



MIER College of Education (Autonomous)

Accredited by the NAAC with 'A+' Grade

Criteria VI- Governance, Leadership and Management

KEY INDICATOR- 6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 Effective implementation of welfare measures for teaching and non-teaching staff is in place

2. List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal



MIER College of Education (Autonomous)

Recognised by the J&K Govt. & Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

List of Beneficiaries of Welfare Measures Provided by the Institution

S.No.	Welfare Measures	Beneficiaries
Leave Benefits		
1.	Privilege Leave (Half Pay Leave)	Confirmed teaching & non-teaching employees. (Two sample orders are attached)
2.	Study Leave	1. Dr. Komal Sharma, Assistant Prof., School of Education 2. Dr. Reeta Dwivedi, Assistant Prof., School of Education
3.	Maternity Leave	1. Prof Rohnika Sharma, HoD, UG Dept. 2. Mrs. Eesha Sharma, Librarian
Employee Benefits		
1.	EPF - 12%	All employees having salary up to Rs. 15,000/-
2.	Employee State Insurance Scheme (ESI) 0.75%	All employees having salary up to Rs. 21,000/-
3.	Gratuity	All employees having 5 years of continuous service
4.	Group Accidental/Disability Insurance Scheme	All teaching and non-teaching staff
5.	First-aid Facility	All employees

Career Development and Incentives		
1.	Annual Increment	All employees
2.	Financial Incentives under the Career Advancement Scheme of the UGC	Teaching staff <ul style="list-style-type: none"> • Prof. Mool Raj • Prof. Rohnika Sharma • Prof. Nishta Rana
3.	Awards and Certificates under the Research Promotion Scheme	Teaching staff Seed Money Granted
Workplace Policies		
1.	Professional Development Programmes	All employees
2.	Research Policy	All Faculty
3.	Policy Against Sexual Harassment	All teaching and non-teaching staff

Seal and Signature of the Principal



Privilege Leave


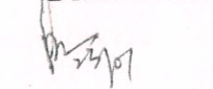
MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

Nó: MIER/2024/2295-97

Dated: 23-01-2024

ORDER

Sanction is hereby accorded to the grant of 08 days' Privilege leave (half pay leave) w.e.f. 04-01-2024 to 11-01-2024 in favour of Mr. Sunil Kumar Bhat, Computer Operator in the Administrative Wing of the Institute.


DIRECTOR


Copy to:


1. Mr. Sunil Kumar Bhat
2. Manager, HR
- ✓ 3. Accounts Section
4. Estab. Section

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2023/1120-22
Dated: 01-09-2023

ORDER

Sanction is hereby accorded to the grant of **08 days' Privilege leave** (half pay leave) w.e.f. 20-08-2023 to 27-08-2023 in favour of **Ms. Arpana Koul, Assistant Professor** in the School of Education, MIER College of Education (Autonomous).


DIRECTOR
30/8

Copy to:

1. Ms. Arpana Koul
2. Manager, HR
- ✓ 3. Accounts Section
4. Estab. Section

Study Leave

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2022/1078-74
Dated: 12-10-2022

ORDER

Sanction is hereby accorded to the grant of **11 days' Study leave** (on full pay) as a special case w.e.f. 10-10-2022 to 20-10-2022 in favour of **Ms. Komal Sharma**, Assistant Professor, Undergraduate Department of MIER College of Education (Autonomous).

Copy to:

1. Ms. Komal Sharma
2. Accounts Section
3. Estab. Section

K. Sharma
21/10/22
Sudhinder
12/10/2022

[Signature]
DIRECTOR
[Signature]

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2023/ 1126-28

Dated: 01-08-2023

ORDER

Sanction is hereby accorded to the grant of 10 days' Study leave (with full pay) w.e.f. 16-08-2023 to 25-08-2023 in favour of **Dr. Reeta Dwivedi, Assistant Professor** in the School of Education, MIER College of Education (Autonomous).


DIRECTOR

Copy to:

1. Dr. Reeta Dwivedi
2. Manager, HR
3. Accounts Section
4. Estab. Section

R. Dwivedi

Sachinder

36/08

Maternity Leave

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2023/ 586-88

Dated: 05-06-2023

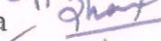

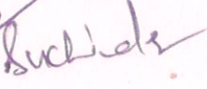
26

ORDER

Sanction is hereby accorded to the grant of 84 days' Maternity leave with full salary w.e.f. 13-03-2023 to 04-06-2023 in favour of Dr. Rohnika Sharma, Professor & Head, Undergraduate Department of MIER College of Education (Autonomous).


DIRECTOR
05/06

Copy to:

1. Dr. Rohnika Sharma 
2. Manager, HR 
3. Accounts Section 
4. Estab. Section

No: MIER/2023/1506-08

Dated: 16-10-2023

ORDER

(74)

Sanction is hereby accorded to the grant of 90 days' Maternity leave (with 50% salary) w.e.f. 05-07-2023 to 02-10-2023 in favour of Ms. Eesha Sharma Librarian in the MIER College of Education (Autonomous).

Copy to:

1. Ms. Eesha Sharma
2. Manager, HR
3. Accounts Section
4. Estab. Section

Eesha
16/10/23
Enclide

[Signature]
DIRECTOR
11/10

**Employee
Provident Fund**

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2020/1426-35

Dated: 14-08-20

ORDER

In view of the imposition of the Central Laws on the Union Territory of Jammu and Kashmir regarding mandatory on-line registration for all organizations with the Employees' Provident Fund Organization (Ministry of Labour & Employment, Govt. of India), it is hereby ordered that employees appointed against various positions in all the wings of MIER w.e.f. April 2020 & Onwards shall be appointed as per new regulations governing Employees' Provident Fund (previously referred to as Contributory Provident Fund). Therefore, all newly appointed employees having salary upto Rs. 15,000/- only shall be eligible for contributions under the EPF Scheme. However, those employees having salary more than Rs. 15,000/- shall henceforth not be eligible for EPF from the above date.

