



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

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Introduction

The **Indore Institute of Management and Research (IIMR)** recognizes that its teaching and non-teaching staff are vital to the institution's success. The institute is committed to creating a supportive, motivating environment for its employees, which is essential for maintaining high levels of satisfaction and performance. Below are the key welfare measures and the Performance Appraisal System (PAS) in place at IIMR:

Welfare Measures for Teaching and Non-Teaching Staff

IIMR offers a range of welfare initiatives that reflect the institution's commitment to the well-being of its employees:

- **No-Interest Loan and NOC:** Teaching and non-teaching staff are eligible for no-interest loans and a No Objection Certificate (NOC) as part of the institute's support for personal and professional needs.
- **Staff Children's Education:** To support staff members, IIMR offers **half-fee admissions** for the children of its employees, recognizing the value of education for their families.
- **Academic Leaves:** Staff members pursuing higher education or professional courses are granted **academic leaves** to encourage continued learning and professional development.
- **Research and Development Support:** The institution provides well-equipped labs that are accessible to staff for **research purposes** and to keep up with the latest developments in their field.
- **Professional Growth Opportunities:** IIMR supports staff participation in various programs organized by the institute and external agencies. The institution provides **leaves and financial incentives** for such participation.
- **Maternity Leave:** Female employees receive **maternity leave** with half-salary for two months, supporting their health and family needs.
- **Crèche Facility for Lactating Mothers:** A special **crèche facility** is available for lactating mothers, offering a dedicated room with a caretaker for their babies. The institute also accommodates flexible working hours to support mothers' needs.





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- **Staff Accommodation:** Staff can avail of **staff quarters** at **concessional rates**, making it easier for employees to live near the campus.
- **Health-Conscious Initiatives:** IIMR grows its own **organic vegetables, fruits, and grains** on campus, which are sourced to the canteen, promoting healthier food options for staff.
- **Transport Facility:** Free **transport** is provided to all employees within **Indore** and up to **60 km** outside the city. Employees are also offered pick-up and drop-off facilities if they need to stay after working hours or visit the campus on holidays. **Vehicle pooling** is encouraged as part of green initiatives and financial benefits.
- **Wi-Fi Access:** IIMR offers a **fully Wi-Fi-enabled campus**, providing employees with free internet access 24/7 on both **desktop and personal laptops**.
- **Library Access:** All employees have access to the **campus library** during designated hours, supporting continuous learning.
- **Recreational Facilities:** A variety of **indoor games** like **Table Tennis, Chess,** and **Carrom**, as well as **outdoor games** like **Pickleball, Cricket, Basketball,** and **Tennis**, are available for staff to enjoy during their free time, fostering physical and mental well-being.
- **Canteen Facility:** The campus **canteen** provides healthy and subsidized food for employees, supporting a balanced lifestyle.
- **Social Gatherings:** The management organizes **get-togethers** and **lunches** where employees can participate in cultural performances, building a strong sense of community and camaraderie.
- **Retirement Benefits:** IIMR contributes a specific amount towards the **Employee Provident Fund (EPF)** and **Gratuity benefits** for eligible teaching and non-teaching staff, ensuring financial security for employees' post-retirement.
- **ESIC and Minimum Wages Compliance:** As per government regulations, IIMR contributes to the **Employee State Insurance Corporation (ESIC)** and adheres to **minimum wage** guidelines for non-teaching and fourth-class employees.





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F.Y.2023-24

A.Y.2024-26

INDORE INSTITUTE OF MANAGEMENT AND RESEARCH
 (Run by Shall Educational and Welfare Society, Indore)

INCOME & EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 31st March 2024

Particulars	Sch	PG-MBA Amount (Rs.)	UG-Preg. Amount (Rs.)	Total Amount (Rs.)
INCOME				
Fees from Students	M	1,77,20,063	1,77,18,238	3,54,38,300
Other Income	N	1,98,713	2,19,566	4,18,279
TOTAL RS.		1,79,18,775	1,79,34,794	3,58,53,569
EXPENDITURES				
Human Resources Expenses	O	1,88,71,929	1,20,12,342	2,28,84,271
Learning Resources Expenses	P	1,63,350	1,80,494	3,43,834
Computers & IT Infrastructure Expenses	Q	3,94,741	4,39,147	8,33,889
Operational Expenses	R	40,98,628	45,28,554	86,27,182
Miscellaneous Expenses	S	18,60,543	20,18,253	38,78,796
Training & Placement Exps		1,85,875	-	1,85,875
Depreciation	G	32,05,631	35,41,886	67,47,517
Hostel Running and Maintenance Exp	T	1,62,650	2,27,710	3,90,360
Transport Expenses	U	6,22,529	10,81,236	17,03,764
TOTAL RS.		2,12,65,877	2,40,24,621	4,52,90,497
Surplus / (Deficit) of Income over Expenditure for the year		(33,47,102)	(60,89,827)	(94,36,928)

Notes to the Accounts

As per report of even date annexed

Khandelwal and Khandelwal Associates

Chartered Accountants
 PAN: 008389C

Durgesh Khandelwal
 (Partner)
 M.No. 077390
 Date: 08.06.2024
 Place: INDORE



Indore Institute of Management and Research

Jayesh Agrawal
 Chairman

Chander
 Secretary



Indore Institute of Management & Research





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RUN BY (Shail Educational & Welfare Society)

Schedule- M		Amount
Fees from Students		
Tuition Fees		3,86,76,750
Additional Facility Charges		85,10,000
Bus Fees		20,61,500
Hostel Fees		7,82,550
		<u>5,00,30,800</u>
Less :- Institutional Merit Scholarship		1,45,95,500
	Total Rs.	<u>3,54,35,300</u>
Schedule- N		Amount
Other Income		
Misc Income		3,84,443
Interest on Deposit		33,826
	Total Rs.	<u>4,18,269</u>
Schedule- O		Amount
Human Resources Expenses		
Salary faculty , technical staff		1,63,91,455
Salary Non technical staff		42,61,093
Other benefits to the faculty and staff		22,01,723
Funding for faculty development & Research / seminars / webinars / confer		30,000
	Total Rs.	<u>2,28,84,271</u>
Schedule- P		Amount
Learning Resources Expenses		
Cost of technical books		1,00,344
Journals		1,59,164
E-Resources Library Journals		58,100
Newspaper & Periodicals		25,226
	Total Rs.	<u>3,43,834</u>
Schedule- Q		Amount
Computers & IT Infrastructure Expenses		
Software Expenses		2,66,501
Intranet Expenses		5,09,842
Examination Expenses		54,546
	Total Rs.	<u>8,30,889</u>



Indore Institute of Management & Research

Jayesh Agarwal
Chairman

Chander
Secretary

Indore Institute of Management & Research

Abhinav
G.M. Finance





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Indore Institute of Management and Research 23-24

Opp. IIM, Pithampur Road, INDORE
 E-Mail : rb@indoreinstitute.com

Human Resources Expenses

Group Summary
 1-Apr-23 to 31-Mar-24

Page 1

Particulars	Closing Balance	
	Debit	Credit
Funding for faculty development & Research		30,000.00
Other benefits to the faculty and staff		22,01,723.00
Staff Transport Facility	10,06,638.00	
Concession Staff	79,100.00	
Diwali Expenses	1,56,172.00	
ESIC Employer Contribution	91,227.00	
Insurance Charges (Personal Accident)	12,555.00	
PF Administrative Charges	17,144.00	
P.F. Employers Contribution	3,59,795.00	
Staff Welfare Exps	4,79,092.00	
Salaries		2,06,52,548.00
Grand Total		2,28,84,271.00



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Proof of Staff Fee Concession

Indore Institute of Management and Research 23-24
 Opp. IIM, Pithampur Road, INDORE
 E-Mail : rb@indoreinstitute.com


Concession Staff
 Ledger Account

1-Apr-23 to 31-Mar-24

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
10-Apr-23	Cr Akshay Mehra BBA-PL-21 <i>50% Concession of Tuition fee after scholarship Annual fee 52000/- Less scholarship 12000/- Net fee 40000/- concession 50 % 20000/- 2nd Year</i>	Journal	JV/04/5	20,000.00	
29-Aug-23	Cr Chhavi Saraswat BBA-PL-22 <i>Being 40% on Tuition fees concession given to Employees Archana Saraswat daughter Chhavi Saraswat Admission in BBA 22 as per approval. (Staff Concession)</i>	Journal	JV/08/84	20,800.00	
27-Oct-23	Cr Aayushi Dubey MBA-23 <i>Concession 30 % of Tuition fee 61000/- Amount 18300/- Father Name Sanjay Dubey</i>	Journal	JV/10/55	18,300.00	
15-Feb-24	Cr Akshay Mehra BBA-PL-21 <i>50% Concession of Tuition fee after scholarship Annual fee 52000/- Less scholarship 12000/- Net fee 40000/- concession 50 % 20000/- 3rd Year</i>	Journal	JV/02/63	20,000.00	
				79,100.00	
Dr	Closing Balance				79,100.00
				79,100.00	79,100.00



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Policy and procedure /DG/ 2018-19/01

Following will be the concession in the tuition fees

Policy for the benefit to staff member for the education of his/her dependent children in the IIMR from 2018-19 as per the given below table and further fulfilment of terms and condition of the policy

Basis of concession/benefit will be the gross salary of the staff members and rate will be the percentage of tuition fees as under:

S NO	Salary Gross	Benefit/concession in the tuition fees (% of tuition fees)
1	Salary Gross up to Rs.10000/ per month	50%
2	Salary from 10001 to 25000/ per month	40%
3	Salary from 25001 to 50000/ per month	30%
4	Salary from 50001 to 75000/ per month	10%

Terms

1. For the above benefit ,minimum service period of the staff member should be 2years
2. If anyone left the job during education of his /her children, benefit will be allowed till his last date of working in the related semester
3. Amount of benefit shall be adjusted in 2,4,6,8 semesters
4. If anyone desired to transfer his/her children to other colleges or required the NOC, entire concession given from 1semester to date of issue of NOC will be revoked
5. If any govt. scholarship is applicable then maximum benefit will be scholarship plus concession will total tuition fees
6. No referral, consultancy, brokerage will be allowed to such children of staff.
7. Maximum 2 children will be allowed for concession.
8. Staff member will be allowed to pay the fees in monthly equal instalment which can be deducted from his/her salary.

