be charged accordingly.

Mode of Payment:

Fee can be deposited by one of the following methods: -

- By Net Banking as per following details: -

Name of Account : Institute of Technology & Science
Address of Bank : Canara Bank, Navyug Market, Ghaziabad
A/C No. : 85563060000023
IFSC Code : CNRB0018556

- By Demand Draft in favour of “Institute of Technology & Science” payable at Ghaziabad/ Delhi/New Delhi.

1.7 Fee Refund Policy

The fee refund policy of the Institute is governed by the rules as prescribed by the UGC, New Delhi and the affiliating University.

A request for refund of fee on account of cancellation / withdrawal of admission shall be processed as per the UGC notification on 'Refund of Fee and Non Retention of Original Certificates- 2018'.

The same is summarized in below

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the Institute
(1)	100 %	15 days or more before the formally notified last date of last date of Commencement of academic session.
(2)	90%	Less than 15 days before the formally notified last date of last date of Commencement of academic session.
(3)	80%	15 days or less after the formally notified last date of last date of Commencement of academic session.
(4)	50%	30 days or less, but more than 15 days after formally notified last date of last date of Commencement of academic session.
(5)	00%	More than 30 days after formally notified last date of last date of Commencement of academic session.

Hostel Fee Refund:

Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach the Registrar (after getting clearance from respective Warden) before the date of leaving. The following guidelines will be applicable: -

1. Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
2. Students who have stayed in the hostel for a month or less, will pay charges for one month and the remaining amount of fee & security will be refunded
3. If the stay is over a month and less than three months, students will be eligible for refund of half of the academic year's hostel fee and security deposit.
4. Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.

1.8 Dress Code & ID Card Policy

The purpose of implementation of the policy is to maintain a professional environment and ensure campus security. Compliance with these guidelines is mandatory and shall be strictly enforced.

A. Faculty and Staff:

All faculty and staff are required to adhere to the dress code instilled in the policies. This serves to remind all personnel of our institute's policies regarding professional attire and identification while on campus. Effective immediately, we are reinforcing the following guidelines:

Dress Code

- All faculty and staff are expected to adhere to a formal dress code while on institute premises.
- Casual wear such as jeans, t-shirts, sneakers, and flip-flops is not permitted during working hours.

ID Card Policy

- All faculty and staff members must visibly wear their official institute ID cards at all times while on campus.
- ID cards should be worn on a lanyard or clip, and be easily visible to security personnel and other staff members.
- Lost or damaged ID cards must be reported to the respective Department immediately for replacement.

B. Student

Students are expected to be dressed in prescribed uniform only, when coming to attend the classes or while on any Institute approved activity inside or outside the campus. The student wearing uniform continues to represent the Institute outside the campus. Students are also required to wear only leather shoes with Uniform. Student Managers without uniform will be refused entry by security personnel at main gate.

1.9 Policy on Award of Scholarship and Freeship

The Institute aspires to impart quality education, equity and access to all the aspiring candidates irrespective of the class and background. In this endeavour, it strives to offer financial assistance in the form of scholarships apart from providing modern infrastructural facilities and other possible academic support for the holistic growth of an individual.

Scope:

The scholarship policy/guidelines formulated are applicable to all the students enrolled in various academic programmes offered by the Institute.

The provisions of the policy shall be displayed on website and communicated to the aspirants seeking admission in various programs of the Institute.

1.10 Library Policy

I.T.S library has been designed with lot of care, paying adequate attention to the needs of both faculty and students. There is a separate enclosure for faculty members and researchers to enable them to pursue their research interests. At I.T.S, students are provided with individual desks for total concentration.

The ground floor of the triple storied library has been designed as the Reading Section, Reference Section and Electronic Media Library Division. The first floor is devoted to a section containing Journals/ Periodicals, Dissertation Reports and Project Report etc. The second floor devoted to text book area where as two separate sections contain books on management and I.T. subjects.

ABOUT COLLECTION

I.T.S. Library has a very rich collection of printed and non-printed documents. The collection of books in the library, numbering around 42,000 cover almost all the thrust areas of business Management, Managerial Economics, Business Mathematics, Finance and Human Resource Management, Operation Research and Information Technology (Operating System, Networking, Mobile communication, Algorithms, Software Engineering, Modeling, AI & ML etc.).

Apart from the text books and reference books, ITS library subscribes to more than 98 National and International Journals/Magazines for providing the latest information in the areas of business and information Technology. More than a dozen Newspapers are also on subscription.

The other collection of I.T.S. library include the Annual reports of the reputed companies, project report of Students, Study Material Provided by the faculty members on specific topics. The non-printed collection includes the Video Cassettes, CDs and Floppies. These CDs and floppies can be used in the Electronic Media Library. EML Provides Facilities for using these CDs and Floppies.

ELECTRONIC MEDIA LIBRARY

The unique feature of I.T.S. library is the electronic Media Library which provides our students, faculty members and staff members connectivity with Indian and Global data bases. These data bases are available in CD-ROMs and updated on a continuous basis.

LIBRARY SERVICES

I.T.S Library provides following services:

1. Book Bank Facility
2. Book Reservation Facility
3. Circulation Services
4. Inter Library Loan

5. News Clipping Services
6. Reprographic Service
7. Selective Dissemination of Information
8. Reference Service & Assistance
9. Bibliography & Documentation Services
10. News-Clippings Services
11. Online Public Access Catalogue
12. Organization of Book Exhibition
13. Database Searches (Capitaline Plus, ProQuest e-books collection, EBSCO Business Source Elite) etc.
14. User Education
15. Current Awareness Services
16. Current Contents and Current Additions Services

INSTITUTIONAL MEMBERSHIP

Library is a Growing organism, which means that all its component/parts grow consistently. Books which constitute important elements of a library, are published every year in increasing numbers and it is not possible for any library to acquire all the published material. An alternative to this situation is to have inter library loan facility. I.T.S. Library too provides this facility to its subscribers by having the institutional Membership of Del-Net (Developing Library Network).

ONLINE DATABASES/ E-BOOKS

1. CAPITALINE PLUS SOFTWARE
2. EBSCO Business Source Elite)
3. PROQUEST E-BOOKS BUSINESS COLLECTION (25,000+ e-books)

TECHNICAL PROCESSING SYSTEM

In this information era, information and automation are two preliminary requirements to survive and to compete. Information helps us to retain ourselves in this frequent changing world, whereas automation eases the retrieval of information and saves time. I.T.S. Library is a modern air-condition library which has been fully computerized with the help of “Alice for Windows” – the library automation software, which facilitates the end user with his/her kind of requirement within the shortest span of time. The I.T.S. library has introduced barcode technology in its leading operations and provide OPAC (Online Public Access Catalogue) for users to search the detailed information of the required resource.

LIBRARY MEMBERSHIP RULES

- I.T.S Library is primarily meant for student, faculty, research scholars, administrative staff and visiting faculty of I.T.S
- Each member of I.T.S Library (Faculty/Staff/Student) issued with a library card.

- If a member loses his/her library card he/she shall make an immediate written report to the Librarian, She/he can get the duplicate card on appropriate payment.

ENTITLEMENT AND PERIODS OF ISSUE

User	Text Books	Reference Material
Regular Faculty	10 books for a period of 120 days	5 books / periodicals / CDs 15 days (for books.), 7 days (for periodicals) & 2 days (for CDs).
Visiting Faculty	2 books for a period 15 days	-
Research scholar	4 books for 30 days	-
Staff Members	2 books for a period of 15 days	-
Students	5 books for PG students for a period of 14 days.	-

LIBRARY TIMINGS

- Library remains open from 8:00 AM to 6:00 PM on all days excluding the declared holiday. On Sundays and 2nd and 4th Saturday the library shall remain open from 8:30AM to 5:30PM.
- Book are issued and received back from 8:45AM to 12:30PM and from 1:00PM to 2:00PM and 2:30PM to 5:00 PM
- Library remains closed from 2:00 PM to 2:30PM for lunch break and 12:30PM to 1:00PM (only circulation section) for re-stacking of books.

CIRCULATION RULES FOR BOOK/JOURNAL/NON-PRINT MATERIAL

1. Borrowing facilities are available to the member of the Library against Library card to them. Books are issued through the counter on presenting the Library card. The borrower card is non-transferable.
2. New arrivals of the books and new edition to library Magazines/Journal will be kept on display in the display shelf, afterwards it will be available for borrowing as per rules. This list is also e-mailed to all faculty members each month.
3. New additions can only be issued after technical processing (Accessioning, classification, cataloguing and clearance of bills) has been completed.
4. For renewing, it is necessary that the book be presented at the counter renewal is not automatic. If there is a pending demand for the book, the request for renewing may not be accepted by the library.
5. If any document is available as single copy, the same will not be issued and can only be consulted with in the library.

6. Users can avail photocopy facility within the Institute campus by depositing the library card to the library staff concerned. Library card will be returned once the books/periodicals are obtained back from the users.
7. Newspapers are not allowed to be taken out of the library.
8. The librarian can refuse to issue fresh books to those possessing books which are already overdue.

FINE RULES FOR I. D. CARD/BOOK/JOURNAL/NON-PRINT MATERIAL

1. Students shall be responsible for the loss and misuse of Library Card. A student who loses his/her Library Card shall make a written report to the Librarian. Duplicate card will be issued at the cost of Rs. 50/-.
2. Students shall be required to pay Rs. 20/- for new lanyard or card holder.
3. Over dues fine @ Rs. 5/- per day per book or other library materials shall be charged from the students if they fail to return the item(s) on or before the due date as indicated on the Due-Date-Slip. Maximum amount of fine will be Rs. 500/- per item.
4. Loss of item must be reported immediately. Late fees, if any, will be charged till the loss of item is reported. If the original item is returned after reporting it lost, the fine will be calculated till the date of its return.
5. An item will be considered to be lost if not returned within 90 days after the due date.
6. Students shall be required to replace the lost item with latest edition. Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition.
7. Failure to replace a lost/deemed lost item will attract additional penalty of Rs. 500/- over and above its price and the late fine.
8. Students shall be required to sort out the matter of fine within 06 month, otherwise additional fine of Rs. 100 per month per item will be charged.
9. The Librarian shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. of books and other reading materials:
 - i. Current cost of the book(s) and/or
 - ii. Fine of Rs.500/- and/or
 - iii. Suspension of library membership for a period of one semester.

GENERAL RULES

1. All library users must sign in/out register available with the attendant at the Gate.
2. Users must carry their Library card with them to enable checking by Library staff, if and when required.
3. Users should maintain decorum of the library and should not disturb others. Smoking, eating, talking, chewing, and usage of mobile phone are strictly prohibited in the library.
4. While entering the library users should leave their personal belongings such as bags, personal books, helmets etc. at the property counter at own risk. However, purses, calculators and such other costly items should not be left at the counter.

5. I.T.S. Library follows an open access system. Book and other material taken from the library stack should not be restacked by the readers. These should be handed over to the library staff on duty. Remember a book misplaced is a book lost until traced.
6. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence his/her library card would be impounded and the membership terminated summarily.

1.11 Placement Policy

While every effort will be made to enable each student to compete effectively for various positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. Students are required to fulfil certain prerequisites and also ensure adherence to the following guidelines.

- Fortnightly attendance in all the semesters will be closely monitored as it will be directly linked to eligibility for placement. Any student below 70% attendance will be debarred from placement for the next fifteen days.

For example- Short attendance till 15th March (from beginning of the semester) will make you ineligible for the placement process till 31st March. Only on the improvement of attendance, you will be again eligible for placement from 1st April Onwards.

- Students with carry over paper/s will be eligible for appearing in the placement process, based on individual company's criteria for eligibility of candidate.
- A student with pending fees may not be allowed to appear in the placement process.
- In order to ensure chances of selection in the companies, students are required to attend all the PDP Classes, Boot camps, Alumni talks, domain-specific classes, and aptitude training mandatorily.
- Students are advised to thoroughly understand the Company and Job Description (JD) before nominating themselves for the job position through Superset or otherwise.
- A student who applies for any job position is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process or does not appear for an aptitude test/group discussion/personal interview after nominating oneself will be debarred for the next five opportunities.
- It is the sole responsibility of the student to regularly check announcements/ notices/ updated information/ shortlisted names and various deadlines and adhere to the same.
- In case, a student secures a job on his or her own efforts, such students are required to report CRC with a copy of the appointment letter for further course of action.
- Once a student is placed, he/she will be allowed to appear for the opportunity after the placement of minimum 50% of the batch and only if the salary/ CTC offered is double.
- The student placed and joined will be responsible for all academic compliances in time, including Internal Assessments.
- The student will be required to take a NOC from the department/ Chairperson before joining a company.

1.12 Consultancy and Collaboration

The Institute encourages and motivates the faculty members in research, consultancy, extension and support student start-ups apart from teaching. The College extends all support to faculty members for taking up research projects and to file for patents.

The Institute follows the policy of extending the expertise available in the Institute for the benefit of society. The Institute offers consultancy services to industry, Government and Non-Government Organizations. The faculty members are encouraged to render consultancy services and are provided with infrastructural support. The revenue generated is utilized for infrastructural development.

The Institute also encourages faculty to visit different Universities and establish collaborations and linkages.

For getting national and international exposure to faculty members and also to enrich their quality, the Institute encourages mobility of faculty between institutions for research, teaching and learning.

For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the Institute takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

A blue scroll graphic with the text 'Administrative Policies' centered on it.

Administrative Policies

2.1 Hostel Policy

General

- I.T.S Education Group has four Campuses in Delhi NCR and students from far and wide come to study in the Institutions imparting high quality and first-rated education in Dental Studies, Management, Computer Science, Pharmacy and Physiotherapy. The Campuses offer good quality residential accommodation in hostels to students who wish to pursue their undergraduate and post graduate studies while staying in the hostels provided for their safety, comfort and convenience.
- A safe, congenial and student friendly environment is provided to both girls and boys in separate hostels with hostel rooms which are furnished, serviced with hot water in winters, hygienic washrooms, lady wardens for girls hostel, security arrangements and CCTV surveillance. There is peace of mind for parents who wish for an amicable, enjoyable and safe environment for their children in a hostel.

Accommodation

- Accommodation in single occupancy and sharing basis is provided for both girls and boys in separate buildings with facilities of hygienic washrooms, almirahs, study tables and chairs, and running hot (time and season specific) and cold water.
- The rooms are well ventilated and serviced with housekeeping and 24x7 drinking water facilities. Every hostel has a dining hall with a kitchen which provides wholesome meals for the students.
- Warden is present at all times ensuring meticulous administration, timings and discipline.
- Use of Desert Coolers and air-conditioners are allowed with associated usage charges, as applicable.
- Laundry services are provided in specified Campuses.
- Cooking and use of heavy electrical appliances in the rooms are not permitted.
- Unauthorised electrical extensions and tampering of wiring and plumbing lines is not expected from students and in case done may lead disciplinary action.
- No outsider, visitors and day scholars/students are allowed inside the hostel rooms.
- Parents under exceptional circumstances may be permitted after a written request is submitted by the parents stating specific reasons for the purpose of the visit to the accommodation. The warden will use discretion with respect to timings, convenience and comfort level of other students in the hostel and deliberate on the urgency and compulsion of such request before permitting such entry. The warden will keep the Registrar and/or Director/Principal/Vice-principal informed at all times when accepting such requests.

- Large amount of cash, jewellery and other valuable items should not be kept in the hostel room. Safe custody of personal belongings and items will be the responsibility of the student.
- Revelry, party and loud music are not permitted in the hostel premises. Specific group activities, if permitted, by the Director/Principal will be under directions and supervision of the warden who will be given the protocols, conduct and safety rules in writing.
- Personal televisions and music systems are not permitted.
- Use of personal gadgets which cause disturbance to fellow students will be avoided.