It is further ordered that such employees as were already contributing to the erstwhile EPF scheme as on 31-10-2019 shall continue to be members of the EPF scheme. All their credits (Employees' Contribution + Employers' Contribution + Interest) on account of Provident Fund in MIER till 31-10-2019 have been transferred in full to the Employees' Provident Fund Organization. Further from November 2019 onwards their contributions are also being deposited regularly through online transaction to the Employees' Provident Fund Organization. The claims of all employees covered under the scheme shall henceforth be settled by the Employees' Provident Fund Organization under their rules in force from time to time. Employees covered under the above scheme are advised to go through the prescribed procedure for availing benefits under the same. No claim nor any advances with respect to Employees' Provident Fund shall henceforth be entertained by MIER.

The order is effective from 1st April, 2020.

[Signature]

CHAIRMAN

Copy to:

1. Vice-Chairperson *Rohini*
2. Director, MIER *Ruchi*
3. Director, MIET
4. Joint Directors, MIER *Rohini*
5. HOD PG / UG Department, MIER College of Education (Autonomous) *[Signature]*
6. Principal, Model Academy School *[Signature]* 14/8/2020
7. Assistant Registrar's *[Signature]*
8. Accounts Officer for necessary action *[Signature]* 14/8/20

[Signature]

[Signature]
14/08/2020



MIER COLLEGE OF EDUCATION

Autonomous

College with Potential for Excellence Status by the UGC

Recognised by the J&K Government
Permanently Affiliated to the University of Jammu
Recognised by the UGC under Section 2(f) & 12(B)
Accredited by the NAAC with "A" Grade

13

Pending
for ESJ & PFNO

No: MIER/2020/1889-90
Dated: 22-10-2020

Mr. Mandeep Kumar,
S/o Sh. Anchal Singh,
R/o H. No. 88, W. No. 1,
Village Bulandpur,
P.O. Kanka, District Doda,

SUBJECT: APPOINTMENT AS PEON ON CONTRACTUAL BASIS.

The Management is pleased to appoint you as Peon in the MIER College of Education (Autonomous) for a period of one year w.e.f. 02-11-2020 on contractual basis. You are authorized to get monthly consolidated salary of Rs. 8,000/- (Rupees Eight thousand only).

During the period of appointment your services will be governed by MIER Service and Leave Rules in vogue.

Your services will be terminable on 15 days' notice or 15 days' Salary in lieu thereof on either side during the period of your appointment.

You are entitled to get EPF contribution as admissible under rules (employees contribution limited to 12% of Rs. 15,000/- plus institutional share).

You are also entitled to get ESIC contribution as admissible under rules. (employees contribution limited to 0.75% of the salary up to Rs. 21,000/- plus institutional share).

You will be required to produce original documents relating to your qualifications etc. for verification.

Copy to:

1. Accounts Section
2. Estab. Section

Mandeep Kumar
23/10/20
Suchinder
23/10/2020


DIRECTOR

PF UANNO: 101625006277

श्री

B.C. Road Jammu
180 001

Ph.: 0191-2546078, 2565098
Fax: 0191-2548239

Email: principal@miercollege.in
Website: www.miercollege.in



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 15/04/2024 11:46:

Payment Confirmation Receipt

TRRN No :	5172404002681
Challan Status :	Payment Confirmed
Challan Generated On :	11-APR-2024 13:53:39
Establishment ID :	JKJMU2060811000
Establishment Name :	MODEL INSTT. OF EDUCATION & RESEARCH
Challan Type :	Monthly Contribution Challan
Total Members :	189
Wage Month :	MAR-2024
Total Amount (Rs) :	6,17,810
Account-1 Amount (Rs) :	4,99,185
Account-2 Amount (Rs) :	12,356
Account-10 Amount (Rs) :	93,903
Account-21 Amount (Rs) :	12,366
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	HDFC Bank
CRN :	240120424018289
Payment Date :	12-APR-2024
Payment Confirmation Date :	12-APR-2024
Total PMRPY Benefit :	0