Submitted by -

[Signature]
G.M. Finance

Recommended by

[Signature]
Registrar

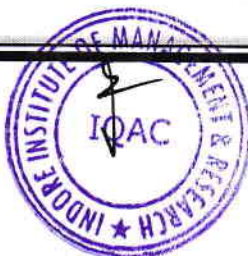
Approved by

[Signature]
Director General



Indore Institute of Management & Research

[Signature]
Accounts Manager





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Summary of financial incentives provided to faculty members

S. No	Name of the Faculty	Category	Title	Amount
1	Dr. Vishal Geete	Paper Publication in UGC Care and ABDC (C Category Journal)	<ol style="list-style-type: none">1. Impact of Mergers of Dena Bank and Vijaya Bank on Share Price of Bank of Baroda: An Event Study.2. A Study on contribution of Stakeholders of Madhya Pradesh towards Tourism in India.	3000
2	Dr. Asha Mishra	Paper Publication in UGC Care	<ol style="list-style-type: none">1. Problems encountered by Women Entrepreneurs2. Goods and Service Tax and Ease of Doing Business: Study of Business Owners in Madhya Pradesh.3. Goods and Service Tax and Input Tax Credit: A Study of Business Owners in Madhya Pradesh.4. Educational Disparity Among Social Groups in Indore District5. Occupational Structure and Socioeconomic Inequalities in Various Caste Groups in Indore District	4668
3	Dr. Mohitash Nagotra	Paper Publication in UGC Care	<ol style="list-style-type: none">1. Goods and Service Tax and Ease of Doing Business: Study of Business Owners in Madhya Pradesh.2. Goods and Service Tax and Input Tax Credit: A Study of Business Owners in Madhya Pradesh.3. Educational Disparity Among Social Groups in Indore District4. Occupational Structure and Socioeconomic Inequalities in Various Caste Groups in Indore District	2668
4	Dr. Sapna Nagotra	Paper Publication in UGC Care	<ol style="list-style-type: none">1. Goods and Service Tax and Ease of Doing Business: Study of Business Owners in Madhya Pradesh.2. Goods and Service Tax and Input Tax Credit: A Study of Business Owners in Madhya Pradesh.3. Educational Disparity Among Social Groups in Indore District	2664





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			4. Occupational Structure and Socioeconomic Inequalities in Various Caste Groups in Indore District	
5	Mr. Hanish Kukreja	Paper Publication in UGC Care	1. The Role of Financial Literacy in Shaping Behavioural Finance Patterns among Millennials 2. Behavioural Finance: Unravelling the Psychology of Investing	4000
6	Dr. Rakshita Puranik	Book and Book Chapter	1. Book: Role of Women Empowerment in Business Management 2. Book Chapter: From Homemakers to Business Proprietors: Women Empowerment in India	3000
7	Dr. Shijji Shukla		1. Diamond Dilemma: Overcoming the Diamond Dilemma in Market. 2. Operations and Consistency: Under the Hood Day to Day Management 3. An Empirical Study on Factors that Influence the Decision of Investors to invest in Real Estate Market: With Special Reference to Indore City	6000
8	Dr. Vinayak Khare	ABDC (C Category Journal)	A Study on contribution of Stakeholders of Madhya Pradesh towards Tourism in India	1000
9	Dr. Shubhangi Jain	ABDC (C Category Journal)	A Study on contribution of Stakeholders of Madhya Pradesh towards Tourism in India	1000
10	Dr. Vaibhav Modak	Book Chapter and Publication in UGC Care	1. An Analysis of Credit and Financial Potential in MSME. 2. A Comparative Analysis of Village and Khadi Industry Based on Sales and Production in Turbulent Times during Pandemic Under MSME System	2000





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Proof of financial incentives for Research Publications, Patents etc



STATEMENT OF ACCOUNT

INDORE INSTITUTE OF MGMT AND RESEARCH
 25 MG ROAD, SIYAGANJ
 INDORE 452007
 MADHYA PRADESH

Account Branch: SIYAGANJ
 25 MG ROAD,
 BRAHMA SAMAJ BHAWAN,
 OPPOSITE DISTRICT COURT, SIYAGANJ,
 INDORE 452007
 MADHYA PRADESH,
 452026161

City: INDORE
 State: MP
 Phone No: 0519226161
 Fax: 0519226161
 Currency: INR
 Branch: IND-INDOREINSTITUTE.COM
 Loc ID: 11576262
 Account No: 5020092381810 Preferred Customer
 A/C Open Date: 13-07-2018
 Account Status: Regular
 RTGS/NEFT IFSC: INDIC0003855 MICR: 83240014
 Branch Code: 3855 Product Code: 702

Statement of account

DATE	DEBIT	CREDIT	BALANCE
13-07-2018			94,839.21
13-07-2018	8,091.00		86,748.21
13-07-2018	16,523.00		70,225.21
13-07-2018	9,997.00		60,228.21
13-07-2018	8,518.00		51,710.21
13-07-2018	1,668.00		50,042.21
13-07-2018	2,000.00		48,042.21
13-07-2018	4,668.00		43,374.21
13-07-2018	2,668.00		40,706.21
13-07-2018	2,664.00		38,042.21
13-07-2018	26,894.00		11,148.21
13-07-2018	14,305.01		(2,156.80)
13-07-2018		20,000.00	17,841.20

STATEMENT SUMMARY :-

Opening Balance	Dr Count	Cr Count	Debits	Credits	Closing Bal.
348,751.29	25	2	394,185.00	20,000.00	24,156.29

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 RAU, INDORE (M.P.)

S.M. Finance

INDORE INSTITUTE OF MGMT AND RESEARCH
 25 MG ROAD, SIYAGANJ, INDORE 452007, MADHYA PRADESH
 BANK BRANCH: IND-INDOREINSTITUTE.COM
 RTGS/NEFT IFSC: INDIC0003855
 MICR: 83240014





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OPP IIM PITHAMPUR ROAD RAU
PITAMPUR ROAD OPP IIM
INDORE, MADHYA PRADESH. Pin : 453331

Beneficiary Name : HANISH KURREJA
Beneficiary Code :
Beneficiary Account No : 20001140000475
Beneficiary Address :

Client Reference No : 21122025/001
Code : 21/12/2023
Bank Reference No : 518683979
Amount : 4000.00
Amount in Words : Four Thousand Rupees

For the amount of credit your account 20001140000475 with us for Rs. 4000.00 for the services rendered as detailed against the below mentioned details

- Payment Details 1
- Payment Details 2
- Payment Details 3
- Payment Details 4
- Payment Details 5
- Payment Details 6
- Payment Details 7

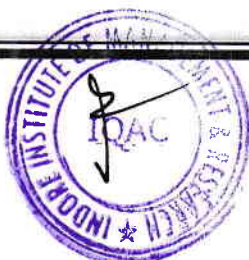
Indore Institute of Management & Research

Abhinav
G.M. Finance

(Signature)

Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

For your banking advice, Do not require any signature





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 OPP IIM PITHAMPUR ROAD RAU
 PITAMPUR ROAD OPP IIM
 INDORE, MADHYA PRADESH, Pin : 453331

Beneficiary Name	:	SHUSHANGI JAIN
Beneficiary Account No	:	50100345468792
Beneficiary Address	:	

Debit Reference No.	:	21122023-001
Date	:	21/12/2023
Bank Reference No	:	519893980
Amount	:	1000.00
Amount in Words	:	One Thousand (1000.00)

We have debited to credit your account 50100345468792 with us for Rs. 1000.00 for the services rendered against the below mentioned details

Payment Details 1	:	
Payment Details 2	:	
Payment Details 3	:	
Payment Details 4	:	
Payment Details 5	:	
Payment Details 6	:	
Payment Details 7	:	

Indore Institute of Management & Research

[Signature]
 G.M. Finance

[Signature]
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 Indore Institute of Management
 and Research
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 C/O INDORE INSTITUTE OF MGMT AND RE
 OPP IIM PITHAMPUR ROAD RAU
 PITAMPUR ROAD OPP IIM
 INDORE, MADHYA PRADESH, Pin : 453331

Beneficiary Name	Mital Geeta
Beneficiary Code	
Beneficiary Account No	50100376462148
Beneficiary Address	
Bank Reference No	21122023-001
Date	21/12/2023
Bank Branch/VNO	519893992
Amount	1000.00
Amount in Words	One Thousand Rupees
Dear Beneficiary,	
We have pleased to credit your account 50100376462148 with us for Rs. 1000.00 for the services rendered to be rendered against the below mentioned details	
Sl. No.	
Account No.	
Branch	
City	
State	
Payment Status	
Payment Details	

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(Signature)
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Principal
 Indore Institute of Management
 and Research
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 PITAMPUR ROAD OPP IIM
 INDORE, MADHYA PRADESH. Pin : 453331

Beneficiary Name : SHJI SHUKLA
 Beneficiary Code :
 Beneficiary Account Number : 6507000100048036
 Branch :
 Client Reference No : 21122023-001
 Date : 21/12/2023
 UTR / ERN / FOL : N355232795188211
 Amount : 6000.00
 Amount in Words : Six Thousand Rupees

Dear Sir / Madam,

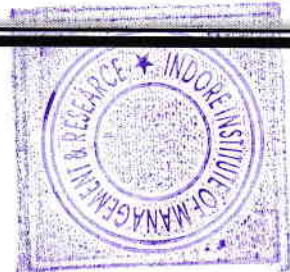
We have initiated your payment to RBI for the amount of 6000.00 for the services rendered, vide NEFT, for below mentioned details

IFSC Code : PVNBS0650700
 Beneficiary Bank Name : PUNJAB NATIONAL BANK
 Beneficiary Branch Name : RAU
 Payment Detail :
 Payment Detail :
 Payment Detail :
 Payment Detail :
 Payment Detail :
 Payment Detail :
 Payment Detail :

Indore Institute of Management & Research
[Signature]
 C.M. Finance

[Signature]
Principal
 Indore Institute of Management
 and Research
 Opp. IIM, Pithampur Road,
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 C/O INDORE INSTITUTE OF MGMT AND RE
 OPP IIM PITHAMPUR ROAD RAU
 PITHAMPUR ROAD OPP IIM
 INDORE, MADHYA PRADESH. Pin : 453331


Mr./Mrs./Miss	REGISHITA PURANK
Bank Name	
Branch Name	
Bank Account No	40100237032324
Res. No.	


Client Reference No	21122023-091
Date	21/12/2023
Bank Reference No	518853984
Amount	3000.00
Amount in words	Three Thousand Rupees

Dear Sir/Madam,

We are pleased to credit your account 40100237032324 with INR 3000.00 for the services rendered. The credit is recorded against the below mentioned details

Payment Order 1	
Payment Order 2	
Payment Order 3	
Payment Order 4	
Payment Order 5	
Payment Order 6	
Payment Order 7	

Indore Institute of Management & Research

 G.M. Finance


Principal
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 PITAMPUR ROAD OPP IIM
 INDORE, MADHYA PRADESH, Pin : 453331

Beneficiary Name: VABHAW MODAK
 Beneficiary Code: 50109181655277
 Beneficiary Account No: 50109181655277
 Beneficiary Branch: 50109181655277

Order Reference No: 21122023-001
 Date: 31/12/2023
 Order Amount: 2000.00
 Amount in Words: Two Thousand Rupees

We are pleased to credit your account 50109181655277 with us for Rs. 2000.00 for the services rendered to us as rendered against the below mentioned details.