Mess

- Hostel mess is serviced by a kitchen which provides wholesome vegetarian food to all students.
- Quality ingredients are ensured with cooking and serving under hygienic conditions.
- Consumption of non-vegetarian food in hostels or in the premises of the Campus is not allowed.
- Smoking and consumption of liquor or any intoxicating substance is prohibited.
- The menu of the mess is decided by the Mess Committee which has student representatives.
- The mess has specific meal timings which are displayed on the notice board of the hostels.
- Consumption of outside food is discouraged.
- Consumption of food in hostel rooms are not permitted unless specific permission has been obtained for those sick-in-quarters.
- Students who are not residing in the hostel are not permitted to consume food and paid for by those residing in the hostels.
- Students will refrain from bringing their guests and visitors for food to the mess. In circumstances where guests and visitors are allowed after due approval is obtained the regulations with respect to dress and payment (no credit) procedures will be adhered to.
- All students are advised not to communicate with the mess staff and any observation/issue is to be routed through the warden or the mess committee representative.

Medical

- Suitable arrangements have been made to attend to medical requirements of the students who are staying in the hostels.
- Transport is made available should there be a medical requirement of sending a student outside the Campus for treatment.
- Pre-existing medical condition of any student must be declared at the time of opting and occupation of hostel room including list of medicines that any student would be taking at the time of occupation of hostel room.

- Any expenditure on medical attention required and treatment of any student will have to be borne by the student and her/his parents or guardians.
- It is the duty of the student or person who first comes to know about an illness or medical condition of another fellow student to immediately inform the Warden so that immediate medical attention can be given.

Occupation and Vacation of Hostel Room

- Allotment of hostel room to a student can be considered after completing the documentary procedures and filling up the application forms which have been attached as Annexure.
- Application forms will be considered after the hostel fees have been paid in full.
- Allotment of hostel room is discretionary and rights of admission into hostel rooms are reserved.
- There are no agreements and rights to occupancy or tenancy with respect to stay permitted in hostel rooms.
- Preferences to particular rooms will not be entertained and will be done at the discretion of the College.
- The date of occupation is generally 02 (two) days prior to commencement of the academic session to which the student has enrolled and vacation is within 03 (three) days of the last day of the session.
- Exception to the number of days as mentioned in paragraph 37 above is solely the discretion of the College and cannot be demanded as a right.
- A hostel room once allotted and occupied can be considered as vacated only after 'no dues' and associated documentation have been completed by the student.
- College reserves the right to consider vacation of the hostel room by a student based on disciplinary issues, if so created or indulged in by a student whether related to the stay in the hostel or otherwise.
- Permission to stay during summer internship programs (SIP) will be taken in writing and additional hostel charges will apply as applicable in respective Campuses.
- Extensions in stay unless authorised by College Authorities may be permitted after due processing of request application with genuine reasons have been completed and permission in writing has been obtained.

Attendance, Outpass Timings and Leave

- Attendance timings both in the morning and evening will be communicated through Circulars/Notices and displayed on the notice board of the hostel by the respective wardens.

- The morning outpass time and return time for working/class days and holidays/Sundays will be decided by Director/Principal of the College, communicated through Circulars/Notices and displayed on the notice board and regulated by the warden.
- Procedures for obtaining out-passes will also be decided on the directions of the Director/Principal of the College.
- Late arrival and absent reports may invite disciplinary procedures and action against the student and may also lead to withdrawal of hostel facility to the student.
- Overnight out-pass and leave will be based on written applications and/or communication requests made by parents/guardians of the student. Approval of overnight outpasses and leave will be discretionary and based on the time of request and safety issues. Date and time by which such requests are to reach the Dean Students Welfare (DSW)/Administrator/Registrar/Warden will also be directed by the Director/Principal so that adequate time is available for processing the request for out-pass/leave.
- Attendance marking and the time/timings for it in a 24 hour cycle will be announced with the directions given on the subject by Director/Principal of the College.
- Timings for out-pass and reporting back timing from leave of absence will follow the same procedure as stated in paragraphs above.
- Delay or deviation in attendance marking including non adherence to timings by students residing in the hostel are matters of discipline and will be dealt with accordingly.
- Daily outpass timings during class/working days, Sundays/holidays and in different periods/seasons (summer and winter) will be directed by the Director/Principal.
- The procedures specified by Director/Principal of respective Colleges for obtaining outpasses will be followed and also that of applying for outstation leave.
- Feedback form from parents/guardians will be deposited with the Warden on return to the hostel.
- Return from leave of absence must be before the gate closing time of the hostel. Entry beyond the gate closing time in the night or before gate opening time in the morning must be intimated and applied for in writing at least 24 hours before the arrival time, with valid reasons.
- Wardens will ensure that all required entries in registers maintained for the purpose of outpass and leave is updated on a daily basis.
- Travel during leave of absence or term break or end of course without being accompanied by parents/guardians must necessarily be authorised by parents in writing. Wardens are required to ensure that necessary permission is available on records before permitting such travel.

Guests and Visitors

- Visitor and guest timings will be announced and displayed on the notice board.
- Parents and guardians will be requested to adhere to the visitor timings except when there are overriding compulsions.
- Record of such visits and timings will be recorded alongwith contact details of visitors and guests including that of parents.
- Arrival of visiting relatives, brothers and sisters should not be unannounced.

Hostel Charges and Payment

- Accommodation on single and sharing occupancy with and without air conditioning/ air cooler is available with different charges as applicable for the period of stay which generally coincides with the academic course for which the student is enrolled.
- The charges levied are all inclusive for all the services being provided in the hostel accommodation and are not split for different categories.
- The payment for the entire duration of stay is chargeable before permission for occupation is issued.
- The College reserves the right to refuse hostel accommodation for non-payment of charges as hostel accommodation relates to a paid facility with accompanying facilities and services with fixed and/or prepaid costs.
- Security deposit refundable on vacation of hostel accommodation is mandatory and will not be adjusted against any other charges of the hostel or academic fee.
- Occupancy of a single day in the hostel will equate to a full month's stay on account of fixed and prepaid costs already incurred to provide the accommodation, facilities and services to the student who has voluntarily opted for the hostel accommodation.

Withdrawal/Vacation of Hostel Accommodation

- Procedure for obtaining 'No Dues' will mandatorily be followed when vacating or withdrawing from hostel accommodation.
- Vacation date will be considered only after 'No Dues' have been obtained. Under no circumstances will vacation date precede the date of obtaining 'No Dues'. Exceptional circumstances only will be considered after receipt of application which cites valid reasons, from parents of the student. Verbal considerations and requests for waivers will not be acceptable.
- Withdrawal or vacation due to issues of discipline will follow the same procedure unless otherwise authorised by the Director/Principal under exceptional reasons.

- Reasons for vacation due to medical reasons will also follow the laid down procedure but due consideration will be given on the individual merit of the case.

Visitor Room

- Visitor room is where guests and visitors of the students who reside in the hostel accommodation can be met for interaction and meeting during the visiting hours only.
- Visiting hours are specified and displayed on the notice board of the hostel. All students are expected to acquaint themselves with the visiting hours and inform their guests and visitors accordingly.
- Parents and guardians of the students will also be requested to meet their wards only during the visiting hours and in the visiting room arranged for the purpose.
- Prior intimation of expected visits must be informed by the student to the Warden.
- Warden will record the visits with full details and contact number of the visitors with timing in a register.
- Visits beyond and outside the visiting hours may be allowed only under exceptional circumstances and instances will be recorded in the register. It is mandatory that a written application by the visitor with full contact details is submitted to the Warden who will take it up for further approval before permitting such deviation.

Guest Room

- All requests for guest room bookings will be done in writing and initiated by the parents/guardians. It may be noted here that guardians of the students are only those who have been mentioned officially with full residential address and contact numbers by the parents in the hostel admission form.
- Guest room with applicable charges is available for use by guests who should be parents and guardians of the students residing in the hostel.
- Guest room charges announced from time to time will be for boarding or for room occupancy only and will not include food and any other service.
- Guest room charges are non-refundable and will be paid in full and in advance with the request for booking. Students are requested to ascertain availability of the guest room from the Warden before placing the request with the non-refundable booking amount in full.
- Consumption of liquor, tobacco products, intoxicating substances and non-vegetarian food is strictly prohibited in the guest room.
- Students of the College will not occupy the guest room. Any exception will only be done with prior permission initiated at least 24 hours in advance. The approval to such requests is subject to individual circumstance and will be an exception rather than an example for considering future similar requests.

- Maximum duration of stay that maybe permissible in guest room is 03 (three) days. Check-in and check-out time for this purpose will be 2 PM and 11 AM respectively. Early check-in and late check-out extending not beyond 2 hours will be discretionary and subject to vacancy/booking/maintenance and upkeep requirements.
- Damages to the guest room during the period of occupancy by guests are chargeable as extra.

Non-adherence to Hostel Regulations and Rules

- Deviations and violations of hostel rules and regulations will be viewed seriously as a matter of discipline and appropriate action will be initiated.
- The rules and regulations are subject to modifications and amendments form time to time and will be in accordance with directions given by College Authorities, at all times.
- Damage to hostel property will have to be made good and if any student indulges in such disruptive activity then it may invite both disciplinary action and penal charges. In exceptional circumstances it may also lead to suspension and/or expulsion.

Fines and Penalties

- While penal charges are not remedial ways but any damage or loss incurred due to unwarranted and destructive activity will have to be compensated and hence charges will be levied.
- The quantum of penal charges or fines will generally be commensurate to the damages incurred; severity and/or seriousness of the transgression which will be communicated to the student/s on occurrence and as per directions of College Authorities.

Miscellaneous

- Any aspect with respect to hostel accommodation that are notified periodically by the College shall be deemed to be part of the hostel rules and read in conjunction with the standing instructions incorporated in the hostel rules.
- Hostel admission forms and related documents of different Colleges of I.T.S will be amended to meet requirements of that particular Institution. As an example, the Annexure to this document lays out a general standardised format of forms that may be used. Respective College Administrator/Registrar/Admin Officer may use the forms already in use or incorporate necessary amendments after obtaining due approval from College Authorities.

2.2 Equal Employment Policy

It is the policy of the college to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, disability, marital status etc. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The college and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the college Director & college authorities. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary and legal action, up to and including discharge from employment. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

2.3 Research Promotion Policy

The research policy formulated in 2013 (revised on 30.12.2023) focuses upon development of intellectual capital in varied specialization areas. These activities help faculty to enhance knowledge base and to fetch him/her regional, national and international acclaim and to keep abreast with the recent developments.

Faculty Research Incentive Scheme

In addition to regular teaching work, the faculty is expected to publish research papers and articles, etc in journals, business newspapers and magazines and for other professional publications. It is also expected from faculty to contribute to development of intellectual capital in the area of its specialization. These activities on one part help the faculty to enhance the knowledge base and another part to fetch him/her regional, national and international acclaim and to keep abreast with the recent developments. I.T.S Ghaziabad has always been encouraging & supporting these activities.

A. Publications of Research Paper

To incentivize the faculty, the institute will observe the following incentive scheme for its faculty members on publication of research papers etc.

S. No	NAME OF JOURNAL / CATEGORY	PROPOSED INCENTIVE
1	Paper Published in Journals (Referred)	
	a) Top International Journals in world like Journal of Management, Journal of Marketing, Strategic Management, Journal, Journal of Finance Journal of Operation, MIS, Quarterly HBR, ABDC "A" category etc.	Rs. 50,000/-
	b) International Journal published outside India: Scopus Indexed/ ABDC "B" category ABDC "C" category	Rs. 20,000/- Rs. 15,000/
	c) Published in India: Scopus/ ABDC	Rs.10,000/
2	UGC Care listed Journals	Rs. 7,500/-
3	Journals Published by IIMs, IIT, XLRI, ISB or Similar	Rs. 7,500/-
4	Journals Published of TISS, Indian Journal of Accounting Indian Journal of Marking, Indian Journal of Industrial Relation, or similar	Rs. 5,000/
5	Articles in Popular Business Newspaper/Magazines and Journals of regional Institute/ AIMA other than above 3/4	Rs. 2,000/-

B. Book / Book Chapter / Case Study

1	Writing Book Chapter (Research Oriented) with Best known Publication House of International Repute published outside India	Rs. 25,000
2	Writing Book Chapter (Research Oriented) with Best known Publication House of National / International Repute, published in India	Rs. 5,000
3	Publish Test Book with Best Known Publications House National / International Repute in India (Like TMH, PHI, PEARSON, OXFORD etc.)	Rs. 20,000
4	Publish Test Book with known Publication House in India (other than point no. 3)	Rs.10,000/

C. Case Study

Publication of Case study will be considered as equivalent to research paper as per the merit of publication which will be evaluated by a team comprising Director and two faculty members (Research Active) of the department for placing in above Table for paper publication for financial reward.

D. Eligibility

In case of co-authors, the first author must be from I.T.S for eligibility of the incentive then following will apply.

- a) In case of two co-authors amount will be shared in ratio of 3:2
- b) In case of three authors the amount will be shared in ratio of 5:3:2
- c) The Paper/ Book having more than three authors will not be considered

The faculty member has to submit a hard and soft copy of the paper and proof of publication/acceptance for publication of the paper for claiming such incentives.

E. Presentation of Papers in Conferences/Seminars.

1. Faculty members are encouraged to send papers for presentations in conference seminars related to their functional area. However, Faculty has to certify that his/her attending the conference/seminar will not hamper the ongoing academic activities and tasks assigned at the institute.
2. Faculty should inform the Department at the time of submission of the paper. In case of a co-author only first author will be eligible to visit for a presentation.

3. A faculty can avail such facilities for a maximum of two times in an academic year for National Conference and once in two years for International Conference.

4. International Conference outside India: In case of acceptance of paper in international conference outside India, based on production of the proof and required documents. Faculty may be provided financial grant to meet (i) registration fee (ii) lowest shortest economic class travel expenses and (iii) lodging and boarding expenses. The VISA fee, airport expense and all other local conveyance are to be borne by the concerned faculty. This facility will be applicable to faculty with minimum one-year service at I.T.S.

5. Lodging and boarding expenses will be on actual basis or limited to \$150 per day for maximum (actual conference day + 1 or upto 4) of four days.

6. For international conferences within India facilities will be the same as applicable to other National Conferences.

7. National Conference: For National Conferences and International Conferences organized within India the Institute can provide the grant subject to acceptance of the paper, for travel as per I.T.S norms. For lodging and boarding actual for a maximum period of four days as per Institute's travel rules.

8. If any faculty who has less than one year of service in I.T.S wants to avail this facility, he/she has to bear 50% of the registration fee and only 50% of above loading rates will be applicable.

F. Quality Improvement Programme (QIP) and Faculty Development Programme (FDP):

Institute may sponsor a faculty for QIP / FDP or such programme outside National Capital Region (NCR) for maximum up to two times in an academic year.

G. Academic Leave

Research work including Ph.D. work (with details of registration submitted to the office), conductance of University Viva, presentation of Paper/Article Case Study, attending QIP/FDP conference or workshop etc will be covered under the 15 days of Academic leave and for period exceeding this limit other eligible leave will be adjusted

H. On Duty Leave Faculty/ staff can avail On Duty Leave (OD) for their engagement in institutional activities outside of the campus as per the requirement with proper intimation and prior approval of the reporting authority. (Other than point no. G)

I. Foreign Travel Grant by AICTE Faculty can avail Foreign Travel Grant form AICTE/UGC and in that case faculty will not be entitled to claim expenses from the institute.

In addition to the above, following are other facilities provided by the institute to the faculty members to promote research activities:

- a. Data Collection: Advantage of engaging students for data collection related to the research undertaken by them.
- b. Database: Facility to use E-Books & available databases including Capitaline, DELNET, Ebsco and NDL database for research work.
- c. Purchase of Books/ Journals: Purchase of recommended books/ Journals by the faculty related to their research work.

2.4 IT & E- Governance Policy

The academic process of the Institute shall be implemented through the updated and innovative IT infrastructure that is secure to manage cyber risks. The introduction of Information and Communication Technology in the field of education has become a boon to the academic institutions as it helps in maintaining the quality in education as well as in the governance of the institution.