MIER COLLEGE OF EDUCATION (AUTONOMOUS)
EPFO STATEMENT FOR THE MONTH OF MARCH 2024

S.NO	Emp Code	P.F. No.	UAN No.	Name	Gross Salary	Wages	Total 12%	P.F.3.67%	Pension 8.33%	Total
1	21001	JKJMU20608110000010021	101553091043	EESHA SHARMA	23,962.00	15,000.00	1,800	1,800	0	3,600
2	21002	JKJMU20608110000010035	100660121748	CHHOTTU RAM	31,134.00	15,000.00	1,800	1,800	0	3,600
3	21004	JKJMU20608110000010061	101553416001	SOURAV SHARMA	18,401.00	15,000.00	1,800	550	1,250	3,600
4	25004	JKJMU20608110000010032	101553192480	MEENAKASHI DEVI	7,950.00	7,750.00	930	284	646	1,860
5	25010	JKJMU20608110000010311	101625006277	MANDEEP KUMAR	9,249.00	8,855.00	1,063	325	738	2,126
6	35010	JKJMU20608110000010321	101832972490	SHAKAR ALI	10,700.00	10,500.00	1,260	385	875	2,520
7	A028	JKJMU20608110000010100	101554458326	ADIT GUPTA	1,50,000.00	15,000.00	1,800	1,800	0	3,600
8	A194	JKJMU20608110000010002	101552916397	ARPANA KOUL	34,033.00	15,000.00	1,800	1,800	0	3,600
9	B097	JKJMU20608110000010016	101553071828	BHARTI TANDON	48,011.00	15,000.00	1,800	1,800	0	3,600
10	B103	JKJMU20608110000010015	101553068589	BINDU DUA	33,176.00	15,000.00	1,800	1,800	0	3,600
11	K078	JKJMU20608110000010034	101553209997	KOMAL SHARMA	38,000.00	15,000.00	1,800	1,800	0	3,600
12	L005	JKJMU20608110000010139	101555137232	LALITA KUMARI(H)	11,000.00	9,000.00	1,080	330	750	2,160
13	L007	JKJMU20608110000010098	101554448410	LALTA DEVI (MAI)	9,800.00	9,800.00	1,176	360	816	2,352
14	M015	JKJMU20608110000010140	101555147983	MEENA KUMARI KOUL	22,000.00	15,000.00	1,800	1,800	0	3,600
15	M057	JKJMU20608110000010013	101552998879	MOOL RAJ SHARMA	87,600.00	15,000.00	1,800	1,800	0	3,600
16	M066	JKJMU20608110000010138	101555137221	MOHD ASHRAF MIR	17,000.00	11,950.00	1,434	439	995	2,868
17	M115	JKJMU20608110000010003	101552918589	MONIKA BAJAJ	56,156.00	15,000.00	1,800	1,800	0	3,600
18	N083	JKJMU20608110000010014	101553067645	NISHTA RANA	62,435.00	15,000.00	1,800	1,800	0	3,600

Prepared By
9/4/24

Verified By
9/4/24

DIRECTOR
9/4/24

CHAIRPERSON

S.NO	Emp Code	P.F. No.	UAN No.	Name	Gross Salary	Wages	Total 12%	P.F.3.67%	Pension 8.33%	Total
19	N116	JKJMU20608110000010020	101553083524	NAVEEN GUPTA	9,130.00	9,130.00	1,096	1,096	0	2,192
20	P112	JKJMU20608110000010144	101555695122	PINKY	7,764.00	7,390.00	887	271	616	1,774
21	R213	JKJMU20608110000010007	101552966363	ROHINI SHARMA	24,257.00	15,000.00	1,800	1,800	0	3,600
22	R252	JKJMU20608110000010146	101555770249	REETA DIWVEDI	31,877.00	15,000.00	1,800	1,800	0	3,600
23	R286	JKJMU20608110000010141	101555248845	RAHUL KUMAR (D)	13,000.00	12,500.00	1,500	459	1,041	3,000
24	S181	JKJMU20608110000010128	101554626829	SUNIL KUMAR BHAT	23,121.00	15,000.00	1,800	1,800	0	3,600
25	S204	JKJMU20608110000010081	101553671608	SUNIL KUMAR	17,000.00	14,500.00	1,740	532	1,208	3,480
26	S249	JKJMU20608110000010114	101554518565	SUBHASH SAINI	10,700.00	9,800.00	1,176	360	816	2,352
27	S263	JKJMU20608110000010005	101552950943	SUNEEL KUMAR BHAT	36,022.00	15,000.00	1,800	1,800	0	3,600
28	S334	JKJMU20608110000010006	101552964632	SUMAN GUPTA	30,892.00	15,000.00	1,800	1,800	0	3,600
29	S354	JKJMU20608110000010008	101552973564	SUCHINDER SHARMA	28,326.00	15,000.00	1,800	1,800	0	3,600
30	S403	JKJMU20608110000010033	101553201808	SUMAN DEVI	25,369.00	15,000.00	1,800	1,800	0	3,600
31	S416	JKJMU20608110000010029	101553168777	SANJAY VISHWAKARMA	13,000.00	11,735.00	1,408	430	978	2,816
32	S417	JKJMU20608110000010111	101554508537	SHAHEEN KHAN	7,950.00	7,750.00	930	284	646	1,860
33	S449	JKJMU20608110000010024	101553122192	SUDARSHAN KUMAR	11,420.00	9,326.00	1,119	342	777	2,238
34	U011	JKJMU20608110000010043	101553246296	UMESH KUMAR	23,536.00	15,000.00	1,800	550	1,250	3,600
Total					9,83,971.00	4,39,986.00	52,799.00	39,397.00	13,402.00	1,05,598

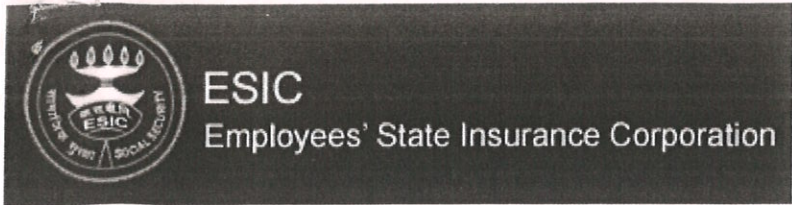
Suchinder
PREPARED BY
9/4/2024

Renu Gupta
9/4/2024
VERIFIED BY

Director
9/4/24
DIRECTOR

Renu Gupta
CHAIRPERSON

Employee State Insurance Scheme



User Login: 19000006290001304

Friday, April 19, 2024 10:32:14 AM



Monthly Contribution > Online Challan Status

Transaction Details		* Required Fields
Transaction status:	Transaction Completed Successfully	
Employer's Code No:	19000006290001304	
Employer's Name:	Model Institute of Education And Research.	
Challan Period:	Mar-2024	
Challan Number :	01924115020672	
Challan Created Date	18-04-2024 10:25:39	
Challan Submitted Date	19-04-2024 10:19:31	
Amount Paid:	45738.00	
Transaction Number:	241106471032	
<div>PrintClose</div>		