Payment Order No: 21122023-001
 Date: 31/12/2023
 Amount: 2000.00
 Amount in Words: Two Thousand Rupees

Indore Institute of Management & Research
(Signature)
 G.M. Finance

(Signature)
Principal
 Indore Institute of Management
 and Research
 Opp. IIM, Pithampur Road,
 RAU, INDORE (M.P.)


For more information visit our website: www.iimrindore.org Do not require any signature.





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Proof of Staff Accommodation: Dr. Shiji Shukla



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Ref. No. : IIMR/Appoint./Teaching/2020-21/61 Date: Oct 27, 2020

To,
 Ms. Shiji Shukla
 D/O. MR, V PRASANAN, 160/A, PRIME CITY
 Indore (M.P.)

Dear Ms. Shiji,

With reference to your application for the post of **Assistant Professor** and subsequent interview you had with us, Institute Management is pleased to offer you an employment with **Indore Institute of Management & Research Indore**, (hereinafter referred to as "**IIMR**" or the **Institute**) on the following terms and conditions:

1. **Appointment**
 - 1.1 This offer of appointment is purely provisional subject to your joining on **Nov 02, 2020** and the terms and conditions of appointment shall be effective from date of joining. You are appointed as **Assistant Professor** and will report to **Director General (DG)** which can subsequently be changed at the sole discretion of institute Management.
 - 1.2 You shall initially be on probation for a period of **12 months** from the date of joining **Nov 02, 2020**. The period of probation may be extended based on your overall performance. If the work and conduct during the period of probation is not found satisfactory, your services can be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the institute authorities. Further, kindly note that after the satisfactory completion of probation period, your appointment will be confirmed in writing and thereafter you will be entitled to other benefits/facilities, if any, meant for the confirmed staff members as per the Institute rules and policies for the time being in force. You will be deemed to be on probation till you receive the letter of confirmation from the Institute Management.
2. **Roles & Responsibilities**
 - 2.1 DG will have the discretion to assign you any work suitable to your qualifications and experience and regulate the working hours from time to time.
 - 2.2 Your initial work location will be **Indore** and you are required to complete minimum one academic session.
 - 2.3 Your services are liable to be transferred or assigned with/without transfer, wholly /partially, from one Department to another or to branch or section and vice-versa or another branch of the institute, existing or come into an existence in future or any of the branch of the Institute or locations anywhere in India as Institute Management deemed fit and necessary. Consequent upon your transfer, (if applicable) , all existing terms and conditions shall remain same.
 - 2.4 In addition to your normal duties, you may be required to do any job you are capable of doing and which is necessary to be done by you in the interest of students/faculty/parents etc. Institute Management will be the sole judge in this respect.
 - 2.5 You shall receive any communication whenever it is offered or delivered to you on behalf of the Institute and you shall sign the duplicate copy of the same/or any of proof of receipt as token of its having been received by you and handed back to the Institute . In case of any e-communication, kindly acknowledge and share with your reporting head.
 - 2.6 Institute reserves to itself the right, without giving any previous notice in this behalf, to amend, alter or add to any of these rules, in conformity with the existing status and norms set by the regulatory bodies / affiliating University and to bring such amendment, or alteration or addition into effect from such date and will be circulated in writing.

Shiji Shukla

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
 ☎ 0731 - 4010549 | Fax : 0731 - 4010502 | Toll Free - 1800 103 3069

Green Waves Club





Indore Institute of Management & Research
 Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

Proof of Staff Accommodation: Mr. Nayan Bhidodiya

Ref: IIMR/HR/2020/15 July 04, 2020

To:
 Mr. Nayan Bhidodiya
 IIMR (Indore) Campus
 4th Floor (5th Floor)

Offer Letter

Dear Mr. Nayan,

With reference to your application and interview held, we are pleased to offer you the appointment in the capacity of Assistant Professor, Indore Institute of Management & Research as per the terms and conditions mentioned below.


1. Your CTC will be Rs. 12,00,000/- per month (only five thousand only) subject to statutory deductions.
2. You shall also be provided one (one) room accommodation in the boys' hostel.
3. Your probation period on recruitment of 12 months and confirmation will be based on your performance.
4. You are required to assume appointment in one month's time or as per your convenience, however you are requested to confirm your consent immediately.
5. Please submit originals for verification and one set of photocopies of relevant documents on the day of your joining along with your latest CTC Proof.

Terms and conditions: As per IIST/HR/IIMR policy.

With warm regards

Sanjay Bhargava
 Director General,
 IIMR

Acceptance: *Nayan Bhidodiya*







Indore Institute of Management & Research
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To,
 Respected Director General Sir,
 IIST/IIP/IIMR

Application to request accommodation in faculty quarters

Respected Sir,
 Greetings of the day!!

This is to bring in your kind notice that I am staying in boys' hostel room no 9. I shall be getting married soon, and my family also wants to visit and stay sometimes with me. As flats are vacant so it is kind request you to kindly provide me accommodation in faculty quarter.

It will be so kind of yours.

Regards:

Nayan Bhidodiya
 Assistant Professor IIMR

29/05/2022

seen, do the needful.
ASS
19/5

*flat 304 is available
 The same may be allotted
 to Mr. Nayan
 Khite*





Indore Institute of Management & Research
 Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)


Proof of Free Transport Facilities

Indore Institute of Management and Research 23-24
 Opp. IIM, Pithampur Road, INDORE
 E-Mail : rb@indoreinstitute.com


Human Resources Expenses
 Group Summary
 1-Apr-23 to 31-Mar-24

Page 1

Particulars	Closing Balance	
	Debit	Credit
Funding for faculty development & Research		30,000.00
Other benefits to the faculty and staff		22,01,723.00
Staff Transport Facility	10,06,638.00	
Concession Staff		79,100.00
Dental Expenses		1,56,172.00
ESIC Employer Contribution		91,227.00
Insurance Charges (Personal Accident)		12,555.00
PF Administrative Charges		17,144.00
P.F. Employer Contribution		3,59,795.00
Staff Welfare Exps.		4,79,092.00
Salaries		2,06,52,548.00
Grand Total		2,28,84,271.00



Indore Institute of Management & Research
[Signature]
 G.M. Finance







Indore Institute of Management & Research
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Proof of Uniforms to office boys and other junior staff

Date - 27/4/2023

Sr	Name	Roll No.	Dept.	Uniform	Cost	Remarks
1	Sonal Mishra	34(1)	25(1)	25(1)	25(1)	
2	Kuldeep Mishra	34(1)	40(1)	30(1)	30(1)	
3	Ajay Rathore	34(1)	34(1)	34(1)	34(1)	
4	Ramesh	34(1)	40(1)	34(1)	34(1)	
5	L. D. Sahu	34(1)	40(1)	34(1)	34(1)	
6	P. S. Sahu	34(1)	34(1)	34(1)	34(1)	
7	Rakesh Mishra	34(1)	40(1)	34(1)	34(1)	
8	Deepak Sahu	34(1)	34(1)	34(1)	34(1)	
9	Praty Prasad	34(1)	40(1)	34(1)	34(1)	
10	Ankur Chandra	34(1)	40(1)	34(1)	34(1)	
11	Ankur Chandra	34(1)	34(1)	34(1)	34(1)	
12	Ankur Chandra	34(1)	34(1)	34(1)	34(1)	
13	Ramesh Khatu	34(1)	40(1)	34(1)	34(1)	
14	V. P. S. Sahu	34(1)	34(1)	34(1)	34(1)	
15	Sanku Mishra	34(1)	40(1)	34(1)	34(1)	
16	Vijay Chandra	34(1)	34(1)	34(1)	34(1)	
17	Shivendra	34(1)	40(1)	34(1)	34(1)	
18	Jayant Chandra	34(1)	34(1)	34(1)	34(1)	
19	Pratik Chandra	34(1)	40(1)	34(1)	34(1)	
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99	Pratik Chandra	34(1)	40(1)	34(1)	34(1)	
100	Pratik Chandra	34(1)	34(1)	34(1)	34(1)	
Total					38 - 1	2
Total					30 - 2	6
Total					32 - 5	12
Total					34 - 3	14
Total					36 - 2	16
Total						48
T. Staff					40 - 17	28
Total					42 - 6	12
Total					38 - 2	4
Total					36 - 2	4