Objective of the Policy

- To implement e-governance in various functionalities of the institution
- To achieve efficiency in the teaching-learning process
- To create transparency
- To ensure accountability

Policies:

- The IT Policy includes IT administration, hardware, software, networking, IoT, AI, database management, electronic communication system, IT usage, cyber security and maintenance guidelines.
- IT policy is implemented to develop facilities and update them periodically to keep abreast of changing times.
- Admission process is made hassle-free with the help of the college website. The students can download application form from the website. About the hostel, admission process and payment of monthly rent are all digitalized.
- The accounts of the college are maintained with help of the accounting software Tally.
- The library is computerised. Students can search the books in the computers in the lobby. E-learning facilities and periodicals are made available in the library.

2.5 Anti-Ragging Policy

The College has a coherent and an effective anti-ragging policy in place which is based on the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”

Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any student with rudeness;
- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher, exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or other student.

Provisions of the punishment at the institution level:

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the Institute, the possible punishments for those found guilty of Ragging at Institute level shall be any one or in any combination of the following:

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars

Undertaking

All students are to read and understand the above stipulations and are required to give an undertaking in this respect placed at the next page.

Anti-Ragging Committee & Anti-Ragging Squad:

Anti-Ragging committee, as constituted by the Director, shall work in collaboration with the Disciplinary Committee. It foresees the possibilities of ragging and organizes awareness program to create a friendly campus. It also documents activities done to prevent ragging and sends report to all concerned. In the event of any complaints or instance, it meets, make enquiries and suggests disciplinary actions.

For curbing the menace of Ragging and to ensure that no such incidents take place in the Campus, an Anti-Ragging Squad is constituted before commencement of the academic session and members are requested to be vigilant in college hours and take frequent inspections to the areas such as Canteen, Hostel Mess and areas most proximate to the Ragging.

Procedure for Disciplinary Action

Any complaint received against any student will be dealt with in the following manner:

- A letter will be issued to the involved student (s) by the Dean - Students Affairs seeking an explanation for the breach of discipline.
 - On obtaining the response from the involved student, a committee comprising of all Deans, Program Chair, Area Chairs shall conduct an inquiry. During the conduct of investigations, the Director may suspend the student.
 - The involved student (s) would be given a chance to explain his/her conduct. The committee may call others to facilitate the inquiry.
 - The Committee shall submit its findings and recommendations to the Director for approval.
- 5.2 In all matters of discipline, the decision of the Director will be final.

2.6 Prevention of Sexual Harassment Policy

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

The Institute/ Director shall constitute an Internal Complaint Committee as per the following

- A Presiding Officer who shall be woman faculty member employed at a senior level
- Two faculty members and two non – teaching employee
- One member from amongst non-government organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
- At least one-half of the total member of the ICC shall be women
- Person in senior administrative positions such as Director, Registrar, Deans, heads of the Departments, etc. shall not be members of ICCs in order to ensure autonomy of their functioning.
- The term of the office of the members of the ICC shall be for a period of three years.

Assistance by the Institute:

In order to foster a fearless environment, the Institute shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Complaints Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require

Redressal Process:

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 30 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

2.7 Grievance Redressal Policy

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

- The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
- In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
- Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
- Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
- Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
- Manuel of the college should be published in print form and online.
- Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.

2.8 Waste Management Policy

The concept of sustainability has been gaining importance globally due to the growing environmental concerns and rising support from the nations to conserve the planet. Implementation of integrated sustainable waste management approach minimizes the waste and improves the Environment. Being a responsible citizen it is a moral duty of all to make the environment safe for all.

The Institute is very conscious in its environmental approach and takes following initiative to make a pollution free green campus.

1. The Institute has imposed ban on 'single use plastic products' in the campus
2. Entry & exit as well as the riding of vehicles with in the campus are restricted.
3. Use of Pan-masala, Tobacco, Cigarettes etc. are strictly prohibited
4. Students are provided RO purified water in Hostel and Campus
5. Most of the work in the Campus is being done through Electronic mail to minimize the use of paper and to promote "Save Tree Save Earth" campaign.
6. Activities under "Swachh Bharat Abhiyan" are a key component and special drives are conducted in the Campus to make it clean and green.

To have a minimal impact on environment and manage the waste generated in the Campus, the Institute undertake following initiatives:

Solid Waste Management:

- Spread awareness among students about food wastage and ways of minimizing it.
- Minimizing the use of packaged food
- Dustbins are kept at different places in the campus. Solid waste (dry and wet) is collected daily followed by proper disposal.

2.9 Safety & Security Policy

The Institute is committed in providing and maintaining a safe, healthy work and learning environment for faculties, staff and students. The primary function for Safety and Security policy is to advise, assist and support staffs and students to effectively manage health and safety within college. The college encourages and expects staffs, students and visitors to co-operate on matters of health and safety and to act responsibly whilst on college premises.

In case of Emergency/Accident

- The college makes every effort to ensure measures are in place to control health and safety risk at the college.
- In case of any emergency, Narendra Mohan Hospital & Heart Centre is at walking distance from the Campus.
Ambulance No- 0120-2658888, 0120-202657501
- If you have an accident outside the college e.g. on a college trip or excursion or at another employee's workplace/ place of visit or internship, whilst on work placement or whilst on college business, then please report it your immediate department/principal as soon as possible.

The Institute has established a wellness centre where services of a qualified doctor are at disposal of the students, faculty and staff to seek first aid in case of urgent requirement.

Safety measures on Campus

- Different committees viz. Internal Complaint Committee, Grievance Redressal Committee, Discipline Committee, Anti-Ragging Committee are constituted as per the guidelines of University and affiliating agencies to look into the safety and security of the staff and students on the campus.
- Vehicular Traffic on the campus is restricted. Vehicles are allowed to be parked only in the space provided.
- For preventing unauthorized entry in the campus, staff and students are asked to wear ID card whilst on the campus.
- The Institute is under 24x7 CCTV camera surveillance and security personnel are guarding all the campus round the clock.
- Fire extinguishers and instructions to use fire extinguishers are installed at decisive locations point as per the fire safety norms.
- The Institute also seek each student to submit medical certificate obtained from a qualified MBBS doctor before commencement of the program to ensure that each student is medically fit for the program.

- Before proceeding on tour all the students should be properly briefed by the way of training about geography, climate, hazardous location and risks zones existing in the proposed destination, code of environment protection, emergency procedures and basic first aid.

2.10 Infrastructure Maintenance and Utilization Policy

Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
- To avert mismanagement and misconduct of college amenities and services.

Scope of the Policy

Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college

General Infrastructure

- All requests for new purchase of must be duly signed by the head of the department before forwarding to the authorities for approval.
- Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management.

Class Room/ Seminar/ Conference Hall and Auditorium

- The Management has assigned an APO staff along with the building supervisor with the responsibility of the classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints can be raised through Almighty online desk.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities.

IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The requirement of the repair of the systems has to be reported to the Technical Assistant
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi Fi facility for the entire campus.

Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Sports Officer.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.

Library

- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Director in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.
- In-out entries along with imposition of fine penalty for late submission or lost of issued books, are the responsibility of the Librarian.

Hostel Infrastructure

- Hostel Committee consisting of the faculty in-charge, Registrar and Warden will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

Advisory on Lift operation and maintenance

The lifts are primarily to be used for/ by physically challenged, elderly persons and need in case of specific requirements which are also in compliance with the regulatory norms.

For proper use and regular maintenance, the lifts would be normally operating for above mentioned requirements and also daily from 02.30 PM to 04.30 PM. For its smooth operation and ensuring safety of users, it must be ensured that:

1. Staff Members are trained for any emergency requirements
2. Lift shall be closed after its operation to ensure the safety norms
3. For better understanding and clarity about the operations of Lifts and Safety procedures, Technical Staff (from Computer Centre) should also be trained for any emergency requirements

In addition, following guidelines should also be followed, while Lifts are in operation, to ensure smooth operation and safety of individuals:

1. Be cautious while boarding and exiting.
2. Give Priority to elderly people, Sick and Faculty Members while boarding in Lift
3. Never use your hand or an object to keep an elevator door open.
4. Don't overcrowd Lift.
5. Not to use Lift in case of fire or any such unforeseen circumstances
6. Advise users not to panic and Use Emergency Calling Button or Alarm if got stuck-up in Lift due to any reason

Above comes in effect on an immediate basis and requires necessary action by all concerned.

Advisory of operation of electric equipment

There are many incidents of fire being reported these days due to overheating of electric wires and equipment like UPS, transformers, batteries, water coolers and air-conditioners etc. All are requested to adhere to the following advisory.

Do's

1. Ensure all electrical equipment, including UPS units are switched off after office hours and switched back on the following morning.
2. Report if you observe any joints or cuts or any wear and tear in the wires connecting:
 - a) The AC to the stabilizer.
 - b) The stabilizer to the MCB.
 - c) If the AC is connected directly to the power source without the stabilizer and/or MCB.
3. Report immediately if you experience the slightest of burning smell.
4. Ensure that your Air-conditioner is set on a temperature between 22-24.
5. **Give adequate rest to the AC so that it does not lead to overheating of components and wiring. Observe a rest period of at least 30 minutes after operating it for 6-8 hours continuously.**
6. Report if AC switches off while in operation and during availability of grid electricity.

Don'ts

1. Do not tamper with the wiring of the AC, stabilizer or any other electrical connection.

2. Do not operate ACs continuously for more than 6-8 hours continuously especially during daytime and conditions of high temperatures crossing 42 degrees Celsius in summer months.
3. Do not operate the AC when not in the room.
4. Do not attempt to restart the AC if it switches off during availability of grid electricity.
5. Do not operate the AC in case you observe any sparking or overheating signs of the wiring and connections.
6. Do not overuse your AC so that breakdown occurs due to excessive use – it will only put you to inconvenience.
7. Do not operate the AC if it is directly connected to the power source without the connection routing through the stabilizer and MCB and there are joints in the connecting wires – report immediately for necessary rectification.

Note: In addition, if you observe anything unusual with respect to sound of operation or visual indication then immediately inform the Admin Supervisor or Admin Team Member or Electrician on immediate basis.

2.11 Weeding-out Policy

To create, maintain and weeding out of records is ongoing process and thus record management plays an important role in any of the organization. Since its inception in 1995, the Institution has been continuously involved in formal official communication within the Institute as well as with multiple external agencies. Being formal and in hard copies, this communication causes accumulation of records in the form of files, folders, registers and receipts etc. Though the Institution has taken ample care to switch towards digitization by adopting office automation system, still, with the development of Institute, this stack is increasing in due course of time. Hence to save the office space and to better manage the office communications, it becomes necessary to weed out the obsolete records which are no longer required in the Institute. The Institute needs to have a simplified policy on records retention schedule, periodicity of destruction and a convenient procedure of weeding out the obsolete records. The details of this document cover the need of individual sections, mandate to constitute intra section committees for verification and certification of destructions of obsolete records of the Institute.

Purpose:

The purpose of this Policy is to ensure that necessary records and documents of important nature are adequately protected and maintained. It is to ensure that records that are no longer needed by the Institution or are of no value should be discarded at the proper time.

Introduction:

This Weeding out policy comes in to effect from Jan 2024 and will be called afterwards “The Weeding-Out Policy” of Institute of Technology and Science, to retain high quality and accurate records for a significant time period. Director of the Institute is the designated authority responsible for administration of this policy. Records that are no longer required or have satisfied their required period of retention shall be destroyed with the permission of designated authority. No employee of the Institute shall knowingly destroy any document with the intent to obstruct or influence the investigation of any matter.

The Institute reserves the right to amend, alter or terminate the policy at any point of time without any intimation. The policy covers all the documents and records of the Institute.

Record Retention and Destruction Process:

The word document does not necessarily include documents in paper form only but emails and other information stored electronically also. It is expected from all the employees to follow the

procedure put forth herein and do not destroy any document without prior approval from Director or Section Head.

- Every section/department head will list out the obsolete records up to 01st July every year.
- A certificate for weeding out of records (Annexure-A) must be submitted to the Registrar before 15th July every year. In case of no destruction has been carried out, a certificate with Nil Destruction must be submitted by each section.
- The Institute/ Section Head will constitute an Obsolete Records Destruction Committee under his Chairmanship. The Committee will examine the details of records being proposed for destruction.
- After examination by the Committee, the Institute/ Section head will ensure for the destruction/ retention of the records and submit a certificate to the Registrar certifying that the records have been destroyed or retained.
- Registrar's Office will be authorized and responsible to keep a record of such destruction certificates.
- In each section, a 'Register of Records Destruction/Retention' should be maintained showing the date and method of destruction. (Annexure B).
- The records should be weeded out by way of shredding/burning in each section.
- In case the records are of important nature and needed to be preserved for a longer period of time, the specified periodicity will not be applicable and the section head will decide the periodicity of such records.
- As far as possible, records of permanent nature should be digitized and preserved in duplicate. Keeping one copy in the custody of Section Head, second copy must be preserved at different geographic located repository.

Certificate of Record Destruction/ Retention

A Committee as following was constituted to verify and recommend the destruction/retention of obsolete records in section.

On the recommendations of committee, obsolete records due for destruction have been destroyed as entered in the Register of Destruction. However, the files/registers/records listed in the attached Annexure B have not been destroyed irrespective of scheduled periodicity and were retained for the purpose as mentioned against each.

Certified that:

1. No action is pending in respect of the records recommended for destruction.
2. No recovery is pending as on date where the destroyed records shall be required in future.
3. No court proceeding/Enquiry is pending or contemplated as on date where the records proposed for destruction shall be required to be produced.

Signature member-1

Signature member-2

Signature member-3

Date.....

Signature of Chairperson/Section Head

Copy to:

1. Registrar Office

Periodicity of Record Keeping

A. Registrar/ Academic Program Office:

S. No.	Description	Permanent	Periodicity
1	Personal file of students		5 years of award of Degree/ removal of name from the rolls of the Institute
2	Tabulation Records / Mark Sheets / Degree Certificates	Yes	
3	Inward and Outward File		5 Years after the date of last enclosure
4	Affiliation/ Approval/ Accreditation File	Yes	
5	Affiliation/ Approval/ Accreditation Letters	Yes	
6	Inter Office Correspondence		5 Years after the date of last enclosure
7	General/ Miscellaneous Files		5 Years after the date of last enclosure
8	Student Attendance Record		5 Years after the date of last enclosure
9	Student Assessment Records		5 years of award of Degree/ removal of name from the rolls of the Institute
10	Scholarship Record File		5 Years
11	Agreement File		5years from the execution of the Agreement
12	Committee File		5 Years after the date of last enclosure
13	Inspection Committee File		5 Years after the date of last enclosure
14	Internal Audit File		5 Years after the date of last enclosure
15	ISO 9001-2000 Audit File		5 Years after the date of last enclosure
16	Leave Rules		5 Years after the date of last enclosure
17	Convocation File		5 Years after the date of last enclosure
18	Legal Court Case File		5 Years after the closure of case
19	Fee Structure File		5 Years after the date of last enclosure
20	Mata Ki Chowki File		5 Years after the date of last enclosure

21	AIU File		5 Years after the date of last enclosure
22	AQAR/ SSR File		5 Years after the date of last enclosure
23	NIRF File		5 Years after the date of last enclosure
24	UPTIF FILE		5 Years after the date of last enclosure
25	Circular File		5 Years after the date of last enclosure
26	Notice File		5 Years after the date of last enclosure
27	Infrastructure Details File	Yes	
28	APO Document Movement Register		5 Years after the date of last entry in the Register
29	Dispatch Register		5 Years after the date of last entry in the Register
30	RTI File		5 Years after the date of last enclosure
31	Proctorial Board File		5 Years after the date of last enclosure



HUMAN RESOURCE POLICY

3.1 Recruitment and Selection Policy

The success of endeavours of the institution greatly depends on the committed staff founded on the values of integrity and service and positive attitude. The policy on Human Resource Management and Code of Conduct have been articulated to provide the framework by which the staff are expected to behave in the workplace.