MIT COLLEGE OF EDUCATION(AUTONOMOUS)
ESI STATEMENT FOR THE MONTH OF MARCH 2024

S.NO	Emp Code	ESI No.	Employee Name	Days	Arrear Days	Amount on Which ESI Deducted	Arrear Amount on Which ESI Deducted	ESI	Arrear ESI	Employer Contr.	Arrear Employer Contr.	Total	Arrear Total	Total
Cadre		Non Teaching												
1	21004	1901484727	SOURAV SHARMA	28	0	18,401	0	139	0	599	0	738	0	738
2	21018	1901624288	GEETA DEVI	27	0	15,547	8,637	117	65	506	281	623	346	969
3	21024	1901087255	ARVIND KUMAR	31	0	19,290	0	145	0	627	0	772	0	772
4	M015	1900007772	MEENA KUMARI KOUL	31	0	22,000	0	165	0	715	0	880	0	880
5	N116	1900269741	NAVEEN GUPTA	15	0	9,130	0	69	0	297	0	366	0	366
6	S416	1901227292	SANJAY VISHWAKARMA	31	0	13,000	0	98	0	423	0	521	0	521
7	S449	1901400366	SUDARSHAN KUMAR	30	0	11,420	0	86	0	372	0	458	0	458
Total:-						1,08,788	8,637	819	65	3,539	281	4,358	346	4,704
Cadre		Substaff												
1	25004	1901513297	MEENAKASHI DEVI	31	0	7,950	0	60	0	259	0	319	0	319
2	25010	1901601911	MANDEEP KUMAR	31	0	9,249	0	70	0	301	0	371	0	371
3	35010	1901705023	SHAKAR ALI	31	0	10,700	0	81	0	348	0	429	0	429
4	L005	1900007770	LALITA KUMARI(H)	31	0	11,000	0	83	0	358	0	441	0	441
5	L007	1900007769	LALTA DEVI (MAI)	31	0	9,800	0	74	0	319	0	393	0	393
6	M066	1900193135	MOHD ASHRAF MIR	31	0	17,000	0	128	0	553	0	681	0	681

Suchinder
PREPARED BY

Renu Gupta
VERIFIED BY
04/04/24

DIRECTOR

Renu Gupta
CHAIRPERSON

S.NO	Emp Code	ESI No.	Employee Name	Days	Arrear Days	Amount on Which ESI Deducted	Arrear Amount on Which ESI Deducted	ESI	Arrear ESI	Employer Contr.	Arrear Employer Contr.	Total	Arrear Total	Total
7	P112	1901198015	PINKY	29	0	7,764	0	59	0	253	0	312	0	312
8	R286	1901365151	RAHUL KUMAR (D)	31	0	13,000	0	98	0	423	0	521	0	521
9	S204	1900184889	SUNIL KUMAR	31	0	17,000	0	128	0	553	0	681	0	681
10	S249	1901198017	SUBHASH SAINI	31	0	10,700	0	81	0	348	0	429	0	429
11	S417	1901227296	SHAHEEN KHAN	31	0	7,950	0	60	0	259	0	319	0	319
Total:-						1,22,113	0	922	0	3,974	0	4,896	0	4,896
Grand Total:-18						2,30,901	8,637	1,741	65	7,513	281	9,254	346	9,600

Suchider
9/4/2024
PREPARED BY

Renu Gupta
09/04/2024
VERIFIED BY

Director
09/4/24
DIRECTOR

Renu Gupta
CHAIRPERSON

Monthly Contribution Details (Contractor-wise) for the month of Mar-2024

Employer Code :19000006290001304

Employer Name :Model Institute of Education And

Research.

S.No	Employee IP Number	Employee Name	Days Worked	Monthly Wages	Is Disable	Reason	IP Contribution
Name : Model Institute of Education And Research.-							
1	1900006994	VEENA PURI	31	24000.00	-	-	180.00
2	1900007768	JYOTI SHARMA	31	8600.00	-	-	65.00
3	1900007769	LALITA DEVI	31	9800.00	-	-	74.00
4	1900007770	LALITA KUMARI	31	11000.00	-	-	83.00
5	1900007772	MEENA KOUL	31	22000.00	-	-	165.00
6	1900007774	RADHA KUMARI	28	7496.00	-	-	57.00
7	1900007777	RAVINDER KOUR	29	8045.00	-	-	61.00
8	1900184889	SUNIL KUMAR	31	17000.00	-	-	128.00
9	1900184898	SUBASH CHANDER	30	9967.00	-	-	75.00
10	1900193134	KHEM KUMAR	30	19118.00	-	-	144.00
11	1900193135	MOHD.ASHRAF MIR	31	17000.00	-	-	128.00
12	1900193140	SURINDER K.SHARMA	31	17169.00	-	-	129.00
13	1900269741	NAVEEN GUPTA	15	9130.00	-	-	69.00
14	1900283629	MUSHTAQ AHMED MIR	31	16000.00	-	-	120.00
15	1901087255	ARVIND KUMAR	31	19290.00	-	-	145.00
16	1901100183	SHAMBU KUMAR	30	15483.00	-	-	117.00
17	1901105439	BALBIR SINGH	30	16471.00	-	-	124.00
18	1901142136	SUKHVINDER KOUR	31	16602.00	-	-	125.00
19	1901148714	ZAHIDA AKHTER	31	19067.00	-	-	143.00
20	1901198015	PINKY	29	7764.00	-	-	59.00
21	1901198017	SUBHASH SAINI	31	10700.00	-	-	81.00
22	1901218196	ASHA KUMARI	31	16430.00	-	-	124.00
23	1901227292	SANJAY VISHWAKARMA	31	13000.00	-	-	98.00
24	1901227296	SHAHEEN	31	7950.00	-	-	60.00
25	1901227591	MRS PARVEEN AKHTER	30	19680.00	-	-	148.00
26	1901234549	SH.KRISHAN SINGH	31	12700.00	-	-	96.00
27	1901297652	SAMIKSHA DHINGRA	27	15476.00	-	-	117.00
28	1901297663	MOHINI THAPA	28	18115.00	-	-	136.00
29	1901297669	AMISHA MEHTA	28	22588.00	-	-	170.00
30	1901300865	MS DISHA SETHI	30	15493.00	-	-	117.00
31	1901351841	MANGAL SINGH	31	9562.00	-	-	72.00
32	1901365151	RAHUL KUMAR	31	13000.00	-	-	98.00
33	1901400366	SUDERSHAN KUMAR	30	11420.00	-	-	86.00
34	1901415319	RAHUL SINGH	30	11129.00	-	-	84.00
35	1901433409	ABHI DABGOTRA	31	25860.00	-	-	194.00