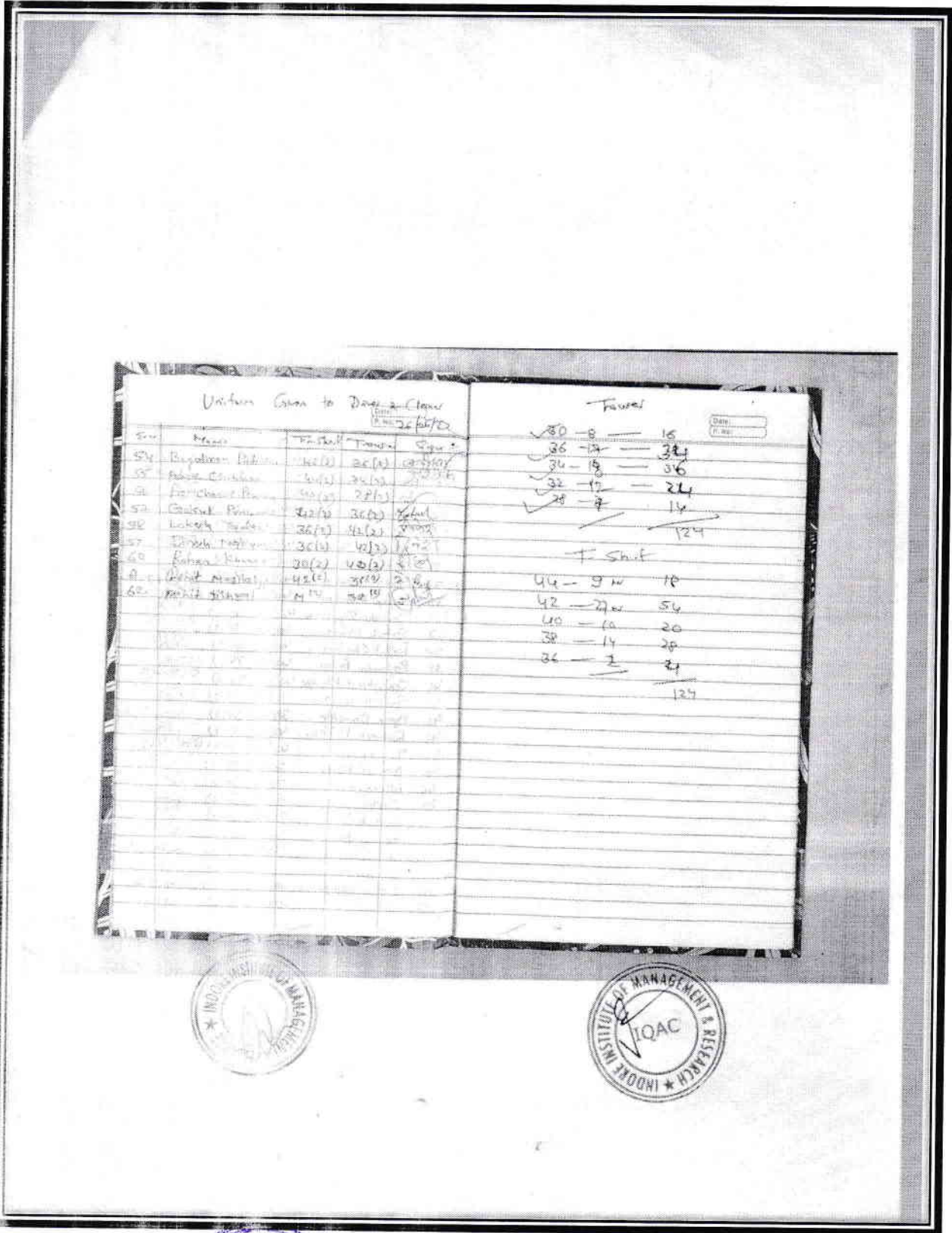




Indore Institute of Management & Research
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Uniforms Given to Drivers					Uniforms Given to Driver & Cleaner				
Sl. No.	Name	Tasks	Time	Sign	Sl. No.	Name	Tasks	Time	Sign
1	Ram Chopra	38(2)	30(2)		27	Mohd Kamran	40(2)	30(2)	
2	Pratap Singh	38(2)	36(1)		28	Hansraj Singh	38(2)	33(2)	
3	Mohan Chandra	38(2)	38(1)		29	Ramchandra Mpa	42(2)	36(2)	
4	Vishnu Sharma	38(2)	32(1)		30	Jayant Chandra	44(2)	36(2)	
5	Vijay Sharma	38(2)	34(2)		31	Srinivasa Singh	48(2)	38(2)	
6	Rohit	38(2)	36(1)		32	Ghanshyam Chandra	48(2)	34(2)	
7	Arjun Kumar	38(2)	34(2)		33	Ankit Tiwari	46(2)	36(1)	
8	Prakash Kumar	38(2)	34(2)		34	Ankur Kumar	42(2)	34(2)	
9	Prakash Kumar	38(2)	34(2)		35	Arjun Kumar	48(2)	34(2)	
10	Prakash Kumar	38(2)	34(2)		36	Madhav Singh	48(2)	36(2)	
11	Satish	38(2)	34(2)		37	Satish Kumar	46(2)	36(1)	
12	Prakash Kumar	38(2)	34(2)		38	Rohit Chandra	46(2)	36(2)	
13	Prakash Kumar	38(2)	34(2)		39	Rajendra Kumar	46(2)	34(2)	
14	Vijay Chandra	38(2)	34(2)		40	Ghanshyam Chandra	46(2)	34(2)	
15	Suresh Kumar	38(2)	34(2)		41	Suresh Kumar	46(2)	36(2)	
16	Prakash Kumar	38(2)	34(2)		42	Arjun Kumar	46(2)	36(2)	
17	Vishnu Sharma	38(2)	34(2)		43	Arjun Kumar	46(2)	36(2)	
18	Vishnu Sharma	38(2)	34(2)		44	Balraj	46(2)	34(2)	
19	Vishnu Sharma	38(2)	34(2)		45	Ankur Kumar	46(2)	36(2)	
20	Vishnu Sharma	38(2)	34(2)		46	Ankur Kumar	46(2)	36(2)	
21	Ram Babu Chandra	42(2)	38(2)		47	Suresh	46(2)	36(2)	
22	Hitesh Chandra	42(2)	36(2)		48	Suresh	46(2)	36(2)	
23	Suresh	42(2)	34(2)		49	Prakash Kumar	46(2)	36(2)	
24	Suresh	42(2)	34(2)		50	Prakash Kumar	46(2)	36(2)	
25	Suresh	42(2)	34(2)		51	Rohit Kumar	46(2)	36(2)	
26	Suresh	42(2)	34(2)		52	Prakash Kumar	46(2)	36(2)	
27	Suresh	42(2)	34(2)		53	Suresh	46(2)	34(2)	








Indore Institute of Management & Research
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Proof of Employee Provident Fund and ESIC






कर्मचारी भविष्य निधि संगठन
 Employees' Provident Fund Organization
 भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
 Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On: 15/05/2024 11:42

Payment Confirmation Receipt

TRRN No :	2902465004732
Challan Status :	Payment Confirmed
Challan Generated On	10-MAY-2024 12:21:24
Establishment ID	MPIND0025518000
Establishment Name :	INDORE INSTITUTE OF MANAGEMENT AND RESEARCH
Challan Type	Monthly Contribution Challan
Total Members :	6
Wage Month :	APR-2024
Total Amount (Rs) :	21,232
Account-1 Amount (Rs)	13,259
Account-2 Amount (Rs)	500
Account-10 Amount (Rs)	7,049
Account-31 Amount (Rs)	424
Account-22 Amount (Rs)	0
Payment Confirmation Bank :	HDFC Bank
CRN	240150524006800
Payment Date :	15-MAY-2024
Payment Confirmation Date :	15-MAY-2024
Total PMPRPY Benefit	0

Page 1 of 1





Indore Institute of Management & Research
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कर्मचारी भविष्य निधि संगठन
 Employees' Provident Fund Organization
 भविष्य निधि भवन, 14, भीकानजी कामा प्लेस, नई दिल्ली - 110066
 Bhavishya Nihi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 12/06/2024 16:13

Payment Confirmation Receipt

TRRN No	2902406003278
Challan Status :	Payment Confirmed
Challan Generated On :	08-JUN-2024 12:07:57
Establishment ID :	MPIND0026518000
Establishment Name :	INDORE INSTITUTE OF MANAGEMENT AND RESEARCH
Challan Type :	Monthly Contribution Challan
Total Members :	6
Wage Month :	MAY-2024
Total Amount (Rs) :	19,971
Account-1 Amount (Rs) :	12,452
Account-2 Amount (Rs) :	500
Account-10 Amount (Rs) :	6,622
Account-21 Amount (Rs) :	367
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240120624012497
Payment Date :	12-JUN-2024
Payment Confirmation Date :	12-JUN-2024
Total PMRPY Benefit :	0





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कर्मचारी भविष्य निधि संगठन
 Employees' Provident Fund Organization
 भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली - 110066
 Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 12/07/2024 11:48:


Payment Confirmation Receipt

TRRN No:	2902407004225
Challan Status:	Payment Confirmed
Challan Generated On:	09-JUL-2024 12:51:01
Establishment ID:	MPIND0028518000
Establishment Name:	INDORE INSTITUTE OF MANAGEMENT AND RESEARCH
Challan Type:	Monthly Contribution Challan
Total Members:	7
Wage Month:	JUN-2024
Total Amount (Rs):	23,095
Account-1 Amount (Rs):	14,450
Account-2 Amount (Rs):	500
Account-10 Amount (Rs):	7,664
Account-21 Amount (Rs):	401
Account-22 Amount (Rs):	0
Payment Confirmation Bank:	HDFC Bank
CRN:	240120724005114
Payment Date:	12-JUL-2024
Payment Confirmation Date:	12-JUL-2024
Total PMRPY Benefit:	0





Indore Institute of Management & Research
 Affiliated to - DAVV (Indore) & Approved by - AICTE (New Delhi)





ESIC
Employees' State Insurance Corporation

Insurance

In Login: 18040273 (mhb, faga) View Header: July 24, 2018 11:07:30 AM

Foreigner Details


Foreigner Name: JAMES	Date of Birth: 1978-08-18	
Employer: Indore Institute of Management & Research	Address: 10/15, 1st Floor, 1st Street, Indore (M.P.)	
Foreigner Passport: 10/15/18	Phone: 9826111111	
Creation Date: 18040273	18040273	
Foreigner Created Date: 18040273	18040273	
Foreigner Submitted Date: 18040273	18040273	
Foreigner ID: 18040273	18040273	
Foreigner Number: 18040273	18040273	





Indore Institute of Management & Research
 Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)



ESIC
Employees' State Insurance Corporation

Insurance

Wednesday, July 24, 2024 12:11:57 PM


Transaction Details

Transaction Name	Payment to Insurance Company
Company Code No	INDORE INSTITUTE OF MANAGEMENT & RESEARCH
Branch Name	INDORE
Branch Number	INDORE
Branch Created Date	2024-07-24
Branch Updated Date	2024-07-24
Account Name	INDORE
Transaction Number	INDORE





Indore Institute of Management & Research
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ESIC
Employees State Insurance Corporation

Insurance

Wednesday, July 24, 2024 11:11:21 AM

Transaction Details	
Account No. / Policy No.	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Employee's Name	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Challan Number	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Challan Created Date	2024-07-23 12:34:56
Challan Submitted Date	2024-07-23 17:00:00
Amount Paid	XXXXXXXXXX
Transaction Mode	XXXXXXXXXX





Indore Institute of Management & Research
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PAYMENT OF GRATUITY (CENTRAL RULES)

FORM 1

[See sub-rule (1) of Rule 7]

Application for gratuity by an employee

I hereby apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972, on account of my superannuation/retirement/resignation after completion of not less than five years of continuous service/total disablement due to accident/total disablement due to disease with effect from the _____ Necessary particulars relating to my appointment at the establishment are given in the statement below

Statement

- 1. Name of the employee **Pooja Shrivastava**
- 2. Address of the employee
- 3. Department/Branch/Section of the establishment in which last employed
- 4. Passbook/Token Ticket No. of the employee
- 5. Date of appointment **16/07/18**
- 6. Date and cause of termination of service **31/10/23**
- 7. Length of service **5 Year**
- 8. Amount of wages last drawn **46400/-**
- 9. Amount of gratuity claimed **133846/-**

I was rendered totally disabled as a result of _____
 The evidence in support of my total disablement are as follows:

- 1. Payment has to be made in cash/upon or crossed bank cheque
- 2. As the amount of gratuity payable is less than Rupees one thousand, I request the amount of the gratuity to be paid to me by Postal Money Order at the address mentioned above and to deduct the Post Office Money Order commission there from



Yours faithfully
 for **A. Acharya**
 9/12/2023
 Signature (hand-impression) of the applicant employee