A. Recruitment Process:

- When a vacancy needs to be filled up, the Chairperson/ Head of the Department has to submit the requisition requirement form to the Director who will forward requisition to the Management after reviewing the need in accordance with the AICTE norms.
- After due approval from Management, HR, in consultation with Director, shall invite suitable applications for the post through advertisement in Newspaper, web, social media handles etc.
- On receiving of the applications, HR will draw up a shortlist for preliminary interview.

A. Selection and Appointment

Selection and appointment of the teaching posts and administrative posts is carried out as per regulations, guidelines and rules of the competent authority, AICTE and the University Grants Commission.

A selection committee shall be constituted to make recommendation for appointment against the vacant post. The committee shall constitute

- Head of the Institute/ Director
- Head of the Department/ Chairperson
- Two internal subject expert not below the rank of Professor
- One external subject expert not below the rank of Professor

All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Director from time to time.

Procedure:

- The method of selection is based on a technical interview with selection committee, qualification, presentation and personal interview.
- All selected employees are placed on a one-year probationary period after which they may be appointed as full-time regular employees if they meet the specified merit standards.
- During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management.

Important Note: If a faculty intend to leave the employment, he will be required to give a notice of one month in writing and have the same approved before leaving. This requirement is subject to the provision that such a notice can only be given between 15th of April to 15th May or 1st of November to 30st of November of respective year, to be effective for relieving during 15th of May to 15th June or 1st of December to 31st of December, so as to avoid disruptions in teaching schedule.

In case of non-fulfilment of this requirement by you, you shall be liable to pay to I.T.S an amount equivalent to full salary for the semester.

In case the Management desires to terminate you service for reasons whatsoever, it will also do so during the periods as aforementioned by giving one month's notice or shall pay you full wages in lieu thereof for the residual period of the semester.

A notice of one month in either case, subject to compliance of the aforementioned requirements, shall mean a notice or full pay in lieu thereof.

Pay Scale:

Candidates selected on the positions shall be liable for the pay under the Pay scale as notified by the competent authorities, AICTE and University Grant Commission.

Career Progression Policy

All rules for Career Advancement of employees shall be governed by the AICTE and University Grant Communication.

C. Performance Appraisal

Every faculty member will be evaluated by the students who attend his/her course towards the end of the course. The Director, then, collates and communicates it with the concerned faculty regularly. If a faculty gets negative feedback consecutively for two terms, he/she will be sent for training/faculty development programs and if he/she is not able to make improvements in teaching even after this, the services is liable to be terminated.

Faculty Development Policy:

- Faculty members are sent for FDP- orientation, refresher and short-term courses etc.
- Faculty members are encouraged and sponsored for Seminars, Conferences and Workshops.
- Faculty members are provided with financial support to attend conferences / workshops and towards membership fee of professional bodies
- Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
- Faculty members are encouraged to undertake training, consultancy and research.

- Faculty members are encouraged to undertake Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc.
- Seed money for research is provided to the faculty members based on the merit of the research proposals.
- Faculty members are encouraged to undertake additional certifications related to their domain area of specialisation.
- Faculty members are encouraged to enrol for doctoral research and as research guides.

Exit Policy

- The age of superannuation for teaching, technical and non-teaching staff is as per the AICTE/ UGC norm. The age of superannuation for the teaching, technical and non-teaching staff scheme shall be 60 years.
- Re-employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instance and another further period of 2 years as per the discretion of management.
- The Institute reserves the right to terminate the service of a staff member by giving a notice of 01 months/ 01 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.
- Staff members should desist from leaving the job while the semester is in progress.
- The Management reserves the right to not accept the resignation while the semester is in progress, if it would affect the academic activity of students.
- Staff members who wish to get relieved of their duties are required to get the No Dues form signed by the concerned departments and other authorities mentioned therein, before they are issued the Relieving Order.

INSTITUTE OF TECHNOLOGY & SCIENCE

NAGAR, GHAZIABAD – 201007 (U.P)

EXIT INTERVIEW FORM

Employee Name:

Department:

Designation:

Resignation Date:

Relieving Date:

QUESTIONNAIRE

What is your primary reason for leaving? If multiple, please specify.

Would you consider returning to work for I.T.S in the future?

What did you find most satisfying about your job? Please answer in the order of importance.

What did you find most frustrating about your job?

Were there any company procedures or policies that made your job more difficult?

Would you recommend I.T.S to a colleague or friend as a good place to work?

Is there anything that I.T.S or your senior/reporting officer could have done to prevent you from leaving?

Do you have any suggestions for how I.T.S could have improved satisfaction in your position?

Comments

Employee Comments:

Comments

Interviewer Comments:

Signature of Employee

Signature of Interviewer



3.2 Service Rule Policy

COMMENCEMENT AND APPLICABILITY

Commencement

The service rules as contained herein may be called the institute of Technology and Science Service Rules with the amendment be made from time to time.

General

- The Governing Council of the 'Institute of Technology and Science', herein after referred to as the "Management Board", has framed these rules and regulations to define and regulate the service conditions of the employees of his College.
- Service rules shall come into force with effect from 20...
- The Management Board may delegate any of its powers under these Service Rules to the Chairman, Vice-Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers
- The Management Board shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Management Board shall be final and binding on all such employees.
- No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College

Applicability

- The Service Rules shall apply to every permanent employee (both teaching & non-teaching staff) of the Institute.
- Notwithstanding anything contained in clause above, the Governing Body by agreement with any employee can make special provision regarding his Condition of service and thereupon these Service Rules shall not apply to such an employee to the extent to which the special provisions are inconsistent there with.
- The existing arrangements with the employees shall not change except, with mutual consent.
- Employees on contract shall be governed by the terms and conditions specified in their Contract (Contract employees are those employees whose services are hired for jobs and/or specific period.
- Temporary employment of both teaching-non teaching staff will be for meeting out emergent situation of circumstances namely leave / sickness vacancies etc. All such

employees are to be paid a consolidated salary and the duration of this employment must not exceed six months at one time.

- A non-teaching staff or any other person may be given casual appointment for casual nature of work / job for short duration on consolidated salary for period not exceeding three months.

DEFINITIONS

In these rules, the following expression shall have the meaning as indicated against them:

1. Governing Body/Academic Council means a committee constituted by the Society as per norms of ACTE/University or The Executives Committee to look after the affairs of the Institute.
2. "Disciplinary Authority" means authorities of the I.T.S who have been delegated the powers of Governing Body to take disciplinary action against employees in case of misconduct.
3. "Director General/Director" means a person appointed as Director of the Institute or A person acting as Director in the absence of the Director on leave or otherwise.
4. "Executive Committee" means a Committee constituted by the Society to control manages and govern the activities of the Institute.
5. "Employee" or "Staff" refers to in these rules means any person in permanent employment of the Institute.
6. "Institute" means Institute of Technology & Science, Ghaziabad.
7. "President/Chairman" means the President/Chairman of the Institute nominated by the society.
8. "Secretary" means Secretary of the Institute nominated by the Society.
9. "Society" means 'Durga Charitable Society'
10. Words importing the masculine gender shall include the feminine gender.

Management Council / Governing Body

The Governing Body which is also the Management Council carries out the objectives of the institution under the leadership of the Chairman. The ordinary affairs of the College are managed by the Governing Body.

Powers and Duties of the Governing Body of the Institute

- a. It is the responsibility of the Governing Body to see that the general running of the College reflects the education policy of the College and promotes its academic atmosphere.
- b. To select suitable candidates for teaching posts, it appoints the Selection Committee keeping in mind the requirements of the Government and the University.
- c. All disciplinary actions, except in the case of minor penalties, are imposed by the authority of the Governing Body.
- d. The Governing Body approves the list of holidays, and the leaves taken by the staff.
- e. The welfare of the staff is a concern of the Governing Body (disbursement of salaries and allowances, personnel and professional staff development, etc.).
- f. It proposes any alteration in the physical nature of the College and other matters that are reserved to it.
- g. Any other and/or duty, that it may deem fit to delegate to it.

CATEGORIES OF EMPLOYEES

A. Teaching

- Principal/ Director
- Vice Principal
- IQAC Coordinator
- Program Chairperson
- Class Coordinator
- Professor
- Associate Professor
- Assistant Professor

B. Non-Teaching

- Manager Accounts
- Registrar
- Placement Officer
- Admin Officer
- Technical Staff
- Office Assistant
- Other Staff

Classification of Employees

Employees shall be classified as

- Permanent
- Probationary
- Temporary
- Contract
- Visiting Professor

APPOINTMENTS, RECRUITMENT DISCIPLINARY ACTION AND SUSPENSION. BASIS, RETIREMENT, TERMINATION,

1. Appointing Authority:

- A. All appointments of the teaching staff shall be made by the Director General /Director on recommendations of selection committee subject to approval of the Governing Body / Academic Council. The Selection committee (s) shall be constituted as per AICTE / University norms.
- B. Director General / Director can make temporary appointment. The services of temporary employees shall be liable to termination at any time by giving notice from either side.

2. Recruitment:

A. Direct Recruitment

- a. General criteria for fresh recruitments of staff shall be as follows:
 - I. Academic qualification of a non-teaching staff should not be less than a Graduate of a recognized University except under Grade 1 IV Class IV. matriculation or equivalent qualification will be preferred
 - II. Teaching Staff must have prescribed qualification as per AICTE / University norms.
 - III. For office, Library and all other administrative / ministerial staff knowledge of Computer operation and English typing are essential. Preference will be given to those with knowledge of Stenography.
 - IV. Wherever necessary, direct recruitment will be made notwithstanding clause (B) Below.
- b. All appointments are made through a formal Appointment Letter, signed by the appropriate authority. Appointment may be permanent, temporary, casual or on contract basis.
- c. All appointments are subject to satisfactory medical report by a medical officer, approved by the Institute.

All employees during the period of their service shall have to undergo medical examination whenever called upon to do so.

- d. Appointment to all types of posts in the Institute shall be made on probation for prescribed period. The appointing authority shall have the power to extend the period

- of probation for such period as may be considered necessary. After the period of probation, or the extended period of probation as the case may be, the employee will either be confirmed or his employment terminated.
- e. All letters of appointment are subject to the candidate's antecedents and credentials being found genuine and satisfactory. If any discrepancy is found in the credentials at any time, the letter of appointment shall stand cancelled and the employment terminated without notice and without any liability to the Institute. At the time of employment, the concerned candidate must submit photocopies of all certificates and testimonials along with the original for verification by the Secretary.
 - f. Acceptance of employment by a candidate means and includes acceptance of these Rules and Orders issued from time to time in supplement to or in modification of these Rules.

B. Promotion from within:

- a) Appointment to a post in any grade may be made whether in a substantive or officiating capacity, by promotion from amongst employees serving in posts in the next lower grade on the basis of merit, with due regard to seniority, efficiency, honesty, loyalty and on the recommendation of the Selection Committee and approval of the Director General / Director.
- b) Promotion of a Faculty member is subject to the approval of and the recommendations of the Director General / Director. Contribution made by faculty members in the following areas will be considered:
 - I. Teaching, training, research, consultancy compilation / preparation of case studies, improving curriculum and institution building including administration and guidance to Students.
 - II. Work assigned to them and achievements made, aptitude and contributions made for the development of the Institute or any job allotted to Faculty members.
 - III. Additional professional qualification or proficiency in consultancy, management development activities will always be considered.

All promotions from/within will be subject to the candidate's satisfactory performance during first year of promotion, failing which he will be reverted to his substantive post.

3. Retirement:

After confirmation, the appointee shall continue to hold his office till he attains normal retirement age, which is on completion of the 65th birthday for Faculty and 60 birthdays for non-teaching staff as per the age record of the employee in the Institute.

Provided, however, where Governing Body considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of teaching staff

should be re-employed, such re-employment shall be made for such period (s) as may be considered appropriate. Provided further that the Governing Body may at its sole discretions grant extension of service of one year at a time to an employee subject to his being found medically fit.

4. Termination:

- a. The appointing authority shall have the power to terminate the service of any permanent member of teaching/non-teaching staff after giving due notice of such period as mentioned in the appointment letter or on payment of salary in lieu of such notice.
- b. An employee referred to against above, may terminate his engagement by giving the appointing authority similar notice provided that the appointing authority may either reduce this period or call upon the employee concerned to continue till the end of the semester in which the notice is received.
- c. Apart from resignation, retirement or death, the service of an employee can be terminated on any of the following grounds:
 - Incapacitation or on being declared medically unfit
 - Indiscipline, in subordination dishonesty. Moral turpitude or irregular attendance or an act of misconduct.
 - Failure to render satisfactory performance.
 - Violation of terms and conditions laid down in these rules.
- d. The services of staff members can be terminated by giving notice of one month from either side and without assigning any reason whatsoever during period of probation.
- e. In case of Contract Appointment, the contract will specify the notice period for termination.
- f. When appointed on whole time basis, no part time work even in an honorary capacity is allowed Violation of this condition would attract immediate termination.

5. Discipline and Disciplinary Action in case of Misconduct

The concept of discipline essentially means willing adherence and without being supervised by all employees to all Rules and Regulations formulated by the Institute.

- a. All employees are expected to maintain a high standard of discipline, good Conduct and behaviour. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of this will tantamount to "Misconduct and the concerned employee will be liable for disciplinary action.
- b. Without prejudice to the general meaning of the term "misconduct" the following arts will constitute misconduct on the part of an employee:

- I. Wilful insubordination or disobedience, whether alone or in combination with another or others of any lawful and reasonable order to a superior or refusal to receive or reply to a communication sent by a superior
- II. Striking work in contravention of any statutes, law or enactment from time to time and for the time being in force either singly or with others, or inciting any employee while within the premises of The ITS to strike work.
- III. Taking part in any political demonstration/Gherao, while on duty.
- IV. Theft, fraud or dishonesty in connection with the Institute's business or property
- V. Taking or giving bribes or any illegal gratification whatsoever
- VI. Habitual late attendance and habitual absence without leave or without sufficient cause.
- VII. Habitual negligence or neglect of work.
- VIII. Habitual indiscipline.
- IX. Causing damage to work in process or to any property of the ITS by negligence or with intention.
- X. Threatening or intimidating any employee within the boundaries of the ITS premises
- XI. Giving of false information of any kind at the time of seeking employment or for securing any facility given by the ITS.
- XII. Absence without leave or overstay beyond the sanctioned leave for more than six consecutive days without sufficient ground or proper satisfactory explanation.
- XIII. Abetment or attempt at any of the above acts of misconduct.
- XIV. Any other misconduct as promulgated by the Director.

(NOTE: THE ABOVE LIST OF MISCONDUCT IS ILLUSTRATIVE IN NATURE AND NOT EXHAUSTIVE.)

- c. An employee found guilty of misconduct shall be liable to be dismissed. The Disciplinary Authority, at its discretion and keeping in view the gravity for the misconduct may award one of the following punishments in lieu of dismissal.
 - I. Discharge
 - II. Suspension up to 15 days without pay
 - III. Warning
 - IV. Any other punitive action as deemed fit by the Disciplinary authority.
- d.
 - i. If an employee is alleged to have omitted an act of misconduct, the Disciplinary Authority will issue a charge sheet asking him to explain in writing why disciplinary action should not be taken against him.

Provided that where an employee is charged with a serious act of misconduct. He may be suspended forthwith pending enquiry of the charge sheet. During the period of such suspension, the employee will be paid Subsistence Allowance at the following rates.

For the first ninety days, at the rate of fifty percent of his wage/salary (Basic plus Dearness Allowance). If the enquiry gets prolonged beyond ninety days for reason directly attributable to the employee, it will be reduced to twenty-five percent of wage for the remaining period.