Monthly Contribution Details (Contractor-wise) for the month of Mar-2024

Employer Code :19000006290001304

Employer Name :Model Institute of Education And
Research.

S.No	Employee IP Number	Employee Name	Days Worked	Monthly Wages	Is Disable	Reason	IP Contribution
36	1901433420	BISHAN DASS	31	13300.00	-	-	100.00
37	1901441314	RAJNI GORKHA	31	16095.00	-	-	121.00
38	1901444014	UDIKA MAHAJAN	31	16629.00	-	-	125.00
39	1901464689	NEHA KOHLI ANAND	29	16208.00	-	-	122.00
40	1901468786	JATINDER PAL	31	16500.00	-	-	124.00
41	1901469009	MADHU BALA	31	16804.00	-	-	127.00
42	1901476975	RENU SHARMA	31	18569.00	-	-	140.00
43	1901484727	SOURAV SHARMA	28	18401.00	-	-	138.00
44	1901496288	VINITA GUPTA	30	16398.00	-	-	123.00
45	1901496299	NEELAM NANDA	31	8750.00	-	-	66.00
46	1901496304	DIVYA RATHORA	30	20626.00	-	-	155.00
47	1901510652	MAMTA KOUR	31	18158.00	-	-	137.00
48	1901513297	MEENAKSHI DEVI	31	7950.00	-	-	60.00
49	1901513299	NITA DEVI	31	8000.00	-	-	60.00
50	1901514712	Nisha Kumari Sharma	31	20861.00	-	-	157.00
51	1901514715	VERTIKA SHARMA	29	12539.00	-	-	95.00
52	1901534413	SAKSHI SHARMA	30	19798.00	-	-	149.00
53	1901557228	DEEPIKA SHARMA	28	19483.00	-	-	147.00
54	1901558364	KAMLESH KESHYAP	30	7887.00	-	-	60.00
55	1901601911	MANDEEP KUMAR	30	9249.00	-	-	70.00
56	1901611090	PRIYANKA GUPTA	0	0.00	-	Left Service	0.00
57	1901620866	NEETU BHARDWAJ	30	15493.00	-	-	117.00
58	1901624288	GEETA DEVI	27	24184.00	-	-	182.00
59	1901636438	MAKHANA DEVI	31	7950.00	-	-	60.00
60	1901692727	SURBHI MAHAJAN	0	0.00	-	Left Service	0.00
61	1901692728	MEENAKSHI DEVI	0	0.00	-	Left Service	0.00
62	1901693903	PARUL SHARMA	31	16960.00	-	-	128.00
63	1901693918	PALVI SHARMA	0	0.00	-	Left Service	0.00
64	1901693940	DIKSHA SAJGOTRA	15	8206.00	-	-	62.00
65	1901693944	ISHA SHARMA	30	16577.00	-	-	125.00
66	1901693976	SUNNY KUMAR	30	18290.00	-	-	138.00
67	1901693977	SUNAINA BAKSHI	31	18250.00	-	-	137.00
68	1901705017	INDER PAL	31	15500.00	-	-	117.00
69	1901705023	SHAKAR ALI	31	10700.00	-	-	81.00
70	1901719032	SONHALI BOGIA	30	11777.00	-	-	89.00
71	1901727524	NARESH SINGH	30	18145.00	-	-	137.00

Monthly Contribution Details (Contractor-wise) for the month of Mar-2024

Employer Code :19000006290001304

Employer Name :Model Institute of Education And Research.

S.No	Employee IP Number	Employee Name	Days Worked	Monthly Wages	Is Disable	Reason	IP Contribution
72	1901736342	NEERAJ MANHAS	31	21270.00	-	-	160.00
73	1901769830	TANIA KASHYAP	31	16000.00	-	-	120.00
74	1901772189	ENU SHARMA	31	15500.00	-	-	117.00
75	1901787813	POOJA THAPA	31	13500.00	-	-	102.00
76	1901788522	SAHIL SHARMA	31	15200.00	-	-	114.00
77	1901799415	POOJA SHARMA	30	15000.00	-	-	113.00
78	1901809895	POOJA BHAT	31	17000.00	-	-	128.00
79	1901810387	CHARU MANHAS	31	15500.00	-	-	117.00
80	1901811785	ANCHAL VERMA	31	15200.00	-	-	114.00
Total Monthly Wages :				1,142,512.00	Total IP Contribution :		8,606.00

Total IP Contribution	Total Employer Contribution	Total Contribution	Total Government Contribution	Total Monthly Wages
8,606.00	37,132.00	45,738.00	0.00	1,142,512.00

-- End of Report --

Challan no : 01924115020672

Gratuity



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
श्रीनगर मंडल /SRINAGAR DIVISION

LIFE INSURANCE CORPORATION OF INDIA
Srinagar Division
18-A
Rail Head Complex
P&GS Deptt
Jammu - 180012

Ref : PNGS/U164515/110001476/122

Date: 10/05/2024

TRUSTEES, M I E R EMPLOYEES' GP GTY SCHEME
B C ROAD
JAMMU

0

Dear Sir / Madam

Reg : WITHDRAWAL Claim under Master policy no 110001476 .