Indore Institute of Management & Research

Indore Institute of Management & Research

Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

Indore Institute of Management and Research 23-24

Opp IIM Pithampur Road, INDORE

E-Mail: ii@indoreinstitute.com

Pooja Shrivastava (Teach) Gratuity 16.07.2018

Ledger Account

1-Nov-23 to 30-Nov-23

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-Nov-23	Dr Opening Balance				1,39,479.00
23-Nov-23	Dr Gratuity (Teaching Staff)	Journal	JV/11/34		2,232.00
24-Nov-23	Cr HDFC Bank Ltd (61516)	Bank Payment	BP/11/18	1,33,846.00	
	Cheque No. 00303 24/11/2023 1,33,846.00 Cr				
	Ch.no 000303 dt 24.11.2023 Issued for DE				
	Pooja Shrivastava towards Gratuity DOJ				
	16.07.2018 DOJ 31.10.23				
	Cr Gratuity (Teaching Staff)	Journal	JV/11/38	7,865.00	
				1,41,711.00	1,41,711.00



Indore Institute of Management & Research



G.M. Finance





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Indore Institute of Management and Research 23-24
 Opp IIM, Pithampur Road, INDORE
 E-Mail: rb@indoreinstitute.com
Simranjeet Kaur Sandhar Gartuity 03.01.2019
 Ledger Account

1-Nov-23 to 30-Nov-23

Date	Particulars	Vch Type	Vch No	Debit	Page 1 Credit
1-Nov-23	Dr Opening Balance				1,27,224.00
24-Nov-23	Cr HDFC Bank Ltd (61516) Cheque 000304 Ch.no 600304 dt 24.11.2023 Issued to Dr Simranjeet kaur sandhar towards Gratuity 1847400528 DOJ 03.01.2019 DOJ 03.10.23	Bank Payment	BP/11/17	1,36,731.00	
	Dr Gratuity (Teaching Staff)	Journal	JV/11/37		9,507.00
				1,36,731.00	1,36,731.00



Indore Institute of Management & Research
[Signature]
 G.M. Finance





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GPA Policy for Staff

The Oriental Insurance Company Limited

This Document is Digitally Signed

GPA - NAMED POLICY SCHEDULE
 IRDA/NL-HLT/OIC/P-PV.1/457/13-14

Signer: RASHMI RAMA...
 Date: Mon, May 8, 2023 11:13:36 IST
 Location: NOIDA
 Reason: Signing Policy by OICL

Policy No. : 151301/48/2024/557 Prev. Policy No. : 151301/48/2023/597
 Cover Note No. : - Cover Note Date : -
 Insured's Code : 158185138 Issue Office code : 151301
 Insured's Name : SHAIL EDUCATIONAL & WELFARE SOCIETY (GSTIN: 0) Issue Office Name : CBO II INDORE (GSTIN: 23AAACT0627R4Z4)
 Address : VILL DEHRI OPP HIM RAU PITHAMPUR ROAD INDORE Address : 7, SHIV VILACE PALACE RAJBADA
 Tel./Fax/Email : INDORE MADHYA PRADESH 452001 717232287238 Tel./Fax/Email : INDORE MADHYA PRADESH 452002 0731-2542053; 24677447 / 91-731-2633598 / anand.swaroop@orientalinsurance.co.in; 151301@orientalinsurance.co.in

Agent/Broker Details
 Dev. Off. Code : NZ0000000354 AGENCY MANAGER, CBO 2, INDORE
 Agent/Broker : BB0000001372 TEJKUMAR KULHAR
 Address : 63, DWARKAPURI INDORE, INDORE, MADHYA PRADESH, 452002
 Tel/Fax/Email : //9466628637/IN/

Period of Insurance : FROM 00:00 ON 29/04/2023 TO MIDNIGHT OF 28/04/2024
 Collection No. & Dt : DC_LIND_1099001197 - 28/04/2023 GST INVOICE NO : 232237469 UIN : 0
 Gross Premium : 59,200 GST : 10850 Stamp Duty : 7400 Total : 69,850
 Co-insurance Details : NIL

Number of persons covered : 298
 Total Sum Insured : 149000000
 AOA Limit : 149000000

Details of Insured Persons :

Sr. No.	Emp No./ ID No.	Name	Age	Sex	Section/Cover	Sum Insured	Additional Covers
1	158	MRS PUJA MANDELDI	43	F	Table of benefits I	5,00,000	NIL
2	159	MS ALKA MANDELDI	35	F	Table of benefits I	5,00,000	NIL
3	160	MR VIPIN KUMAR YADAV	37	M	Table of benefits I	5,00,000	NIL

Place : INDORE Date : 28/04/2023 For and on behalf of The Oriental Insurance Company Limited

This is an electronically generated document (Policy Schedule). The Policy document duly stamped will be sent by post.

In case of any query regarding the Policy please call Toll Free No: 1800 11 8485 and 011 23009485 Authorised Signatory

CIN: U66010DL1647G0I007156 All the Amounts mentioned in this policy are in Indian Rupee Page 1 of 31
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The Oriental Insurance Company Limited

Attached to and forming part of policy number 151301/48/2024/557

This Document is Digitally Signed
 Signer: RASHMI KUMAR SINGH
 Date: Mon, May 1, 2023 11:03:36 IST
 Location: NOIDA
 Reason: Signing Policy of OICL

26	183	MR MANISH KUMAR NIMORIYA	36 M	Table of benefits I	5,00,000	NIL
					5,00,000	
27	184	MR SUHASH CHOUHAN	45 M	Table of benefits I	5,00,000	NIL
					5,00,000	
28	185	MR SUPENDA KUMAR	47 M	Table of benefits I	5,00,000	NIL
					5,00,000	
29	186	MR JEERY MATHEW	37 M	Table of benefits I	5,00,000	NIL
					5,00,000	
30	187	MR ANIL PANCHAL	48 M	Table of benefits I	5,00,000	NIL
					5,00,000	
31	188	MR GOURI SHANKAR SAINI	39 M	Table of benefits I	5,00,000	NIL
					5,00,000	
32	189	MRS SUSHMA DWLE	38 F	Table of benefits I	5,00,000	NIL
					5,00,000	
33	190	MS HALIMA BEE	34 F	Table of benefits I	5,00,000	NIL
					5,00,000	
34	191	MS SMITA YADAV	45 F	Table of benefits I	5,00,000	NIL
					5,00,000	
35	192	MR ARVIND SAHU	28 M	Table of benefits I	5,00,000	NIL
					5,00,000	
36	193	MR SUNIL RATHORE	51 M	Table of benefits I	5,00,000	NIL
					5,00,000	
37	194	MR SANTOSH SHUKLA	39 M	Table of benefits I	5,00,000	NIL
					5,00,000	
38	195	MR ANKIT CHANDURKAR	29 M	Table of benefits I	5,00,000	NIL
					5,00,000	
39	196	MS MITALI TIWARI	31 F	Table of benefits I	5,00,000	NIL
					5,00,000	
40	197	MR ANIL ROSELE	45 M	Table of benefits I	5,00,000	NIL
					5,00,000	
41	198	MR MANBAL SINGH	44 M	Table of benefits I	5,00,000	NIL
					5,00,000	
42	199	MR MUKESH KLIAMR ALERIYA	47 M	Table of benefits I	5,00,000	NIL
					5,00,000	
43	200	MR CHANDAN SINGH CHOUHAN	44 M	Table of benefits I	5,00,000	NIL
					5,00,000	
44	201	MR OMPRAKASH LOHAR	41 M	Table of benefits I	5,00,000	NIL
					5,00,000	
45	202	MR MEWALALA CHOUHAN	45 M	Table of benefits I	5,00,000	NIL
					5,00,000	
46	203	MR NARESH VISHWAKARMA	46 M	Table of benefits I	5,00,000	NIL
					5,00,000	
47	204	MR RAJENDRA MITHAL	59 M	Table of benefits I	5,00,000	NIL
					5,00,000	

Place: INDORE
 Date: 28/04/2023



For and on behalf of
 The Oriental Insurance Company Limited

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In case of any query regarding the Policy please call Toll Free No. 1800 11 3485 and 011 33208485

Authorised Signatory





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The Oriental Insurance Company Limited					This Document is Digitally Signed	
Attached to and forming part of policy number 151301148/2024/557					Signer: RASHMI RAMAN JOSHI Date: Mon, May 13, 2024 11:13:36 IST Location: NOIDA Reason: Signing	
48	206	MR RUPESH CHAKRE	43 M	Table of benefits I	5,00,000	NIL
49	206	MR RAKESH PATIDAR	41 M	Table of benefits I	5,00,000	NIL
50	207	MR SANJAY KUAMR SHUKLA	42 M	Table of benefits I	5,00,000	NIL
51	208	MR L.D. JOSHI	59 M	Table of benefits I	5,00,000	NIL
52	209	MR GAJENDRA SINGH	44 M	Table of benefits I	5,00,000	NIL
53	210	MR POONAM CHAND KOHLI	39 M	Table of benefits I	5,00,000	NIL
54	211	MR RAKESH MALVIYA	43 M	Table of benefits I	5,00,000	NIL
55	212	MR ISHWAR CHOCHAN	48 M	Table of benefits I	5,00,000	NIL
56	213	MR KULDEEP MALVIYA	36 M	Table of benefits I	5,00,000	NIL
57	214	MR BANSIDHAR CHOCHAN	40 M	Table of benefits I	5,00,000	NIL
58	215	MR MOHAN GOCHAR	41 M	Table of benefits I	5,00,000	NIL
59	216	MR JAY PARMAR	36 M	Table of benefits I	5,00,000	NIL
60	217	MR VUAY CHOCHAN	39 M	Table of benefits I	5,00,000	NIL
61	218	MR HEERALAL SOLANKI	46 M	Table of benefits I	5,00,000	NIL
62	219	MR ASHOK JAISWAL	34 M	Table of benefits I	5,00,000	NIL
63	220	MR AJIT GANDHE	38 M	Table of benefits I	5,00,000	NIL
64	221	MR SANTOSH GIRWAL	45 M	Table of benefits I	5,00,000	NIL
65	222	MR ANIL SOLANKI	42 M	Table of benefits I	5,00,000	NIL
66	223	MR MUKESH CHOCHAN	46 M	Table of benefits I	5,00,000	NIL
67	224	MR RAJNEESH SHRIVASTAVA	32 M	Table of benefits I	5,00,000	NIL
68	225	MR AJAY PAL	46 M	Table of benefits I	5,00,000	NIL
69	226	MR BIDOP SINGH KOHLI	45 M	Table of benefits I	5,00,000	NIL

Place	INDORE			For and on behalf of The Oriental Insurance Company Limited
Date	29/04/2023			

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In case of any query regarding the Policy please call Toll Free No. 1800 11 8465 and 011 33202465.