The suspended employee is to report daily at the Institute's reception about his presence entitling him for the suspension period payment. Payment of Subsistence Allowance is also subject to the employee not working elsewhere during the period of suspension and also attending the enquiry on the date (s) fixed for the same

- ii. If the reply to the charge sheet is unsatisfactory, or where no reply has been received within the specified time limit, the disciplinary authority holds an enquiry as per procedure into the matter. Shall arrange to hold an enquiry as per procedure into the matter.
- iii. If on the conclusion of the enquiry, the employee is found guilty and it is considered that the employee should be punished, after following the procedure, the disciplinary authority shall pass an order accordingly and communicate the same to the concerned employee
- iv. Where an order of Discharge / Dismissal is passed, the same will have effect immediately on communication thereof. In case the employee was under suspension pending enquiry, the amount of Subsistence Allowance paid or payable up to the date of Discharge / Dismissal shall not be recovered.

Provided that where the period of suspension pending enquiry exceeds fifteen days and the employee is punished with suspension up to fifteen days, the employee will be entitled to full wages for the remaining period after recovering the Subsistence Allowance already paid to him.

Provided also that where the employee is either given a warning or exonerated of the charge, he will be entitled to full wages for he period of suspension pending enquiry after recovering the Subsistence Allowance paid to him.

CHAPTER IV

GRADES, SCALES OF PAY & INCREMENTS

1. Grades

- a) All staff in the Institute would be classified appropriately into various "GRADES" for the purpose of scales of pay and other allowance.
- b) The designation of a staff member is only indicative of his functions and would not change the "grade to which he is appointed / classified. Consequently, staff members with the same designation may belong to different "grade", depending upon the person's job responsibility, his ability to carry a greater load of work. Seniority etc.
- c) All staff will be intimated about the 'grade' to which they belong.
- d) The placement of a staff member in one of the 'grades' and promotion form one grade to another would be on the basis as per clause (B) of Chapter III

2. Qualification

The prescribed minimum qualification and experience requirements for the various teaching posts shall be as per AICTE/University guidelines.

3. Scales of Pay

- a) The scale of pay for the teaching staff shall be as per scales prescribed by the UGC/AICTE
- b) The existing scales of pay shall continue as it is. No change in scale of pay shall be made without the approval of the Governing Body/Society.

4. Increments

Better compensation package, performance and accountability are inter-related and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of annual review of the employees.

An open, transparent and objective Performance Appraisal System comprising of self-appraisal and peer evaluation is in practice and same can also be modified / upgraded from time to time, as may be deemed fit

- ❖ The annual increment will be considered once in a year based on the recommendations given by the Director.
- ❖ An increment shall not be sanctioned unless the conduct of the employee and performance during the year under review has been good.
- ❖ The Director General is empowered to sanction the grade increment, defer, or stop the annual increment altogether depending upon the performance of the employee.
- ❖ Director, may in recognition of the exceptional merit of an employee, sanction him additional increment (s) or promotion to a higher grade as it may deem fit.
- ❖ Director, may sanction to an employee in any special circumstances, such special pay, honorarium or fee and on such conditions as it may deem fit.

5. Others

The pay and allowances to employees of the Institute for each month shall be payable during the first/second working week of the succeeding month.

On termination/resignation, the pay and allowances shall be released only after the staff member's account is settled and after taking over charge from him including surrender or return of the

Institute's assets in his possession. A No Dues Certificate from different departments and also from authorized person taking charge from him will be necessary

The above rules shall be subject to directions and guidelines of AICTE / University issued from time to time and adopted by the Institute after approval of the Governing Body/Academic Council.

CHAPTER-V

ALLOWANCES AND OTHER BENEFITS

1. General

Income Tax payable by the employee shall be deducted at source as per law.

2. Provident Fund

Every employees of the Institute shall be entitled to the benefit of Provident Fund, as prescribed and applicable from time to time.

3. Gratuity

Members of Staff who are covered under the Payment of Gratuity Act, 1972 will be paid gratuity as per the Gratuity Act.

4. House Rent Allowance

All permanent employees covered by these rules who are not provided housing accommodation by the Institute will be entitled to House Rent Allowance as prescribed by the Institute from time to time.

House Rent allowance shall be paid together with monthly salary. In case of any employee who has been provided leased, rented and/or own accommodation with or without furniture no house rent allowance will be payable and the Institute will deduct 10% of his basis salary and his contribution towards house rent. All expenses of electricity, water etc. in such accommodation would be payable by the Institute.

5. Medical Benefits

The Institute has taken group medial and accident insurance policies benefit of which will be available to all employees. The premium of these policies is paid by the Institute.

6. Books & Periodical Allowances

The teaching staff may be required to purchase books and periodicals for improving curriculum and guidance of the students. The Institute will reimburse the expenses incurred by them for purchase of books & periodicals up to Rs.2000/- in a year.

7. Leave Encashment

The employees can apply for encashment of their leaves as per leave as per Leave Rules of the Institute, as modified from time to time.

CHAPTER-VI

WORKING HOURS, HOLIDAYS AND LEAVE RULES

1. Working Hours

a) The working hours in the institute are 9.00 am. to 4.30 pm. for faculty and 9:00 A M to 6.00 PM from Monday to Saturday with lunch break from 1.00 pm to 1.30 p.m. 2nd and 4th Saturday will be observed as off days along with Sundays Director General/Director may notify separate timing for faculty or staff required as per needs from time to time

Faculty members can avail flexi timing up to one hour, as per institutes guide lines, issued from time to time.

Non-Teaching staff members are also permitted two short leaves of 1 and Half hours each in a month with prior approval from immediate superior and Director General / Director.

2. Holidays

During December every year, a circular will be issued regarding holidays for next year

In addition, employees can avail two restricted holidays from the specified list. Issued along with above list of holidays.

3. Leave

All the employees will be governed by the leave rules of the Institute, as modified from time to time.

By-laws of Institute

Duties of Employees

Duties of Principal/ Director

The Director is the one who is fully responsible for the academic performance of the College. “Academic” means institutional, governmental and public requirements for education, including the requirements of the relevant accrediting agencies. Director is responsible to create an ambiance conducive for the best performance of the staff and the students and to develop best practices that sustain high standards and social responsibility and thus lead the college towards the realization of its vision, mission, and quality policy abiding 10 by the salient values of the college.

- Director is responsible to prepare the long term and short-term plan for the overall growth of the Institute. These plans must be made in consultation with the department and governing body. Responsibility of Planning, Execution and outcome analysis lies with the Director.
- The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute
- Director will cooperate with the Governing Body to steer the institution towards the fulfilment of its vision, mission, and quality policy with his academic leadership in accordance with the rules of the Central and State Governments and their relevant agencies, Affiliating University, and institutional Manual imbibing the spirit and principles of different accrediting agencies and the directions by the Governing Council from time to time.
- Director will correspond with all academic bodies of the Government in consultation with the Governing body of the Institute.
- The quality standards set by the Institute, namely transparent benchmarks, periodical monitoring system, and feedback system, for the evaluation of different activities of the college, will be clearly communicated by the Director to all and be diligently executed.
- Director will initiate steps to analyse the results of the internal tests and university examinations and will take appropriate measures to improve the results.
- Director is responsible to encourage the professional development of the staff qualitatively, both in teaching and research, by prescribing proper FDPs in-campus, online and training in other eminent institutions, to the staff appropriate to their syllabus and calibre and ensure their realization.
- The Director is responsible to lead and coordinate all the committees, cells and clubs pertaining to the curricular, co-curricular and extra-curricular activities of the college to their maximum efficiency for the best development of the students of the college.
- S/he has an overall responsibility for the safety and upkeep of all the assets of the College.
- The Director is to take potent initiatives for industry-institutional relationship.
- One of the emerging areas the Director has to focus on is collaboration with institutions of international repute, foreign and inland, paving way for collaborative research, students’

exchange and chances of higher studies for the students of the institution. Signing up MoUs of long term relationships should be a priority.

Duties of Program Chairperson:

- The Program Chairperson is fully responsible for the academic performance of her/his respective departments under the guidance, direction and control of the Principal.
- The Chairperson together with the faculty, prepares the vision, mission and objectives of the department aiming at excellence in the respective field.
- The Chairperson finalizes the various programmes and activities and proposes a budget to the management for the year so that the activities of the department may be effectively carried out and monitored.
- S/he places the requirements regarding the manpower, equipment, space and other needs before the Director well in time.
- S/he, in collaboration with the staff of the department, places proposals for new additional courses, value added courses, enrichment courses etc., based on the reports of systematic feedback from the stakeholders and proper need analysis, to the chairman through the Director in the beginning of every academic year.
- S/he will ensure that the job description and shared responsibilities of the members of the staff in her/his department are properly communicated, understood and acted upon.
- It is her/his responsibility to allocate duty to the staff and set the timetable.
- S/he is responsible for students' attendance, granting OD and leave and to deal with late arrival etc. S/he is also responsible for communicating students' progress reports to the parents.
- S/he is personally responsible to monitor that the class and laboratory work is effectively engaged by each member of the staff, and that coaching for the slow learners, student mentoring and industrial visits, in-plant counselling, monthly periodic tests, training, internships, association activities etc. are well conducted in appropriate time and within the approved scheme or budget.
- In respect of teaching and learning, s/he is responsible to see that proper course files are developed by the teaching staff in accordance with the guidance given by the IQAC and to ensure that appropriate and creative teaching methods are followed with ICT usage, and to make sure that the students understand the concepts, find avenues for new researches and get inspirations to apply what they learn innovatively.
- The Chairperson shall analyse the examination and internal tests results with the staff of her/his department, and to initiate appropriate corrective strategies, with the guidance of the Principal.
- The Chairperson takes creative efforts for the development of quality innovations and best practices in the activities of the department.

Duties of Area Chairperson

- Area Chairperson is responsible for conducting various activities in their areas of specialization.
- Area chairperson shall review the subjects /papers of their area such as Marking Area, Finance Area etc. and also recommend to the director for any revision/updated of the course curriculum. Various curricular activities/annual fest/guest lectures/seminars/workshops/conferences etc. shall be conducted by the Area Chairperson in consultation with other fellow faculty members of their area.
- Area Chairperson shall submit the proposal to the Director for approval.
- Area Chairperson shall ensure that sufficient numbers of required books are requested for Library/Book-bank well in time

Duties of Controller of Examination

- The controller of examination, or COE, is responsible for managing the examination process at the Institute. This includes overseeing the conduct of exams (internal), coordinating the evaluation process, and preparing results.
- The COE is responsible for ensuring that the examination process is conducted in a fair and transparent manner, and for maintaining the integrity of the examination process.
- The COE may also be responsible for managing resources related to the examination process, such as exam papers and invigilation staff, and for coordinating with other departments within the Institute to ensure the smooth operation of the examination process.

IQAC Coordinator

IQAC Coordinator is the one responsible for the assurance, sustenance and enhancement of the quality of the technical education of the institution, to the highest global standards, by her/his plans and strategies, execution, monitoring and guidance. She/he will cooperate with the principal in his efforts to bring out the best from the students and the staff, in accordance with the guidance and direction of the chairman and in consonance with the vision, mission, and quality policy of the institution.

The IQAC coordinator is expected to have a thorough knowledge about each and every aspect of the quality assessment of all the entities of the institution and the accreditation processes as provided in the manuals of the corresponding national and international agencies, such as NIRF, NAAC, NBA, etc.

Duties of Faculty/ Teaching Staff

Teacher is the one who commits her/himself enthusiastically to help the students acquire knowledge, competence and values. Upholding highest standards of quality and mindful of the vision, mission and the quality policy of the institution, teachers are to deliver the classes using innovative and up-to-date pedagogical methods and techniques, that students have mastery over

the subjects and are inspired for further search for knowledge, initiate innovative research, practical application for the enhancement of the society.

- The teachers prepare the course files according to the syllabus given by the University and get them approved even before the beginning of the course and the framework has to be communicated to the students, so that the students also prepare themselves for classes.
- Teachers are expected to follow standard, quality and creative teaching methods, follow the steps of the course file, connect the vision, mission of the institution and the department with the syllabus and make sure the expected outcomes are realized in the students.
- Teachers are expected to present themselves for Teaching – Learning evaluation as directed by the management and to take the comments given by way of evaluation seriously and keep improving their teaching methods and pedagogy accordingly.
- Teachers have to keep close track of their class schedule so that the syllabus is completed on time. If any difficulty in completing the syllabus in time is foreseen it should be made up through extra and special classes.
- Teachers are to follow systematic evaluation methods to measure the comprehension and development of the students by various methods like Class Quiz, Assignments, Mini-projects, Class tests etc.
- All the teaching staff is expected to keep doing innovative research in their respective areas of interest, publish quality articles, and come out with products worthy of patents so as to maintain a healthy scientific research ambiance in the college.
- It is the responsibility of the teaching staff primarily to look for industries for internship and in-plant training for the students in their particular areas of study and encourage the students to do their mandatory projects in such areas. They are expected to be in good rapport with at least few standard companies connected to their areas of study.
- The teaching staff is expected to develop long-term understanding with industries and institutions by arranging for MoUs and contribute to the development of the department by soliciting endowments.
- The teachers are expected to be mature and courteous in their behaviour and exhibit excellent manners worthy of their profession as they relate with other staff and with the students, and to follow the dress code of the college.
- It is the responsibility of the teaching staff to ensure proper discipline and control in the class.
- The teaching staff is responsible for co-curricular and extra-curricular activities, associations, cells and clubs connected therewith and for maintaining discipline of the students within the college premises. They shall generously take up responsibilities given by the principal in this regard and cooperate with all the programmes of the various associations.

Duties of Librarian

- The Librarian is responsible for providing the necessary library services to the students and the staff of the college and for planning, developing and modernizing the library of the college.
- The Librarian's responsibility is to see that all essential volumes and sources of knowledge are made available in adequate numbers.
- The Librarian shall be responsible for the safe custody, clean and systematic upkeep and maintenance of all books, periodicals, dailies, and other study materials together with the computers, media equipment, furniture and fittings in the library and reading room.
- The Librarian shall clearly explain to the staff and the students the classification system being used in the library and the way to find out books using the automated system, and have explicit posters explaining these for all to see.
- Numbering the books and other materials according to the classification system, with Bar Coding and OPAC is the sole responsibility of the Librarian. It is also her/his responsibility to see that the books are kept in their right place, subject-wise according to the classification system, with proper labels on the racks to guide the students and to make entry of the books in the computer format, and to rearrange the racks every day.
- The Librarian is responsible for the maintenance of proper accession register, stock register, issue register, library tickets, automated system and other records necessary and for keeping them always up-to-date.
- S/he shall monitor that the books are returned on schedule. When there is unreasonable delay, the matter should be taken up with the Chairperson and the Director in that order.
- If any book is lost or damaged, twice the cost thereof shall be recovered at current market price.
- S/he shall properly enter and number of all magazines/ newspapers subscribed or received free in a register and delete from the register those sent for sale, without being bound, as waste paper.
- Maintaining discipline in the library is his/her responsibility. Only during the library hours the staff deputed from the department will assist him/ her in this regard.

Placement Officer

- The placement officer arranges maximum possible placements for the students of the College. This s/he does through regular liaison with industries and placement consultants and by imparting those skills to our students that are expected by the industries.
- S/he arranges in and off campus interviews and assists the departments in arranging in-plant training and internships for the students.

Duties of Administrative Staff

- Administrative staff shall be comprised of such functionaries as registrar, Administrative officer, Accounts, Clerks, etc., who shall be assigned duties by the Director as deemed best for the smooth functioning of the Institute.
- The administrative staff of the College share the functioning of the Office, within the college and other sections of the office each according to the job entrusted to her/his to the entire satisfaction of the management, and other relevant authorities.
- Those who work within the office will be directly accountable to the Office Superintendent and those who work in other sections of the office will be accountable to their respective supervisors.