We are crediting to your Bank
Acc No. 1197010100009144 of PUNJAB NATIONAL BANK.
IFSC Code : PUNB0119700

The amounts are as per particulars listed below

LIC ID	EMP NO	LCSA	SV/Mat/Wthd	REFUND	OTH AMT	TOTAL
100291 140		0	65316.00	.00	.00	65316.00
Naveen Gupta						

TOTALS: LCSA : 0 SV/MAT/WD : 65316 Refnd : 0 Other: 0 Total: 65316

Yours Faithfully

Manager (PNGS)

Accounts to
verify

10/5/24

Checked & verified
Amt Rs 65316/- Credited
from LIC of India. in our
PNB 9144 dt 13/5/2024

Suclinder
14/5/2024

**Group Accidental/Disability
Insurance Scheme**



WITH YOU ALWAYS

Group Personal Accident And Business Travel Accident Policy

Schedule of Insurance

Agent/Broker Name - ALEXA INSURANCE BROKER PRIVATE LIMITED

Agent/Broker License Code - 825

Agent/Broker Contact No -7303702888(mobile or landline)

Policy Number: 0236612901

Renewal: 05

Endorsement: 00

Policyholder Name: MODEL INSTITUTE OF EDUCATION & RESEARCH

Address: B.C. ROAD JAMMU
JAMMU
JAMMU - 180001
JAMMU
JAMMU AND KASHMIR
INDIA
Place of supply -JAMMU AND KASHMIR
State code -01

Contact number :

Insurance Period :- Effective Date 16/09/2023 13:30 hrs Expiry Date to 15/09/2024 23:59 hrs

Business Description: Educational Institutes

Beneficiary : As designated by each insured person on file with the Company

Eligible Persons 1150 (Classification of Insured)

The following persons shall be eligible for Insurance hereunder :

Age group : From 3 To 65 Years ()

Hazards : 24-Hour Protection

Sr No	Description of Insured Persons / Category / Designation	No. per category
1	Students	950
2	Staff	200

Annual Increment

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2023/ 2088-89

Dated: 18-12-2023

ORDER

Ms. Arpana Koul, Assistant Professor in the School of Education, MIER College of Education (Autonomous) shall get monthly salary in the pay band of Rs. 15600-39100 w.e.f. 01-11-2023 as under:-

Basic Pay	: Rs. 25,899.00
AGP	: Rs. 7,000.00
Total	: Rs. 32,899.00

(Rupees thirty two thousand eight hundred and ninety nine only)

Besides, she is entitled to get EPF contribution as admissible under rules. Her services shall continue to be governed by the MIER Service and Leave Rules in vogue.


DIRECTOR

Copy to:

1. Ms. Arpana Koul
2. Accounts Section
3. Estab. Section

Arpana Koul
Gon'khar
19/12/23

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2022/ 1475-76

Dated: 30-11-22

ORDER

Ms. Arpana Koul, Assistant Professor in the Undergraduate Department of MIER College of Education (Autonomous) of the Institute is hereby authorized to get monthly salary in the pay band of Rs. 15,600-39,100 w.e.f. 01-11-2022 as under:-

Basic Pay	: Rs. 24,332.00
AGP	: Rs. 7,000.00
Total	: Rs. 31,332.00

(Rupees thirty one thousand three hundred and thirty two only)

Besides, she is entitled to get EPF contribution as admissible under rules. Her services shall continue to be governed by the MIER Service and Leave Rules in vogue.


DIRECTOR

Copy to:

1. Ms. Arpana Koul
2. Accounts Section
3. Estab. Section

Arpana Koul
Suchi Khar
30/11/2022

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2023/ 462-63

Dated: 25-05-2023

ORDER

Mr. Umesh Sharma, Computer Operator in the MIER College of Education (Autonomous) shall get monthly salary in the pay band of Rs. 9,300-34,800 w.e.f. 01-05-2023 as under:-

Basic Pay	: Rs. 16,836.00
Grade Pay	: Rs. 4,200.00
Special Allowance	: Rs. 2,500.00
Total	: <u>Rs. 23,536.00</u>

(Rupees twenty three thousand five hundred and thirty six only)

Besides, he is entitled to get EPF contribution as admissible under rules. His services shall continue to be governed by the MIER Service and Leave Rules in vogue.


DIRECTOR

Copy to:

1. Mr. Umesh Sharma
2. Accounts Section
3. Estab. Section

Buckley
25/5/2023
25/5

MODEL INSTITUTE OF EDUCATION & RESEARCH, JAMMU

No: MIER/2022/345-46

Dated: 24-05-2022

ORDER

Mr. Umesh Kumar Sharma, Computer Operator MIER College of Education (Autonomous) shall be placed in the pay band of Rs. 9,300-34,800 with grade pay of Rs. 4,200/- w.e.f. 01-05-2022. He is authorized to get monthly salary as under: -

Basic Pay	: Rs. 15,834.00
Grade Pay	: Rs. 4,200.00
Special Allowance	: <u>Rs. 1,500.00</u>
Total	: <u>Rs. 21,534.00</u>

(Rupees Twenty-one thousand five hundred and thirty-four only)

Besides, he is entitled to get EPF contribution as admissible under rules. His services shall continue to be governed by the MIER Service and Leave Rule in vogue.