Authorised Signatory

CIN: UR00100L194TGOI007159 All the Amounts mentioned in this policy are in Indian Rupee Page 4 of 31

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The Oriental Insurance Company Limited

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Attached to and forming part of policy number 151301/48/2024/557

Signer: RASHMI RAMAN SINGH
Date: Mon, May 13, 2024 11:13:36 IST
Location: NOIDA
Reason: Signing Policy #101CL

92	55	MR DEEPAK AGRAWAL	37 M	Table of benefits I	5,00,000	NIL
93	56	MR PANKAJ WADHWANI	33 M	Table of benefits I	5,00,000	NIL
94	57	MR HIMANSHU RAMCHANDANI	28 M	Table of benefits I	5,00,000	NIL
95	58	MR AMIT GOUD	33 M	Table of benefits I	5,00,000	NIL
96	59	MS NEHA TALREJA	38 F	Table of benefits I	5,00,000	NIL
97	60	MR PRITESH SAKLECHA	32 M	Table of benefits I	5,00,000	NIL
98	61	DR SATHISH KUMAR PENCHALA	28 M	Table of benefits I	5,00,000	NIL
99	62	MR PUNEET DUGGAL	45 M	Table of benefits I	5,00,000	NIL
100	63	MR ALPANA MEENA	41 F	Table of benefits I	5,00,000	NIL
101	64	MS DIPTI REGE	40 F	Table of benefits I	5,00,000	NIL
102	65	MS RUPAL YAADAV	29 F	Table of benefits I	5,00,000	NIL
103	66	MS RATI GUPTA	29 F	Table of benefits I	5,00,000	NIL
104	67	R LJ BROWN	65 M	Table of benefits I	5,00,000	NIL
105	68	MR ABHISHEK BHATNAGAR	37 M	Table of benefits I	5,00,000	NIL
106	69	MS JAYA SINGH	42 F	Table of benefits I	5,00,000	NIL
107	70	MS SHWERA BARRANI	41 F	Table of benefits I	5,00,000	NIL
108	71	MR SUMIT KOURAV	30 M	Table of benefits I	5,00,000	NIL
109	72	DR SIMRANJEET NAUR SANDHA	43 F	Table of benefits I	5,00,000	NIL
110	73	DR RAKSHITA PURANIK	42 F	Table of benefits I	5,00,000	NIL
111	74	DR ANURADHA PATAHK	41 F	Table of benefits I	5,00,000	NIL
112	75	DR POOJA SHRIVASTAVA	42 F	Table of benefits I	5,00,000	NIL
113	76	MS DIMPLE SUKHUJA	29 F	Table of benefits I	5,00,000	NIL

Place: INDORE
Date: 26/04/2023



For and on behalf of
The Oriental Insurance Company Limited

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In case of any query regarding the Policy please call Toll Free No. 1800 11 5485 and 011 32209485

Authorised Signatory

CIN: U66010DL1947G00207158. All the Amounts mentioned in this policy are in Indian Rupee

Page 6 of 31

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The Oriental Insurance Company Limited

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Attached to and forming part of policy number 151301/48/2024/557

Signer: RASHMI RAMAN KUSH
 Date: Mon, May 13, 2024 11:23:36 IST
 Location: NCIDA
 Reason: Signing Policy 48 OICL

114	77	DR SHUBHANGI JAIN	35 F	Table of benefits I	5,00,000	NIL
115	78	MR NAYAN BHIDODIYA	35 M	Table of benefits I	5,00,000	NIL
116	79	MS SHUJI SHUKLA	37 F	Table of benefits I	5,00,000	NIL
117	80	MR HANISH KUKREJA	31 M	Table of benefits I	5,00,000	NIL
118	81	DR GURVINDAR KAUR BHATTI	35 F	Table of benefits I	5,00,000	NIL
119	82	DR JAIKISHAN SAHU	40 M	Table of benefits I	5,00,000	NIL
120	83	DR VAIBHAV MODAK	42 M	Table of benefits I	5,00,000	NIL
121	84	MR UMESH GUPA	48 M	Table of benefits I	5,00,000	NIL
122	85	DR ASHA MISHRA	36 F	Table of benefits I	5,00,000	NIL
123	86	DR GARNA NAGOTRA	34 F	Table of benefits I	5,00,000	NIL
124	87	DR MOHITASH NAGOTRA	34 M	Table of benefits I	5,00,000	NIL
125	88	DR PANKAJ DIXIT	43 M	Table of benefits I	5,00,000	NIL
126	89	DR PRITESH PALIWAL	43 M	Table of benefits I	5,00,000	NIL
127	90	DR NADEEM FAROOQUI	41 M	Table of benefits I	5,00,000	NIL
128	91	MR GAURAV AGARWAL	42 M	Table of benefits I	5,00,000	NIL
129	92	DR REKHA BISHT	42 F	Table of benefits I	5,00,000	NIL
130	93	MS NAYAN SHARMA SAKALLE	34 F	Table of benefits I	5,00,000	NIL
131	94	MR NEHA KAMALPURIA	35 F	Table of benefits I	5,00,000	NIL
132	95	MR RITESH PATEL	37 M	Table of benefits I	5,00,000	NIL
133	96	MR SANDIP PATEL	45 M	Table of benefits I	5,00,000	NIL
134	97	MS DEEPIKA BHAWASAR	29 F	Table of benefits I	5,00,000	NIL
135	98	MR ROHIT SAHU	40 M	Table of benefits I	5,00,000	NIL

Place: INDORE
 Date: 28/04/2023



For and on behalf of
 The Oriental Insurance Company Limited

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In case of any query regarding the Policy please call Toll Free No. 1800 11 5485 and 011 33228431

Authorised Signatory

CIN: U68010DL1947GD0007158 All the Amounts mentioned in this policy are in Indian Rupee

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The Oriental Insurance Company Limited

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Attached to and forming part of policy number 151301/48/2024/557

Signer: RASHMI RAMMA SINGH
Date: Mon, May 13 2024 11:13:36 IST
Location: NOIDA
Reason: signing policy for OICL

Additional Details of Insured Persons

Sr.No	Name	Occupation	Pre-existing Disabilities	Risk Group	Assignee Name	Share %

Total Sum Insured in words : Indian Rupees Fourteen Crores Eighty Lakhs Only
Total Premium in words : Indian Rupees Sixty-Nine Thousand Eight Hundred Fifty-Six Only

Term of Insurance: As per the Clauses written hereunder and/or attached herewith
In case of any single accident, the liability under this policy shall be restricted to the AOA Limit specified in the Schedule.
In the event of a claim under the policy exceeding Rs. 1 lac or a claim for refund of premium exceeding Rs. 1 lac, the insured will comply with the provisions of the AML policy of the Company. The AML policy is available in all our operating offices as well as Company's website.

Excess: NIL

The insurance under this policy is subject to conditions, clauses, warranties, endorsements as per forms attached.

Warranted that in case of dishonour of premium cheques, the Company shall not be liable under the policy and the policy shall be void abinitio (from inception).

In witness whereof the undersigned being authorised by and on behalf of the Company has/have herein to set his/their hands at CBO II INDORE (GSTIN: 23AAACT0027R4Z4) on 23TH DAY OF APRIL 2023

Entered By: OM PRAKASH GALE
Examined By: PREM KUMAR SINGH

For and on behalf of
The Oriental Insurance Company Limited

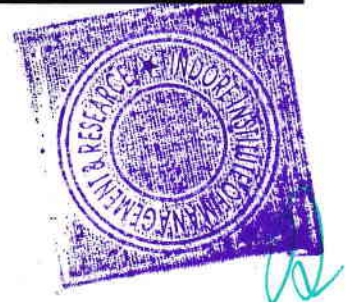
Policy Printed By: 570761 IP
Policy Printed On: 01-MAY-23 11:13:42 MAC

Authorised Signatory

Place: INDORE
Date: 23/04/2023

For and on behalf of
The Oriental Insurance Company Limited

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The Oriental Insurance Company Limited

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Attached to and forming part of policy number 151301/48/2024/557

Signer: RASHMI RAMAN SINGH
 Date: Mon, May 13, 2024 11:03:36 IST
 Location: NOIDA
 Reason: Signing Policy Schedule

20	MEHRA				Welfare Society		
21	MS UMA KADAM	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
22	MR NEERAJ RAJPUT	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
23	MRS KIRTI CHAUBEY	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
24	DR RUPESH SHUKLA	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
25	MR SUKHDEV BAMBORIYA	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
26	MR MANISH KUMAR NIMORIYA	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
27	MR SUHASH CHOJAHN	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
28	MR SURENDA KUMAR	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
29	MR JEERY MATHEW	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
30	MR ANIL PANCHAL	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
31	MR GOURI SHANKAR SAINI	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
32	MRS SUSHMA INGLE	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
33	MS HALIMA BEE	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
34	MS SMITA YADAV	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
35	MR ARVIND SAHU	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
36	MR SUNIL RATHORE	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
37	MR SANTOSH SHUKLA	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
38	MR ANKIT CHANDURKAR	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
39	MS MITALI TIWARI	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others
40	MR ANIL ROSELE	SERVICE	NIL	NORMAL RISK	Shail Educational & Welfare Society	100	Others

Place: INDORE
 Date: 28/04/2023

For and on behalf of
 The Oriental Insurance Company Limited

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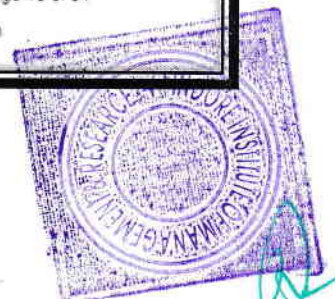
In case of any query regarding the Policy please call Toll Free No. 1800 11 8485 and 011 33208485.

Authorized Signatory

CIN: L56010DL19472DIP007159 All the Amounts mentioned in this policy are in Indian Rupee

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Attached to and forming part of policy number 151301/48/2024/557

Signer: RASHMI RAMAN SINGH
Date: Mon, May 13, 2024 11:13:36 IST
Location: NOIDA
Reason: Signing Policy at OICL

100	MEENA				Welfare Society		
101	MS DIPTI REGE	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
102	MS RUPAL YAADAV	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
103	MS RATI GUPTA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
104	R L J BROWN	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
105	MR ABHISHEK BHATNAGAR	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
106	MS JAYA SINGH	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
107	MS SHWERA SAHRANI	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
108	MR SUMIT KOURAV	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
109	DR S MRANJEET KAUR SANDHA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
110	DR RAKSHITA PURANI	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
111	DR ANURADHA PATAK	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
112	DR POOJA SHRIVASTAVA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
113	MS DIMPLE SUKHIA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
114	DR CHUBHANGI JAIN	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
115	MR NAYAN BHIDODIYA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
116	MS SHYAM SHUKLA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
117	MR HANISH KUKREJA	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
118	DR GURVINDAR KOUR BHATT	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others
119	DR JAGDISHAN SAHU	SERVICE	NIL	NORMAL RISK	Shal Educational & Welfare Society	100	Others

Place : INDORE
Date : 26/04/2023

For and on behalf of
The Oriental Insurance Company Limited

This is an electronically generated document (Policy Schedule).The Policy document duly stamped will be sent by post.