Duties of System Administrator

- System Administrator is responsible for the upkeep, configuration, and reliable operation of computer systems, especially multi user computers, such as servers. He also assists the upkeep of the computers being taken care of by the skilled assistants in the labs.
- S/he ensures that the uptime, performance, resources and security of the computers and automation systems meet the needs of the users and s/he performs all the duties proper to a system administrator regularly.
- In order to keep the systems under her/his care in optimum working condition, as guided by the management, s/he acquires, installs or upgrades the computer components and software within the limits of the budget.
- S/he is also responsible to keep up the security policies, troubleshoot and to give technical assistance for projects and training to the staff.
- System Administrator is responsible for the automation of all the academic and administrative activities of the institution and to maintain them up-to-date and in optimum working condition.
- S/he is responsible for keeping backup for all the information and data in the automation system.

Duties of Lab Instructor/ Computer Operator/ lab Assistant

- Lab instructors/ computer operators will assist the teaching staff in conducting the practical classes.
- S/he is responsible for the proper maintenance and cleanliness of the equipment, the laboratory and its surroundings, and for ensuring proper switching ON/OFF of equipment/machines and opening/closing of shutters, doors, windows etc.
- S/he is responsible to keep the equipment of the particular lab in order, with proper labels, necessary posters that give all the necessary information about the equipment and experiments.
- In case of repairs, the same may be reported to the staff-in- charge.

- S/he is responsible for conservation of electricity and wholesome maintenance of the lab/s under her/his care. In case of breakages or loss she/he recommends suitable recovery of the cost through the staff in- charge (lab in-charge).
- S/he maintains logbooks for each machine/equipment with the particulars such as time run, maintenance carried out, break downs, replacements etc.

Security Staff

- Security personnel play an important supportive role in managing the campus, maintaining discipline and safeguarding the materials belonging to the college. They are to deal with people courteously and kindly with necessary professional strictness.
- Security staff should be faithful to his stipulated duties and schedules and is to move from his place of duty only after the next one replaces him. Being absent to the duty, by finishing early, coming late and absenting himself during the duty hours are punishable offenses.
- Security personnel are responsible for regularizing the parking of the vehicles within the stipulated places.
- It is the duty of the security personnel who occupy the two entrances to check and allow all the vehicles that come in and go out, and to note the registration plate numbers and the purposes faithfully and present the same to the Estate Officer for inspection regularly.
- They are not to allow unauthorized vehicles to enter into the campus.
- The security personnel should not allow any person or vehicle to carry materials from the college without prior express permission
- The security personnel are not to have any personal relationship or understanding with the staff or students
- The security personnel should not allow any staff go out across the gate without punching, during class hours. If they are met with resistance from any staff or student while carrying out such duties, they are to bring the incident to the notice of the Director at the earliest.

CONDUCT RULES AND OTHER TERMS & CONDITIONS

Conduct Rules:

These rules shall apply to all employees of the Institute except in so far as and to the extent. It is otherwise agreed upon by written agreement or letter of appointment or as per the provisions of any other statute.

- Employees shall be regular in attendance and punctual in maintaining the office timing
- Employees shall devote their whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or occupation whether honorary or otherwise honorary or otherwise, either from their residence or from some other office.

- No employee shall during the tenure of the employment of the Institute give his services or advise to any other person or concern whomsoever nor become interested or engaged in any other business or trade without having previously obtained the consent in writing of the Director/Secretary of the Institute
- Employees shall not enter into any monetary dealing with Institute's suppliers or contractors or students, nor accept any present or gratification in any form them.
- Employees going out during office hour should always take permission of their respective seniors. If not available, they must obtain permission of next higher authority or Director General / Director. All movements shall be duly recorded.
- Employees shall use their best endeavour to promote the interest of the Institute and serve the Institute, its sister Institutions, associates/branch anywhere in India whether existing or to be established in future in such capacity as the Institute may decide.
- Staff members on the roll of the Institute shall not change their residence without prior written information to the Institute.
- Employees shall faithfully, diligently and willingly carry out the instructions or orders given to them by any of their superiors.
- Every employee shall be dressed neat and clean and shall be polite and obedient in his talk, manners and behaviour with his seniors/peers and colleagues.
- All employees must maintain a high standard of discipline, loyalty to organization and follow instructions circulars, and Institutional orders diligently and sincerely.

Other Terms & Conditions

- All employees shall keep themselves informed about the existing laws regulations, notifications, control orders, rules and other orders issued by AICTE, U.P. Technical University and Institute
- Employees shall not leak out any information or divulge any secret of the Institute and shall be bound to keep secrecy in all matters pertaining to the affairs of the Institute
- Employees shall not remove books, articles, pictures, documents or any other assets under their control or from any other place of the Institute without prior permission from the Director/Secretary
- Whenever any money or property of the institute is placed in the possession of an employee, it becomes his absolute liability to take care of it and to render a proper account for the same.
- No employee shall use Institute name or Institute's property for his own purpose or personal benefit to the detriment of the interest of the Institute.
- No employee shall indulge in any unlawful activity or activities political in nature or otherwise during working hours or outside, within the Institute premises or otherwise which are likely to affect adversely the business or reputation of the Institute.\

3.2 Performance Appraisal Policy

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

Policy

A performance appraisal gives individual employees and their manager an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the past year then agree future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help.

The appraisal system is designed to:

- Be a positive process
- Raise the quality of services provided by motivating
- Increase job satisfaction
- Identify appropriate training and development requirements

The policy aims to ensure that employees:

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.
- Receive feedback which aims to improve and develop performance and recognise their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

Appraisal Process:

HR will publish the annual performance appraisal schedule, formats, training and timing of all review processes. The completed evaluations will be retained in the employee's personnel file.

Self-assessment- Employees must be informed of the appraisal at least 4 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form should be given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the manager 1 week before the appraisal one-to-one meeting.

Appraisal Performance- The Reporting Manager will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

The one to one meeting- The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered.

Institute of Technology & Science
Mohan Nagar, Ghaziabad-201007 (UP)

Annual Appraisal for the year
(Teaching Faculty)

Name: _____ Designation: _____

Department: _____ Present Position Held Since: _____

Date of Birth: _____ Date of Joining: _____

Qualifications: _____

(Please list all)

Part-I

Factual Data:

1. Number of courses taken by you during last year, separately for odd and even semester: _____

(Please use the format at Annexure 1 to give details)

2. Additional responsibilities handled like Chairperson, Co-ordinator etc. during the period:

3. Research papers/books/articles/monographs written and/or published during the year with details: _____

4. Details of seminars, conferences, MDPs attended during the year: _____

5. Activities arranged like seminars, conferences, Institute festivals and your role in it: _____

6. Consultancy, sponsored project, MDPs etc. arranged by you, if any: _____

7. Awards, recognition, received during the period: _____

Part-II

Performance Appraisal:

1. Please give details of improvements in your professional and academic competencies achieved including academic qualifications added during the period: _____

2. Your major achievements/contributions and how these have contributed to the functioning and growth of I.T.S: _____

3. In your opinion how are you rated as a faculty by the students and reasons thereof: _____

4. What steps, if any, you had taken in addition to your regular curriculum, towards growth of your students, including role played in mentoring/counseling (please give specific instances): _____

5. In your opinion how are you rated as a fellow faculty by your colleagues and reasons thereof:

6. Are there factors which are adversely affecting your performance? Please specify steps you are taking to overcome these: _____

7. What are your strengths and how have you made use of these in your professional and academic life: _____

8. Were your leaves always planned? Were you taking unplanned leave frequently?

9. Are you pursuing a Ph.D programme (wherever applicable)? If so, details thereof may please be given.

Part-III

Potential Appraisal:

1. Kindly project your future academic and professional potential and how would you pursue in attaining these. Also please discuss how is I.T.S. going to be a beneficiary in your pursuit:_____

2. Are you planning to diversify into newer areas/take courses and/or attempt activities, academic and professional, not pursued earlier:_____

Part-IV

Overall analysis of your performance for the period under review, please tick:

i) Outstanding
Average

ii) Very good
v) Below Average

iii) Good
vi) Poor

iv)

Date: _____

(Signature of the faculty)

Appraisee

Note: Faculty may add additional pages to elaborate and substantiate his/her assessment with proper cross references.

Report by Reporting/Reviewing Officer

Appraisal Period _____

Name of the faculty: _____

Designation: _____

Please rate the following attribute on a ten points scale from 1 to 10:

S.No.	Attributes	Weightage	Rating (1 – 10)	Weighted Score (150)
1.	Depth of knowledge about subject being taught	2.0		
2.	Course planning and execution	1.0		
3.	Schedule integrity: adherence to the teaching schedule, timely submission of assessment etc.	1.5		
4.	Effective communication: written and oral	1.5		
5.	Relationship with students and colleagues	1.0		

6.	Self development: keeping abreast. Developing self to take up subjects/ courses/assignments not earlier handled.	1.0		
7.	Eagerness/aptitude to shoulder professional and Institute facilities related additional activities	2.0		
8.	Class management	1.5		
9.	Academic contribution in the form of writing articles/books/monographs and participation in seminars/workshops etc.	1.5		
10.	Contribution towards holistic development of students and role played as mentor/counselor	1.0		
11.	Building network/relationship with academic fraternity, industry and brand building of ITS	1.0		
	<i>Total Score</i>	-----	-----	

Overall rating, (kindly tick):

- i) Outstanding ii) Very good iii) Good iv) Average
 v) Below Average vi) Poor

Remarks, if any:

Date: _____

(Director of the Department)

Comments of the Director General:

Date: _____

(Director General)

The report has been shown and discussed with me on _____
by _____

(Signature of the Appraisee Faculty)

Counseling action taken:

Date: _____

(Signature of the Director/Director General)

Annexure – I
INSTITUTIONAL WORK ASSIGNED

a) Odd Semester:

S N o	Cours e & Seme ster	Stre ngt h of Clas s	Course Title	Share d / Exclu sive	No. of sessions planned			No. of sessions taught			Shortfall / surplus, if any			Steps taken for teaching of periods missed during absence /leave	Re su lt (Pass %)
					L	T	P	L	T	P	L	T	P		

b) Even Semester:

S N o	Cours e & Seme ster	Stre ngt h of Clas s	Course Title	Share d / Exclu sive	No. of sessions planned			No. of sessions taught			Shortfall / surplus, if any			Steps taken for teaching of periods missed during absence /leave	Res ult (Pas s%)
					L	T	P	L	T	P	L	T	P		

3.2 Leave Rule Policy

Leave Rules:

These rules apply to all employees of the Institute of Technology & Science (I.T.S)

Under these rules, unless the context otherwise requires

- a) Institute means Institute of Technology & Science
- b) "Employees" means all staff employed with the Institute except following: -
 - Persons employed purely on part-time basis.
 - Persons employed on contract to the extent that the terms and provisions of such contracts are inconsistent with these rules.
 - Employees covered by standing orders or settlement/award wherein leave provisions form part of such standing orders of settlement/award
- c) "Rules" means leave Rules as defined hereinafter.

GENERAL RULES RELATING TO LEAVE

1. Kinds of Leave

Subject to the provisions of these Regulations, the following kinds of leave may be granted to Staff:

- a) Privilege/Earned leave
- b) Casual Leave
- c) Sick Leave
- d) Maternity Leave
- e) Compensatory Leave
- f) Extraordinary Leave
- g) Academic Leave
- h) Study Leave

2. Authority, empowered to grant leave

Except as otherwise specifically provided in these Regulations, the power to grant leave shall vest in the Director or any officer of the Institute who has been delegated such power All applications for leave shall be addressed to the authority empowered to grant leave.

3. Power to refuse or revoke leave

Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it

4. Power to recall an employee on leave

- The authority empowered to grant leave can also recall an employee who is already on leave when the same is considered necessary in the interests of the Institute.

- All orders recalling an employee to duty before the expiry of his/her leave should state whether the return to duty is optional or compulsory. If the return is optional, the employee is entitled to no concession, if it is compulsory, the employee shall be treated as on duty from the date on which he/she starts for the station to which he/she is ordered.

5. Earning lapse of leave

Leave is earned by duty only and lapses on the date on which an employee ceases to be in service.

However, in the case of an employee dying in harness, the leave salary admissible in respect of the privilege leave standing to his/her credit will be paid to his/her nominee(s)/heir(s) the leave salary for this purpose being calculated only on the last pay drawn while on duty.

6. Earlier return from leave

An employee on leave may not return to duty before the expiry of the period of leave (other than casual leave) granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave.

7. Commencement and termination of leave

- The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge or is last on duty, and the last day of an employee's leave is the working day preceding that on which he/she reports his/her return to duty.
- On the expiry of his/her leave an employee shall report his/her return to duty in the forenoon of the working day succeeding the day on which his/her leave expires.
- The authority competent to sanction leave may permit the prefixation and/or affixation of Sundays or other recognized holidays to leave under such circumstances and subject to such definitions as it may deem fit.

8. Obligation to furnish leave address and not to take up any employment during leave or setting up of a private professional practice

- An employee shall, before proceeding on leave, other than casual leave, furnish to the competent authority his/her address while on such leave and shall keep the said authority informed of any change in the address previously furnished.
- An employee on leave shall not take up any service or accept any employment including the setting up of a private professional practice as accountant, technical or industrial consultant, financial expert or as a legal practitioner without obtaining the sanction of the authority empowered to appoint him/her.

9. Station to which an employee should report on return

An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he/she was last stationed.

10. Requirements of Medical certificate of illness and fitness

- The competent authority may require an employee who applies for leave on reasons of health to produce a medical certificate in support of his/her application
- The competent authority may require an employee who has availed himself/herself of leave for reasons of health to produce a medical certificate of fitness from a qualified medical authority acceptable to the institute before he/she resumes duty even though such leave was not actually granted on a medical certificate

Provided that the production of a medical certificate shall not be insisted upon if sick leave to be granted does not exceed three days, and the competent authority is satisfied with the bonafide of the reasons for such a leave.

11. Leave not admissible to an employee under suspension

Leave will not be granted to an employee under suspension and against whom proceedings are pending.

An employee, who resigns or is discharged from the employment of the Institute, cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him/her

An employee, who is dismissed or removed from the Institute service but is reinstated, is not entitled to count his/her former service towards leave unless the authority reinstating him/her declares that it shall be counted in whole or in part.

An employee who remains absent after the expiry of his/her leave is not only not entitled to leave salary during the period of such absence but also his/her wilful absence from duty after the expiry of leave shall involve forfeiture of appointment.

Application for leave for more than ten days except on medical grounds should ordinarily be made at least one month before the date from which leave is to be availed.

SECTION II-PRIVILEGE/EARNED LEAVE

12 When applications should be submitted

Applications for privilege/earned leave should be submitted by employees two weeks before the date from which the leave is required.

13. Privilege/Earned Leave

The amount of Privilege/Earned leave earned shall be on full pay for 10 working days in an academic year, and may accumulate up to 240 working days and after that the leave will get lapsed.

14. Privilege/Earned leave due

The privilege/earned leave due to an employee is the period which he/she has earned diminished by the period of leave actually taken.

No privilege leave shall ordinarily be granted during notice period. However, if the competent authority feels that there are exceptional circumstances to grant the leave, the same may be granted but in that event the notice period shall be extended to the extent of such leave.

Only confirmed employees will eligible for privilege/earned leave, however, the period of probation would be taken into account while computing the leave entitlement.

15. Casual Leave

- Casual leave may be granted to an employee up to a maximum of six days in each semester or 12 days in an academic year subject to the following:
- The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave, and
- The period for which leave is required at any one time does not exceed three days and does not in combination with public holidays or weekly offs exceed six days, but when the limit, referred to above are exceeded, the entire period except holidays pre-fixed or suffixed shall be treated as period spent on privilege leave or such other leave as may be admissible to the employee.

Provided that in the cases of persons who join the Institute during the course of a semester their entitlement for casual leave for the first semester will be on a proportionate basis, ie in accordance with the period they have been in the Institute's service.

16. Sick Leave

Sick leave on half-pay may be granted to all regular employees as also full time contract employees on medical grounds arid on production of medical certificate to the leave

sanctioning authority Such leave admissible to the employee will be 20 days with half-pay for such completed year of service Sick leave is not encashable.