His next increment shall fall due on 1st May every year till further orders.


DIRECTOR

Copy to:

1. Mr. Umesh Kumar Sharma
2. Accounts Section
3. Estab. Section

Buckley
24/5/2022
24/5/22

**Financial Incentives under the Career
Advancement Scheme of the UGC**



MIER COLLEGE OF EDUCATION

Autonomous

College with Potential for Excellence Status by the UGC

Recognised by the J&K Government
Permanently Affiliated to the University of Jammu
Recognised by the UGC under Section 2(f) & 12(B)
Accredited by the NAAC with 'A' Grade

No: MIER/2023/1944-47

Dated: 23.01.2023

ORDER

Pursuant to the approval of the Governing Body made at its meeting held on 09.12.2022, sanction is hereby accorded to the promotion of **Dr. Mool Raj Sharma**, Associate Professor (Stage 4) in the Post-Graduate Department of MIER College of Education (Autonomous) as Professor in Education (Stage 5) in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000 under Career Advancement Scheme in accordance with the University Grants Commission Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for maintenance of standard in Higher Education, 2018 and the amendments made therein from time to time.

Dr. Mool Raj Sharma shall get monthly salary w.e.f. 07.01.2023 as under:-

Basic Pay	: Rs. 44,700.00
AGP	: Rs. 10,000.00
HOD Allowance	: Rs. 5,000.00
Allowance for IT Operations	: Rs. 6,000.00
HRA	: Rs. 3,000.00
Total	: Rs. 68,700.00

(Rupees sixty eight thousand and seven hundred only)

He is entitled to get EPF Contribution as admissible under rules.

His Services shall continue to be governed by MIER Service & Leave Rules in vogue.

His next annual increment shall fall due on 1st January every year.

Renu Gupta
CHAIRPERSON

Copy to:

1. Principal, MIER College of Education (Autonomous)
2. Dr. Mool Raj Sharma
3. Assistant Registrar (Acad.)
4. Accounts Section
5. Estab. Section

Lucy

7/2/23
Suehinder
7/2/2023

श्री



MIER COLLEGE OF EDUCATION

Autonomous

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16

No: MIER/2023/1952-55

Dated: 23.01.2023

ORDER

Pursuant to the approval of the Governing Body made at its meeting held on 09.12.2022, sanction is hereby accorded to the promotion of Dr. Rohnika Sharma, Associate Professor (Stage 4) in the Post-Graduate Department of MIER College of Education (Autonomous) as Professor in Special Education (Stage 5) in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000 under Career Advancement Scheme in accordance with the University Grants Commission Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for maintenance of standard in Higher Education, 2018 and the amendments made therein from time to time.

Dr. Rohnika Sharma shall get monthly salary w.e.f. 07.01.2023 as under:-

Basic Pay	: Rs. 44,700.00
AGP	: Rs. 10,000.00
HOD Allowance	: Rs. 5,000.00
Total	: <u>Rs. 59,700.00</u>

(Rupees fifty nine thousand and seven hundred only)

She is entitled to get EPF Contribution as admissible under rules.

Her Services shall continue to be governed by MIER Service & Leave Rules in vogue.

Her next annual increment shall fall due on 1st January every year.

Renu Gupta

CHAIRPERSON

Copy to:

1. Principal, MIER College of Education (Autonomous)
2. Dr. Rohnika Sharma
3. Assistant Registrar (Acad.)
4. Accounts Section
5. Etab. Section

Recd with thanks
7/2/2023

Recd
7/2/23

श्रेष्ठ

B.C. Road Jammu
180 001

Ph.: 0191-2546078, 2565098
Fax: 0191-2548239

Email: principal@miercollege.in
Website: www.miercollege.in



MIER COLLEGE OF EDUCATION

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No: MIER/2023/1948-51

Dated: 23.01.2023

ORDER

Pursuant to the approval of the Governing Body made at its meeting held on 09.12.2022, sanction is hereby accorded to the promotion of Dr. Nishta Rana, Associate Professor (Stage 4) in the Post-Graduate Department of MIER College of Education (Autonomous) as Professor in Education (Stage 5) in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000 under Career Advancement Scheme in accordance with the University Grants Commission Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for maintenance of standard in Higher Education, 2018 and the amendments made therein from time to time.

Dr. Nishta Rana shall get monthly salary w.e.f. 07.01.2023 as under:-

Basic Pay	: Rs. 44,700.00
AGP	: Rs. 10,000.00
Total	: Rs. 54,700.00

(Rupees fifty four thousand and seven hundred only)

She is entitled to get EPF Contribution as admissible under rules.

Her Services shall continue to be governed by MIER Service & Leave Rules in vogue.

Her next annual increment shall fall due on 1st January every year.