In case of any query regarding the Policy please call Toll Free No. 1800 11 8486 and 011 33203455

Authorised Signatory

CIN : U69010DL1947G01007158 All the Amounts mentioned in this policy are in Indian Rupee

Page 22 of 31

FOR REEN No. 258 - Now you can buy and renew selected policies online at www.orientalinsurance.org.in





Indore Institute of Management & Research
 Affiliated to - DAVV (Indore) & Approved by - AICTE (New Delhi)

Proof of Sponsoring Movie Tickets: Vaccine War

INDORE TERTAINMENT PARK

Date : 09.10.2023

Staff Welfare (movie)

To:
 Sahil Education
 Indore

Subject: Party Bill for movie ticket: The Vaccine War and Food.

Bill

1. The Vaccine War	166 Member @ 150/- dt. 07.10.2023	24,900/- ✓
2. The Vaccine War	18 Member @ 150/- dt. 08.10.2023	2,700/- ✓
3. Food Bill		2,390/- ✓
	Round Off	10/- ✓
Total Rs.		30,000/- ✓

Word: Thirty Thousand Rupees Only received through NEFT by HDFC Bank dt. 06.10.2023.

Thanking You:

For Amar Construction
 Indore Circle

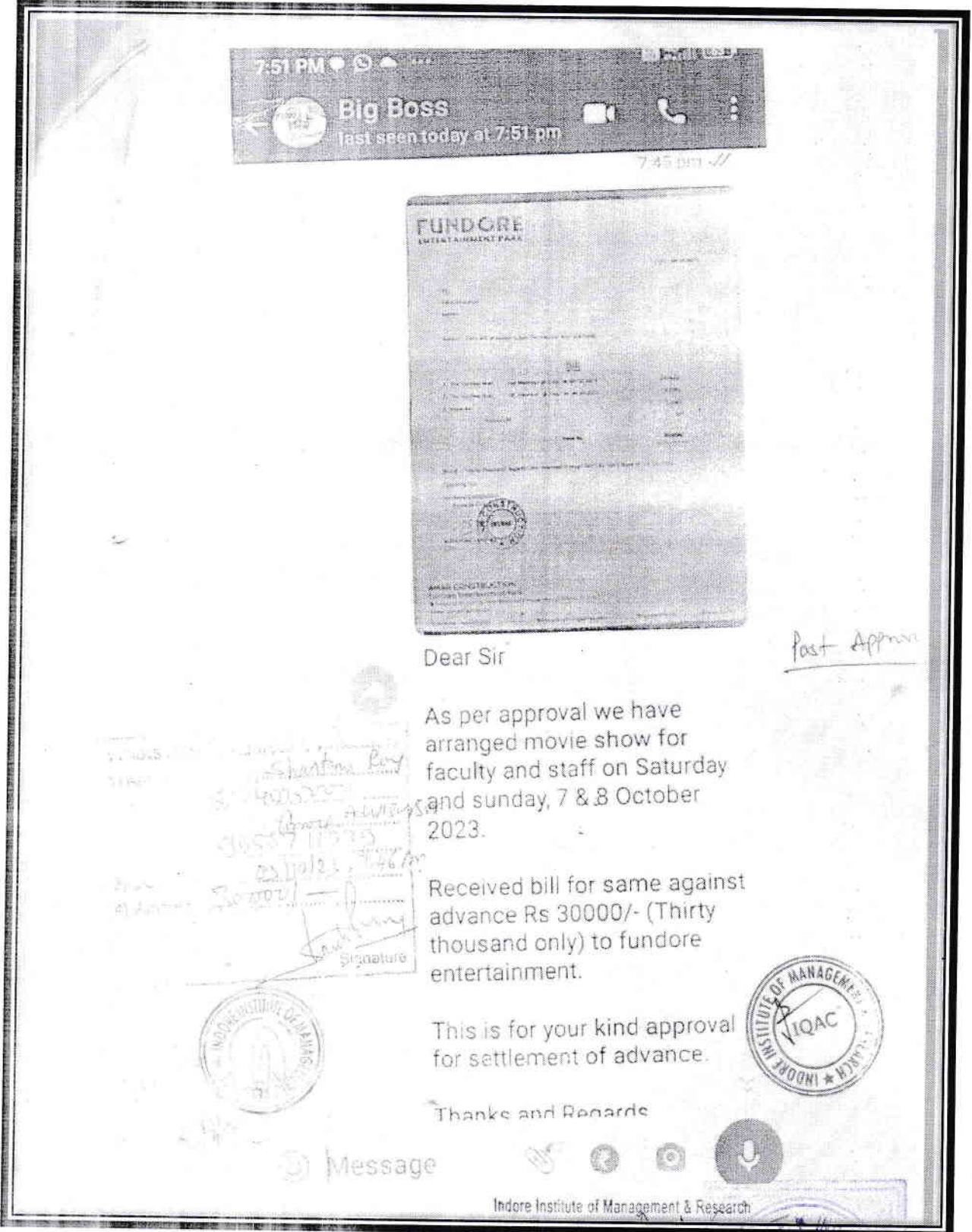
Authorised Signatory

Shankar Arora
09/10/23

AMAR CONSTRUCTION
 Indore Entertainment Park

Indore Institute of Management & Research

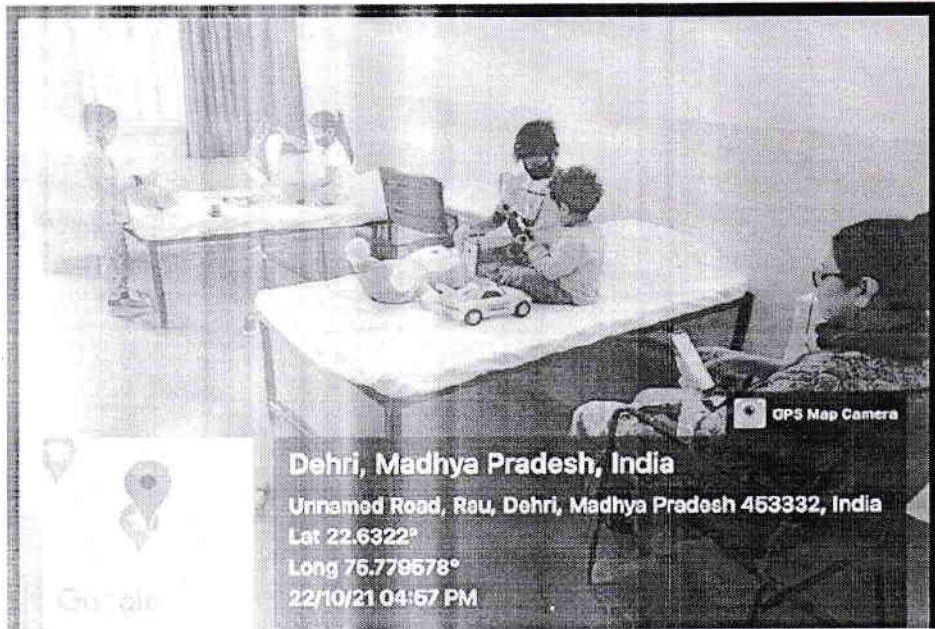
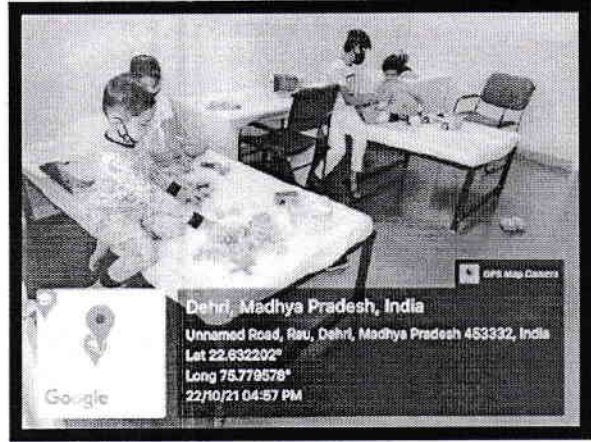






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Proof of Creche Facility, Indoor Games, Gymnasium