Sick leave on account of prolonged illness can be granted on the production of a medical certificate from a Registered Medical Practitioner In case as such leave exceeding 14 days the Director or the Management shall be competent to call for a second certificate of a Registered Medical Practitioner approved by him/her or them as the case may be. The teacher concerned will, however, have the option of producing a certificate of the civil Surgeon of the District in which he/she may be residing at the time of sickness.

17. Absence on account of Quarantine

In case an employee is absent from duty on account of quarantine, the Institute may, at the request of the employee treat such absence up to a maximum of three months as period spent on privilege/earned or sick or special leave, if such, leave is otherwise admissible.

18 Academic Leave (For Teaching Staff only)

Duty leave up to 15 working days shall be on full pay for attending meetings of any of the university bodies, ad hoc committees, seminars, conferences and faculty development programmes of which a teacher may be an ex-officio member or to which he/she may have been nominated by the Institute or the University and for conducting examination of the University.

The grant of permission for these leaves shall be at absolute discretion of the Director

- by reason of the employee having to attend as a delegate a meeting of an Association or other body recognized by the Institute in this behalf.
- by reason of participation in sporting events of International or National importance in cause where an employee is selected for such participation by any National sports federation, Association or other body approved by the Institute in this behalf or as a representative on behalf of a state, zone or circle if the sporting events are held on an inter-state, inter-zonal or inter-circle basis.
- donating blood on a working day.

19. Maternity Leave

- Maternity leave may be granted to a female employee on two occasions, for a period not exceeding three months on any one occasion of which not more than six weeks shall precede the date of delivery.
- Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the period of leave does not exceed six weeks and the application for leave is supported by a medical certificate acceptable to the institute.

- The total maternity leave granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken of maternity purpose and second leave should be 3 years.
- Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

All above leaves pertaining to maternity will not be applicable in the event of any employee not abiding by the rules regulations laid down by the Govt of India for family planning.

20. Compensatory Off (CO)

Eligibility for Teaching. Admin and Technical staff: Any employee, who works on a weekly-off /any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

Celebration days: Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, Recruitment drives or any other significant functions.

21. Extra-ordinary leave

- Extraordinary leave shall be without pay and may be granted to an employee when no privilege/earned leave is due to him/her and when, having regard to his/her length of services and other relevant circumstances sick or special leave is not considered justified by the authority empowered to grant leave
- Except in exceptional circumstances, the duration of extraordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of an employee's service. Grant of extraordinary leave in excess of 12 months may be more with the sanction of the Academic Council

22. Study Leave

1. Study leave, not exceeding 12 months at a time and not more than 2 years in the whole period of an employee's service, may be granted to an employee to enable him to prosecute or undergo, in or out of India, an approved course of study, training or instructions which has a direct bearing on his sphere of duties. The grant of study leave will require the sanction of the Academic Council in each case and shall be subject to such terms and conditions as may be laid down by the Academic Council from time to time and will not ordinarily be granted to those employees who have not rendered at least 5 years' service to the Institute or to those

who are to retire or have the option to retire within 3 years of the date on which they are expected to return to duty after the expiry of the leave.

2. Every employee who is granted study leave shall execute a Bond for the better protection of the Institute in such form as may be prescribed in this behalf agreeing 'Inter-alia' to return to duty after the expiry or termination of the study leave and any extension thereof and to serve the Institute for a minimum period of 3 years after his return to duty.

3. During the period the employee is on study leave no other form of leave will accrue to him.

23. Leave admissible to employees on probation

1. Except as otherwise directed by the Director, employees on probation may be granted leave as follows -

I Casual leave, on the same basis as admissible to permanent employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of casual leave will be admissible.

II Privilege leave on pro-rata basis to the extent of their service in the first year and thereafter

III Sick leave to the extent of twenty days with half pay on prorata basis depending on the period already served.

IV Maternity leave to female married employees on probation after one year of service on the same basis as admissible to permanent employees

V Duty leave on the same basis as admissible to permanent teaching employees

2. Leave under sub-regulation (1) will be admissible subject to the same conditions or restrictions as are applicable to permanent employees

3. Except otherwise provided in their service conditions, no leave of any sort may be granted to an employee on probation.

24. Leave admissible to trainees, employees appointed on adhoc basis

1. Except as otherwise directed by the Director, employees on training/adhoc appointment may be granted leave as follows. -

I Casual leave, on the same basis as admissible to permanent employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of casual leave will be admissible

II Sick leave to the extent of twenty days with half pay on prorata basis depending on the period already served.

2. Except otherwise provided in their service conditions, no leave of any sort may be granted to an employee on probation.

25. Combination of leave

- Except as otherwise provided or unless otherwise permitted in special circumstances of a case, casual leave cannot be combined with or taken in continuation of any other kind of leave.
- Subject to sub-regulations the authority empowered to grant leave may grant any kind of leave in combination with or in continuation of any other kind of leave admissible to or employee and may commute irrespectively periods or absence without leave into extraordinary leave.

27. Maintenance of Leave account and Record of Leave Availed of

A regular leave account (other than for casual leave) shall be maintained for each employee serving in the Institute in such form and manner as may be prescribed. The leave record shall indicate, 'Inter alia', the various kinds of leave granted and availed of by an employee the particulars of sanction or refusal of leave and signature and date of the authority attesting the entries made in the record.

28. Pay during leave

1 An employee on privilege leave shall draw a leave pay equal to his/her full pay

2. An employee on sick leave shall draw leave pay equal to half pay for the period of sick leave.

Provided that where an employee has rendered at least one year's service in the Institute he/she may, be permitted to avail himself/herself of sick leave on full pay upto a period not exceeding half the amount of sick leave on half pay admissible under this clause, the period of leave so availed of on full pay or being entered his/her sick leave account as twice the amount of sick leave actually availed of.

3. An employee on maternity leave shall draw leave pay equal to full pay.

4. An employee on extra-ordinary leave shall during the period of such leave draw no pay and the period spent on such leave shall not count for increment.

5. An employee on study and academic leave shall draw leave pay equal to half pay Payment of leave salary shall be subject to furnishing of a certificate by the employee to the effect that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any Part-time employment.

6. An employee on duty leave shall draw pay equal to full pay.

Provided that-

I - in case where the authority empowered to sanction increments is satisfied that the extra-ordinary leave was taken on account of illness or for any other cause beyond the control of the employee, the authority may permit the period of such extra-ordinary leave to count for increments, and

II- in case where extra-ordinary leave is forfeited for late attendance, the period of leave so forfeited shall not be deemed to be a period which does not count for increments or in respect of which no pay and allowances are admissible.

7. The term full pay in this Regulation shall mean -In the case of an employee in any class proceeding on privilege/earned (leave), the pay drawn by him/her immediately before proceeding on leave.

Note: in respect of any period spent on deputation or foreign service out of India, the pay which the employee would have drawn if on duty in the institute in India shall be substituted for the pay actually drawn while calculating average pay.

Changes in some rules effective from 1st January 2007

The following practices shall govern the conditions of availing leave from the 1st January, 2007 for faculty and staff members:

1. No leave can be availed as a of right and the grant shall be at the sole discretion of the competent authority
2. The entitlement of 12 days Casual Leave and 10 days Sick Leave will be compounded to 22 days of Casual/Sick Leave per year.
3. Normally all leave should be taken with prior permission. A maximum of 2 days leave can be availed without prior permission on purely unforeseen reasons like sickness etc.
4. Leave beyond 2 days on sickness ground should be supported by medical certificate from any MBBS doctor and duly countersigned by the Institute's Medical Officer.
5. Out of the annual entitlement of 22 days of Casual/Sick Leave, 10 days can be carried forward to the subsequent years subject to a maximum of 60 days of accumulation.
6. Any faculty/staff joining ITS shall initially be entitled to prorata entitlement of 2 days of Casual/Sick Leave per month from the second month onwards, subject to a maximum of 22 days of leave for the first year.
7. The month of joining will be considered as a full month for leave purposes if a faculty/staff joins before 15th of a month and will be ignored if he/she joins after

the 15th The yearly calendar for leave entitlement shall accordingly be calculated for subsequent years.

8. After completion of one year of service, the faculty/staff shall be credited with 11 days of Casual/Sick Leave for every 6 months.
9. Extension of Leave can only be availed with prior permission Those who fail to report for duty on completion of leave without prior permission will be deemed to be on leave without pay.
- 10. Leave can only be availed after the same has been credited to the account and leave against future entitlements is not admissible.**
11. Holidays/weekly offs can either be prefixed or suffixed by casual/sick/compensatory leave. Any holiday/weekly off falling within the casual/sick / compensatory leave applied for shall be counted as a part of the leave and accordingly debited.

The present practice of determining eligibility to the weekly off on the basis of number of actual attendance during the week is being discontinued.

12. This being a business school focused at providing quality education together with a disciplined way of life, proceeding on unplanned leave is consciously discouraged as it severely affects the curriculum delivery pattern and normal functioning of the Institute. Frequent unplanned absence will, therefore, have its reflections on the appraisal and career progression of the individual.
13. All other provisions governing leave, not amended above, shall continue as before.

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3.4 Staff Welfare Policy

The policy shall provide the scope, overall framework, rules and regulations within which the staff welfare activities shall be undertaken at the Institute.

Objective

- Providing required support for staff welfare measures, through policy framework and guidelines
- Ensuring an effective and efficient support system to meet the requirements of the staff
- Ensuring compliance with the guidelines for employee welfare, laid down by the government statutory bodies.
- Conducting development training and soft skill programs for teaching and nonteaching staff
- Providing the employees with opportunities and resources to encourage perpetual learning and growth.

Measures

- Group insurance is provided to staff members of the Institute
- Transport facility is made available to the staff members to facilitate easy commute
- The children of the employees of the Institute are offered admission in any of the constituent colleges of I.T.S The Education Group at concessional rates.
- Employees are offered speciality services at subsidized rate at the Hospitals run by the I.T.S The Education Group
- Residential facilities are allotted as per the availability and requirement of the individual staff members
- Facilities of Provident fund, ESI are provided to the employees as per the eligibility
- The faculty members with notable achievements shall be given due credit and recognition according to their degree of achievement. Faculty members who obtain state/national/international level awards in academics, research or sports activities may be given additional responsibilities at the college or university level or granted promotion/ salary increment.
- The Institute conducts professional development programs and courses to help its employees learn further advanced nuances in their respective fields.
- The Institute provides support to its faculty members who wish to pursue advanced studies by granting them leave with the assurance of job retention.
- The Institute shall conduct soft skill programs for the non-teaching staff members to equip them with additional abilities and help them excel in their career.

❖ Employee Welfare Policy for Home

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at crucial stages of their lives.

II. Scope of Assistance

Financial assistance for the buying Home/ Running Home loan

III. Eligibility and Terms

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure
Minimum 10 years	Upto 3 month salary	40% of disbursed amount, subject to a maximum of Rs. 1,50,000/-, shall be waived off as Loyalty Bonus. Balance 60% of disbursed amount to be re-paid in equal monthly instalments over a period of maximum 24 months (2 years).
15 years and above	Upto 4 month salary	40% of disbursed amount, subject to a maximum of Rs. 2,00,000/-, shall be waived off as Loyalty Bonus. Balance 60% of disbursed amount to be re-paid in equal monthly instalments over a period of maximum 24 months (2 years).

- Financial assistance under this scheme shall be available for New home loans and for repayment of existing (running) home loans.
- For existing home loans, the maximum assistance amount shall be limited to the outstanding loan balance.
- If the outstanding balance is less than the maximum eligible amount, the lower amount shall apply
- Policy will be applicable for home loan only if registered in the name of employee or his/ her spouse or Joint.

IV. Application Process

1. Eligible employees must submit a formal application to the HR department.
2. Applications should include relevant documentation supporting the need for financial assistance.
3. Each application will be reviewed on a case-by-case basis by a designated committee.

V. Approval and Disbursement

1. Upon approval, in case of existing home loan, the assistance amount will be disbursed directly to the bank.
2. The employee must sign an agreement outlining the terms of reimbursement and retention bonus.

VI. Repayment

1. Repayment will be made through salary deductions over the agreed tenure or maximum tenure as applicable.
2. Early repayment is permitted without any penalties.

VII. Employee Retention Bonus

1. The retention bonus will be waived off upon successful completion of the repayment tenure or prepayment of the due instalments.
2. If an employee leaves the organization before completing the repayment tenure:
 - a. The retention bonus will be forfeited.
 - b. The employee must settle any outstanding balance immediately to obtain a No Objection Certificate (NOC) from the Institute.
3. In the event of an employee's death before the completion of the repayment tenure:
 - a. 50% of the outstanding amount will be waived off in addition to loyalty bonus.
 - b. The Institute reserves the right to recover the remaining 50% through:
 - Adjustment of salary
 - Encashment of earned leaves
 - Other applicable means
 - c. Any balance remaining after adjustments will be the responsibility of the employee's family/ dependents. The employee and their family must submit an undertaking regarding this along with the application for financial assistance.

VIII. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

IX. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the decision of the Institute authorities shall be final.

❖ Employee Welfare Scheme for Marriage

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at the time of marriage of their Daughter/ Son/ self.

II. Scope of Assistance

Financial assistance for the marriage of daughter/ son of employees of I.T.S The Education Group / Employee self-marriage

III. Eligibility and Terms

	Experience at I.T.S					
	Minimum 5 years		Minimum 10 years		Minimum 15 years & above	
Current Monthly salary (Rs.)	Daughter/ Self	Son/ Self	Daughter/ Self	Son/ Self	Daughter/ Self	Son/ Self
upto 5000	Upto 2 month salary Or minimum Rs.31000/-	Upto 1 month salary Or minimum Rs.21000/-	Upto 3 month salary Or minimum Rs.51000/-	Upto 1.5 month salary Or minimum Rs.31000/-	Upto 4 month salary Or minimum Rs.71000/-	Upto 2 month salary Or minimum Rs.41000/-
5001 - 10000	Upto 2 month salary	Upto 1 month salary	Upto 3 month salary	Upto 1.5 month salary	Upto 4 month salary	Upto 2 month salary
10001 & above	Upto 2 month salary Or maximum Rs.150000/-	Upto 1 month salary Or maximum Rs.75000/-	Upto 3 month salary Or maximum Rs.175000/-	Upto 1.5 month salary Or maximum Rs.100000/-	Upto 4 month salary Or maximum Rs.200000/-	Upto 2 month salary Or maximum Rs.125000/-

IV. Application Process, Approval and Disbursement

- Eligible employees must submit a formal application to the HR department.
- Applications should include relevant documentation supporting the need for financial assistance.

- Each application will be reviewed on a case-by-case basis by a designated committee.
- Upon approval, the assistance amount will be disbursed directly to the employee
- The policy is applicable in case of employee's self -marriage also.

V. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

VI. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the amount shall be decided at the sole discretion of the Institute authorities.

❖ Employee Welfare Policy for Purchase of Vehicle

I. Purpose

This policy outlines the provision of financial assistance to the employees of I.T.S The Education Group irrespective of their designation. The aim is to support employee wellbeing and meet financial needs at crucial stages of their lives.

II. Scope of Assistance

Financial support as interest free advance and loyalty bonus shall be granted as detailed below:

- Purchasing a vehicle for personal use
- Repaying existing vehicle loan from bank/ financial institution

III. Eligibility and Terms

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure
Minimum 5 years	Up to 1month salary Or maximum up to Rs. 100000/- Or maximum 75% of cost of vehicle	50% Loyalty Bonus to be given by waiving off last 12 instalments. Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.
Minimum 10 years	Up to 2 months' salary Or maximum up to Rs. 150000/- Or maximum 75% of cost of vehicle	50% Loyalty Bonus to be given by waiving off last 12 instalments. Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.
15 years and above	Up to 3 months' salary Or maximum up to Rs. 200000/- Or maximum 75% of cost of vehicle	50% Loyalty Bonus to be given by waiving off last 12 instalments. Disbursement amount to be re-paid in equal instalments over a period of maximum 24 months (2 years). Last 12 instalments shall be waived off as 50% loyalty bonus.

Service Duration (at I.T.S)	Maximum Financial Assistance	Repayment Tenure

- Financial assistance under this scheme shall be available for purchase of a vehicle for personal use or repaying existing vehicle loan from bank/ financial institution
- For existing vehicle loan, the maximum assistance amount shall be limited to the outstanding loan balance.
- If the outstanding balance is less than the maximum eligible amount, the lower amount shall apply
- Policy will be applicable only if vehicle is registered in the name of employee or his/ her spouse or Joint.
- Policy is not applicable for commercial vehicle.

IV. Application Process

- Eligible employees must submit a formal application to the HR department.
- Applications should include relevant documentation supporting the need for financial assistance.
- Each application will be reviewed on a case-by-case basis by a designated committee.

V. Approval and Disbursement

- Upon approval, in case of existing vehicle loan, the assistance amount will be disbursed directly to the bank/ financial institution.
- The approved amount under the policy shall be disbursed between 20th to 30th day of the month.
- The employee must sign an agreement outlining the terms of reimbursement and retention bonus.

VI. Repayment

- Repayment will be made through salary deductions over the agreed tenure or maximum tenure as applicable.
- Early repayment is permitted without any penalties.

VII. Employee Retention Bonus

- The retention bonus will be waived off upon successful completion of the repayment tenure or prepayment of the due instalments.
- If an employee leaves the organization before completing the repayment tenure:
The retention bonus will be forfeited.

The employee must settle any outstanding balance immediately to obtain a No Objection Certificate (NOC) from the Institute.

- In the event of an employee's death before the completion of the repayment tenure, 100% of the outstanding amount will be waived off in addition to loyalty bonus.

VIII. Policy Review

This policy will be reviewed annually to ensure it remains relevant and beneficial to both employees and the organization.

IX. Disclaimer

I.T.S The Education Group reserves the right to modify, suspend, or terminate this policy at any time without prior notice.

The benefit under this scheme cannot be claimed as a matter of right and the decision of the Institute authorities shall be final.

❖ Employees Children Scholarship Scheme

A scholarship program has been approved to support the educational aspirations of our employees' children enrolling in any program within our group's educational institutions.

Objectives

- Support employee retention and satisfaction
- Promote educational opportunities for employees' families
- Strengthen the connection between our workforce and our educational offerings

Eligibility Criteria & Scholarship Details

- The following scholarship is open to children of full-time employees of I.T.S- The Education Group, irrespective of their designation.
- The total grant of scholarship will be applicable in all years of education of a particular program.

S. No.	Eligibility Criteria	Scholarship Amount (% of Yearly Academic Fees of the Program)	
		BDS/ MDS	Other Courses
1	Employees with a minimum of 3 years of service	10 %	10 %
2	Employees with a minimum of 5 years of service	15 %	20%
3	Employees with a minimum of 10 & above years of service	15 %	30%

Terms and Conditions

- Selection based on academic merit and employee tenure
- Scholarship renewal subject to maintaining academic standards such as Attendance & Passing with minimum % of marks equivalent to 2nd division.
- Termination of scholarship if the employee leaves the organization
- To be effective from academic session 2024-25 on new admissions.

❖ Policy on Advance Payment

An advance against salary can be sanctioned to an employee of I.T.S- The Education Group subject to the following conditions

- Having completed at least one year of service in I.T.S- The Education Group
- There should be gap of at least six months between the date of deduction of last instalment of previous advance, if any, from salary and date of new advance
- Amount of advance should not exceed the limit as mentioned below

For gross salary up to Rs. 40000/-	Advance amount equivalent to 02 month's gross salary subject to maximum of Rs. 50,000/-
For gross salary above Rs. 40000/-	Advance amount equivalent to 01 month's gross salary subject to maximum of Rs. 1,00,000/-

- Amount of advance shall be deductible in equal instalment from salary of the concerned employee (subject the maximum of twelve instalments)
- Advance against salary shall only be given to meet any emergent requirement, medical expenses, school admission of children and purchase of household item or vehicle etc but not capital expenditure such as purchase of land & house etc.
- Advance against salary cannot be claimed as a right by the employee. Sanctioning of an advance against salary shall be at the sole discretion of the approving authority.

❖ Outstanding Association Scheme

S. No.	Particulars	Service in years	Existing Scheme	Revised scheme
1	Employees drawing salary up to Rs. 15,000	5	10 Days salary	10 Days salary
2	Employees drawing salary from Rs. 15,001 to 30,000	5	3 days leave & 7,500/- as reimbursement of expenses	3 days leave & 7,500/- as reimbursement of expenses
3	Employees drawing salary more than Rs. 30,000	5	3 days leave & 10,000/- as reimbursement of expenses	3 days leave & 10,000/- as reimbursement of expenses
4	Employees drawing salary up to Rs. 15,000	10	1 Month Salary	1 Month Salary
5	Employees drawing salary from Rs. 15,001 to 30,000	10	5 days leave & 15,000/- as reimbursement of expenses	5 days leave & 15,000/- as reimbursement of expenses
6	Employees drawing salary more than Rs. 30,000	10	5 days leave & 30,000/- as reimbursement of expenses	5 days leave & 30,000/- as reimbursement of expenses
7	Employees drawing salary up to Rs. 15,000	15	1 Month Salary	1 Month Salary
8	Employees drawing salary from Rs. 15,001 to 30,000	15	5 days leave & 15,000/- as reimbursement of expenses	5 days leave & 15,000/- as reimbursement of expenses
9	Employees drawing salary more than Rs. 30,000	15	5 days leave & 30,000/- as reimbursement of expenses	5 days leave & 30,000/- as reimbursement of expenses
10	Employees drawing salary up to Rs. 15,000	20	No Scheme	1 Month Salary
11	Employees drawing salary from Rs. 15,001 to 30,000	20	No Scheme	5 days leave & 15,000/- as reimbursement of expenses
12	Employees drawing salary more than Rs. 30,000	20	No Scheme	5 days leave & 30,000/- as reimbursement of expenses
13	Employees drawing salary up to Rs. 15,000	25	No Scheme	1 Month Salary
14	Employees drawing salary from Rs. 15,001 to 30,000	25	No Scheme	5 days leave & 15,000/- as reimbursement of expenses
15	Employees drawing salary more than Rs. 30,000	25	No Scheme	5 days leave & 30,000/- as reimbursement of expenses

3.5 Policy on Extra Teaching Hours

I.T.S has been following certain norms regarding the teaching workload, which have evolved over the years. It is normal for some faculty to have teaching load more than others and at times more than the minimum workload, for which incentives are extended.

The Institute appreciate the contribution made by the faculty who put in extra efforts towards growth and development of the students leading to the betterment of the Institute.

The terms of the existing scheme have been reviewed.

In modification of existing incentive scheme the following norms are being laid down

1. Standard teaching workload expected from faculty for one academic year consisting odd and even semester
 - i. UG faculty- 350 hours
 - ii. PG faculty- 270 hours
2. Conversion of UG hours to PG hours
If any PG faculty takes UG classes, then the UG teaching hours will be converted into PG hours by a multiplying factor of 0.6 and these converted hours will be added to his/her teaching hours.
3. Any faculty taking teaching hours more than the standard hours laid down in (1) above will be extended incentive at the following rates
 - i. UG hours - Rs. 400/- per hours
 - ii. PG hours - Rs. 500/- per hours

All faculty members are expected to take the standard teaching load during the year. The extra teaching load cannot be claimed by a faculty as a matter of right and would be allotted by the Institute taking in to consideration the need for such a requirement and availability of appropriate faculty. While taking such a decision, the Institute would consider the factors like student's feedback of the course taught by the faculty, desirability of a faculty to teach a particular subject or any other criteria germane to the issue.

In order to be benefited by the scheme, the concerned faculty has to devote suitable extra hours at the Institute than is generally required from those who will be undertaking only the standard workload.

The payment of the monetary incentive would be made after assessing the total teaching workload undertaken by the concerned faculty during the year and would be made after the completion of the academic session. No pro-rata payment is applicable for part of the academic session.

3.6 Policy on Guest/ Visiting Faculty

These guidelines are formulated to facilitate the engagement of guest faculty at the Institute to ensure the smooth execution of classes as per the curriculum.

1. The qualification of guest faculty shall be the same as those prescribed for the regular post by the AICTE/ UGC.
2. The superannuated teachers may also be considered for engagements as 'Guest Faculty' subject to a maximum age limit of 70 years.
3. A three to five-member committee including senior professors and Chairperson of the respective program shall submit its recommendation to the Director, based on the feedback received from students and personal interview. Director, on receiving of such recommendations, shall forward his recommendation to the Management for approval.
4. The Guest faculty will not be given the benefit of allowance, pension, gratuity and leaves etc. as admissible to the regular teachers.
5. Guest faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory committees of the Institute.
6. Following categories of individuals shall be engaged as Guest Faculty
 - Retired faculty members, aged not over 70 years
 - Full time faculty members including practising professor
 - Full time faculty member of the Institute may take on extra workload as guest faculty
 - Professional, below 70 years, with a Master's Degree (60% Marks) and minimum 05 years of relevant work experience in research/ Industry
7. Guest faculty shall receive remuneration on hourly basis and the payment shall be effected monthly.
8. Guest/ Visiting faculty shall receive remuneration towards his/her engagement as below
 - UG Classes – Rs. 500/-* per hour
 - PG Classes- Rs. 750/-* per hour

*Rates may vary depending upon the availability and past feedback of the faculty

3.7 Travel Expense Policy

Purpose:

To provide reimbursement for the travel and other expenses to the employees for the reasonable and necessary expenses incurred in connection with approved travel on behalf of the college.

1. Local Travel

For local official travel (in the city where employee is based), if an employee is using their own vehicle for official work, it shall be reimbursed as per entitlement below. An employee may find an efficient way to travel and then seek HOD's approval.

Two Wheeler – INR 5 per km

Four Wheeler – INR 10 per km

Metro/auto/bus charges shall be reimbursed as per actual expense.

Guidelines:

- **Claiming of Bill:** For claiming the conveyance, the individual shall be required to fill in the travelling details in the local conveyance reimbursement form, get it approved from the HOD and Director and submit the same in accounts for payment. In addition to the local conveyance, parking and Toll charges shall also be reimbursed on submission of parking/Toll slips along with the local conveyance reimbursement form.
- **Exception:** Local travelling expenses from college to residence of the employee or from residence to the college shall not be reimbursed. This is not applicable to field staff or any other such category of employees whose nature of work primarily involves travelling. These employees would be paid for each day in varying amounts to be fixed by the college authorities.

Note: The College authorities reserves the right to amend these policy guidelines on time to time basis.

2. Domestic Travel

Travel and tour reimbursements would be made to all employees travelling outstation for official purposes.

The heads covered under this include:

- Travel Expenses (Travel tickets)
- Daily Allowance (Towards food, incidental and out of pocket expenses)
- Lodging (Hotel Accommodation)
- Local Travel (Conveyance)

3. Boarding & Lodging Expenses

These shall be allowed based on the following:

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	
2	Towards meals and lodging for full day for one person to outstation	
3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	
2	Towards meals and lodging for full day for one person to outstation	
3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Allowances for Outstation duty – Teaching staff		
S. No	Details	Entitlement
1	Towards full day meal without lodging	
2	Towards meals and lodging for full day for one person to outstation	

3	Towards meals and lodging for full day for two persons travelling together to outstation	
4	Local transportation i.e. transportation to and fro at place of residence and at the station of duty (residence to the station and back as well as station to hotel and back)	
5	Transportation cost connected with duty performed at outstation	

Note:

- DA includes food and other incidental expenses including Laundry, tips, internet, other amenities etc.
- Auto/Taxi fare will be paid as per the above mentioned slab (from Residence to station/Airport and vice versa).
- All employees shall travel as per the guidelines issued by college authorities i.e. 2 AC for HOD/Professor, 3AC/ CC for Teaching, Admin and Technical staff for domestic travel. Lodging expenses should be supported by bills along with the travel tickets.
- Transportation charges include all charges such as Driver expenses etc. except the toll charges & parking which will be paid on actuals in addition to the taxi charges on submission of bills/toll/parking receipts.
- The boarding and lodging expenses mentioned above are maximum allowed and have to be supported by actual bills.

Guidelines

- **Submission of request:** Before undertaking any outstation travel, employees are expected to submit the duly approved travel request to Admin department for making necessary bookings.
- **Booking of tickets:** Based on the travel request, Admin department shall book the tickets and convey the same to concerned employee.
- **Approval:** Leave entitlement while on travel would be applicable as per Leave policy with prior approval of HOD.
- **Cancellation of tour:** In the event of tour cancellation because of unforeseen circumstances, it is the responsibility of the employee to cancel the tickets and inform Admin department.
- **Payment reimbursement:** On completion of tour, statement of expenses in the specified format along with supporting documents and tour report duly approved by HOD shall be submitted to Accounts department within 7 days from the date of return for verification and payment processing.

- **Travel companions:** The employees are not allowed to travel with personal companions while travelling for official purpose until the same is approved by college authorities.
- **Miscellaneous expenses:**
 - ❖ Any other expenditure incurred during travel, which is not defined in the policy, shall be claimed as miscellaneous expenses with necessary supporting documents and it should have approval of college authorities.
 - ❖ Expenses incurred in client entertainment will be extra and would be subject to approval of college authorities. The supporting documents will be required to claim the same.
 - ❖ All other extra expenses incurred would be subject to approval by college authorities.

3.8 Whistle Blower Protection Policy

The Institute requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the college, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

i. Reporting Responsibility

It is the responsibility of each employee to comply with the policy and to report violations or suspected violations of the policy in accordance with this Whistle-blower Policy.

ii. No Retaliation

The policy is intended to encourage and enable employees to raise serious concerns within the college.

- ❖ Any employee who, in good faith, reports a violation of the policy is protected from harassment, retaliation and adverse employment consequence.
- ❖ An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary, financial and legal action upto and including termination of employment.

Employees are protected from retaliatory actions because they have reported to College Authorities: -

- a. Any violation of the policy
- b. Any gross waste of college funds/resources.
- c. Something that risks a fellow employees' health or safety

iii. Reporting Violation

Employees are encouraged to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's HOD is in the best position to address an area of concern.

If you are not comfortable speaking with your HOD or you are not satisfied with your HOD's response, you are encouraged to speak with someone in the Human Resources Department or Principal/ Director. HODs are required to report suspected violations to GM Operations, who has the responsibility to oversee the investigation all reported violations.

iv. Acting in Good Faith

Anyone filing a complaint of wrongful conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence and necessary disciplinary, financial and legal action will be taken against them.

v. Confidentiality

Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

3.9 Plastic Ban Policy

Introduction

Plastic pollution is currently one of the biggest environmental concerns. Plastic is a menace that impacts the environment as well as our health and wellbeing. This policy is an initiative to work to reduce and eliminate plastic pollution. The policy takes institutional efforts to actively contribute to the effort of banning the use of single use plastics.

Ban of Single Use Plastic

The Institute, by virtue of this policy, bans single use plastic in the campus. All the members of the Institute are encouraged to follow Plastic Ban Policy by conducting campaigns and awareness programmes.

The policy mandates all stakeholders to adopt the following:

- ❖ Ban on use of single-use plastics in college premises, hostel and canteen.
- ❖ Organise workshops inside and outside the campus to create awareness on the harmful impacts of plastic.
- ❖ Strictly avoid bringing non-biodegradable items inside the campus.
- ❖ Use of alternative sources like switching over to cloth bags, paper pens and providing drinking water facility in order to avoid plastic water bottles inside the campus.
- ❖ Waste generated should be segregated at the source and the segregated wastes should be sent to authorized waste processing centres or disposal facilities or deposition centres through the authorized waste collection agency.
- ❖ All events organised inside the campus should strictly follow plastic ban guidelines.