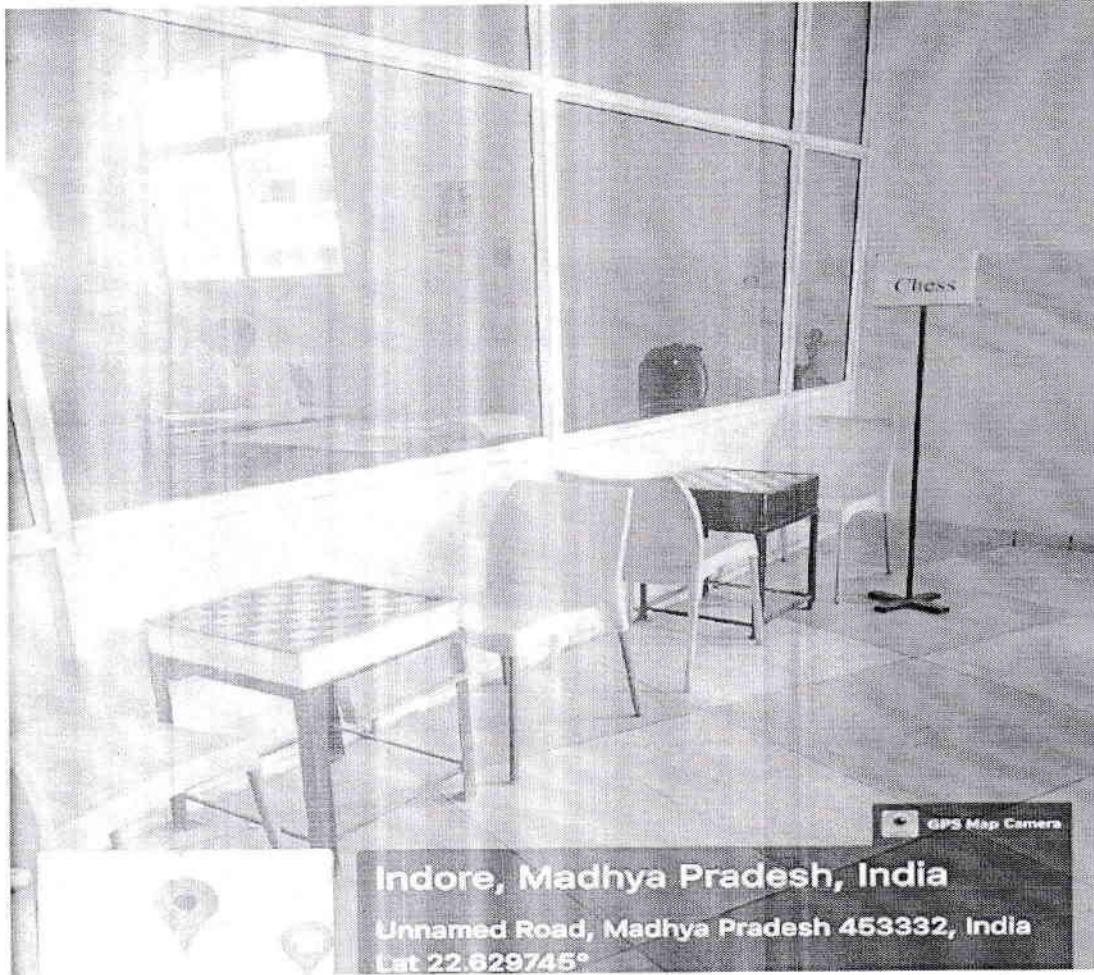


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Indoor game

Chess Board





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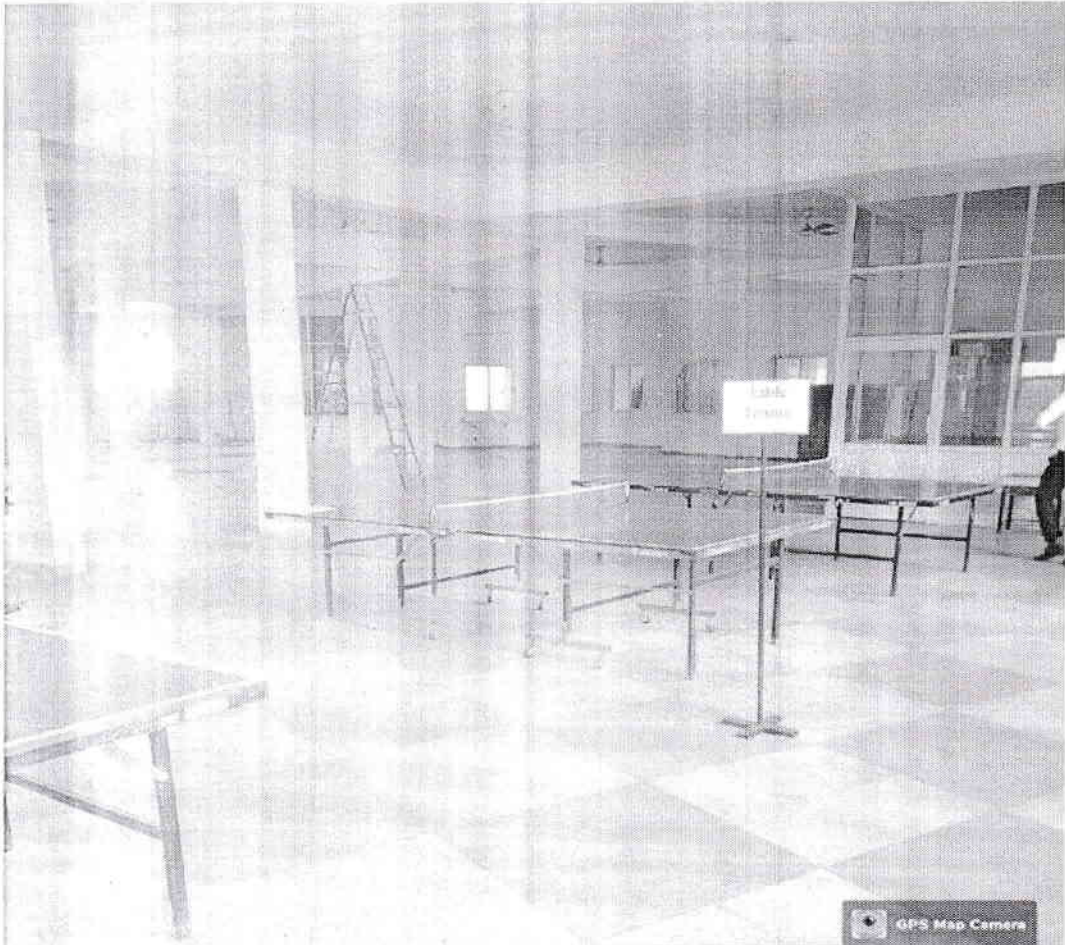
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Table Tennis



Indore, Madhya Pradesh, India
 Unnamed Road, Madhya Pradesh 453332, India
 Lat 22.62977°
 Long 75.779445°
 09/09/21 11:58 AM





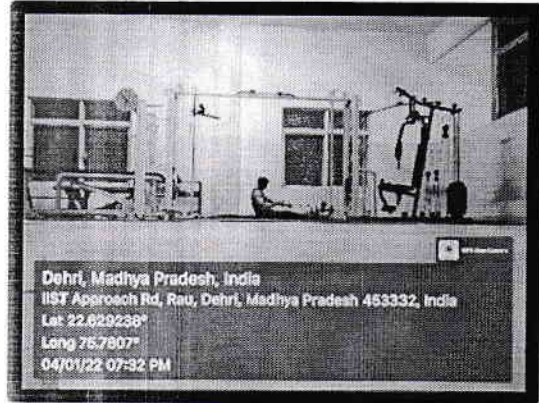
Indore Institute of Management & Research

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Dehri, Madhya Pradesh, India
11ST Approach Rd, Rau, Dehri, Madhya Pradesh 483332, India
Lat: 22.629238°
Long: 76.7807°
04/01/22 06:12 PM



Dehri, Madhya Pradesh, India
11ST Approach Rd, Rau, Dehri, Madhya Pradesh 483332, India
Lat: 22.629238°
Long: 76.7807°
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Welfare Amenities/Schemes and Facilitations mentioned in Service manual

शैल

Shail Educational & Welfare Society

Service Manual

Shail Educational & Welfare Society





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FOREWORD

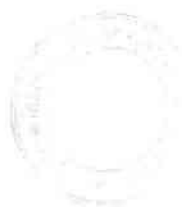
Dear Team Members,

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

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

(Signature)

Dr. S. S. Shrivastava
Vice-Chancellor
Indore Institute of Management & Research



(Handwritten initials)





7.2. Welfare Amenities/Schemes & Facilitations

In recognition of employees, IIMR has a number of Employee-Welfare Schemes/Measures. Salient features of some of the key measures include:

- EPF
- Transport facility
- Uniform & Lunch Subsidy
- Medical Advances
- Child Education Support
- Health and Recreation Facility
- Hostel Facility
- On campus
- Security and Minimum wages

7.6.1 EPF

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

7.6.2 Transportation Facility:

Transportation facility is available for faculty and staff for free. However senior staff and certain other employees called from time to time are required to use their own transport.

7.6.3 Uniform & Lunch Subsidy

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

- Provision of ready-made uniforms per year
- Provision of shoes per year
- Free lunch

Subsidized transport facility is available for all the faculty and staff at subsidized rates. The facility is available to everyone from time to time. Interested faculty and staff are required to submit their names to administration every month to get the benefit of this facility.



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Handwritten signature



7.6.4 Loans & Advances

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

7.6.5 Girl Children Education Support

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

7.6.6 Benefits to Employee Ward Studying in SGI

Benefit will be for the wards of permanent employees, when they seek to study in IIST/IIP/IIMR. It will be waived for the entire duration of the programme as per following and subject to the employee continuing to be in service of SEWS:

- Group II & III: 25% of the Tuition Fee
- Group IV & V: 50% of the Tuition Fee

7.6.7 Gym and Indoor Games facility

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

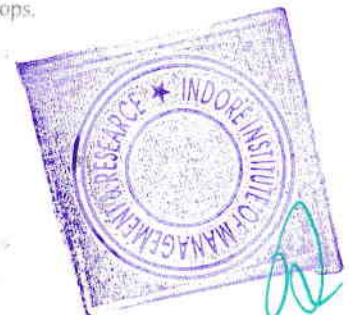
7.6.8 Creche facility

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

- 1. Suitable sleeping accommodation
- 2. Sufficiently lighted and ventilated
- 3. Suitable water supply and sanitary condition.
- 4. Suitable fee charge of women trained in the care of children and infants.

7.6.8 Wifi campus

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





7.6.4 Grants and Minimum wages

The 2016 Band W entry of - and othering salaries as per the present minimum wage bench -
 of Minimum Wage Act. The bank is to be paid to employees of their full and final
 wages.

8.0 Purpose Performance Appraisal

Annual appraisal of performance is to be carried out by yardsticks or to be adopted with advisory
 of results of the appraisal, setting up continuous improvement of his accomplishments and
 the level of his level of satisfaction. Appraisal form duly appraised by next senior officer and
 superior officer will be submitted to HR department for review by Management by date as
 specified by HR department from time to time. Appraisal form for faculty and other staff are
 attached.

Annual appraisal of performance with respect to yardsticks in totality, coupled with advisory
 on results of the appraisal to help on continuous improvement of his accomplishments and
 the level of his level of satisfaction. The following typical set of performance management
 system is hereby recommended:

- Appraisal provide a specific final Completion Report of the classes taken up, attendance of
 the class and feedback of the students impressions.
- Review of results of periodic assignments, quizzes, tests and examinations.
- Detailed collection of feedback to desire feedback from the students.
- Review of operations and management of the work of the HRD in accomplishments - targets
 of the operational activities to be carried out in the year.
- Review of the overall performance of the staff of the HRD.
- Appraisal of a return on the investment of the total results of the process of technical or other
 feedback.
- Appraisal should be carried out along with the faculty to support and motivate recommend on
 the part of the staff of the HRD in the learning additional facilities like M Tech or
 Ph.D. in suitable facilities.
- Appraisal should provide a recognition to suggested and award increments,
 promotion, training and other facilities for deserving staff.

HRD should evaluate the performance of the faculty on an annual basis and classify them into
 exemplary, outstanding, well above average etc. and also identifies low-performing faculty under
 the guidance of the Principals. A duly constituted committee of specialists would advise the kind
 of recognition to be given to the well-performing faculty after approval by the competent authority.

8.1 Continuous Professional Development (CPD)

Continuous professional development of faculty is a sine qua non for maintaining the tenor of
 academic excellence and knowledge based organization like SEWSS. For the faculty it means meeting
 their academic aspirations and for SEWSS it results in enhanced knowledge & human capital and has
 a beneficial perspective towards development of its employees having the following
 advantages:

- Individual need-based Development of staff in the institute