Renu Gupta
CHAIRPERSON

Copy to:

1. Principal, MIER College of Education (Autonomous)
2. Dr. Nishta Rana *Nishta Rana 7/12/23*
3. Assistant Registrar (Acad.) *Suclinder 7/12/2023*
4. Accounts Section
5. Estab. Section

श्रेष्ठ

**Awards and Certificates under the
Research Promotion Scheme**



MIER College of Education (Autonomous)

College with Potential for Excellence Status by the UGC
Recognised by the J&K Govt. & Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

QF No. 096B

16-04-2022

MIER/CER/2021/011

Sanction Order

Dr. Bharti Tandon
Associate Professor
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled "Impact of COVID Pandemic on the Mental Health of Students with Disabilities"

Dear Dr. Bharti,


I am pleased to inform you that your research project entitled "**Impact of COVID Pandemic on the Mental Health of Students with Disabilities**" submitted under the "**Project Competition**" campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,


Prof. Adit Gupta
Principal

A/c (MCE)
Release Rs 5000/- in
favour of Dr Bharti Tandon
for conducting the Research
Project

20/4/2022



MIER College of Education (Autonomous)

College with Potential for Excellence Status by the UGC
Recognised by the J&K Govt. & Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

QF No. 096B

16-04-2022

MIER/CER/2021/O13

Sanction Order

Dr. Reeta Dwivedi and Mrs. Arpana Koul
Assistant Professors
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled "Educational Development among the Children of Slum Areas in Jammu"


Dear Dr. Reeta Dwivedi and Mrs. Arpana Koul,

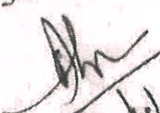
I am pleased to inform you that your research project entitled "Educational Development among the Children of Slum Areas in Jammu" submitted under the "Project Competition" campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,


Prof. Adit Gupta
Principal

Atc (NCE)
Release Rs 5000/- in favour
of Dr Reeta Dwivedi for
conducting Joint Research
Project

20/4/2022



MIER College of Education (Autonomous)
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QF No. 096B
16-04-2022
MIER/CER/2021/012

Sanction Order

Dr. Nishta Rana
Associate Professor,
Mrs. Eesha Sharma
Librarian, P.G. Department,
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled "Enhancing Students' Academic Success through Library Use: A Correlational Study"

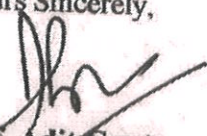
Dear Dr. Nishta Rana and Mrs. Eesha Sharma,


I am pleased to inform you that your research project entitled "Enhancing Students' Academic Success through Library Use: A Correlational Study" submitted under the "Project Competition" campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,


Prof. Adit Gupta
Principal

A/e (MIE)
Release Rs. 5000/-
in favour of Dr. Nishta
Rana for conducting
Joint Research project

20/4/2022



MIER College of Education (Autonomous)

College with Potential for Excellence Status by the UGC
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Accredited by the NAAC with 'A+' Grade

QF No. 096B

16-04-2022

MIER/CER/2021/011

Sanction Order

Dr. Bharti Tandon
Associate Professor
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled **"Impact of COVID Pandemic on the Mental Health of Students with Disabilities"**

Dear Dr. Bharti,

I am pleased to inform you that your research project entitled **"Impact of COVID Pandemic on the Mental Health of Students with Disabilities"** submitted under the **"Project Competition"** campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

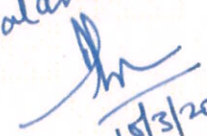
1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,


Prof. Aditi Gupta
Principal



Sign & Seal of the Principal

*Atc
Release the
balance installment*

10/3/2023



MIER College of Education (Autonomous)

College with Potential for Excellence Status by the UGC
Recognised by the J&K Govt. & Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

QF No. 096B

16-04-2022

MIER/CER/2021/013

Sanction Order

Dr. Reeta Dwivedi and Mrs. Arpana Koul
Assistant Professors
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled "Educational Development among the Children of Slum Areas in Jammu"

Dear Dr. Reeta Dwivedi and Mrs. Arpana Koul,

I am pleased to inform you that your research project entitled "Educational Development among the Children of Slum Areas in Jammu" submitted under the "Project Competition" campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,


Prof. Adit Gupta
Principal



Sign & Seal of the Principal

Atc
Release the
balance installment
Am
14/3/2023



MIER College of Education (Autonomous)

College with Potential for Excellence Status by the UGC
Recognised by the J&K Govt. & Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

QF No. 096B

16-04-2022

MIER/CER/2021/012

Sanction Order

Dr. Nishta Rana
Associate Professor,
Mrs. Eesha Sharma
Librarian, P.G. Department,
MIER College of Education
B.C. Road Jammu

Subject: Sanction of Research Project entitled "Enhancing Students' Academic Success through Library Use: A Correlational Study"

Dear Dr. Nishta Rana and Mrs. Eesha Sharma,

I am pleased to inform you that your research project entitled "**Enhancing Students' Academic Success through Library Use: A Correlational Study**" submitted under the "**Project Competition**" campaign of the Centre for Educational Research has been approved. Seed Money of Rs. 10,000/- (Rupees Ten Thousand only) to carry out the above mentioned research project is being sanctioned in your favour. The grant shall be released as per the following schedule based on the conditions given below:

First Instalment (On Sanction)	: Rs. 5,000/-
Second instalment (On Completion)	: Rs. 5,000/-
Total	: Rs. 10,000/-

1. The researcher shall acknowledge support of CER and MIER College of Education in all publications resulting from the project output and submit a copy of the same to the CER during its course and after completion.
2. The researcher/s shall complete the project within three months from the date of the sanction order.
3. If the grantee fails to complete the project within stipulated time, he/she will be required to refund the amount of the grant released.

Yours Sincerely,

Prof. Adit Gupta
Principal



Sign & Seal of the Principal

A/c.
Release the
balance installment.
[Signature]
10/3/2023

**Professional Development
Programmes**

MIER COLLEGE OF EDUCATION (AUTONOMOUS)B.C ROAD JAMMU**M/S SHIZEN GLOBAL SOLUTION PVT LTD**

Ledger Account

1-Jul-23 to 31-Mar-24

					Page 1
Date	Particulars	Vch Type	Vch No.	Debit	Credit
13-Jul-23	Cr PNB1197010100009117	Payment	787819	17,081.00	
	<i>Being amount paid. Shizen Global Solutions pvt ltd. For Teachers training programme. ch. no-787819.</i>				
	Dr MEETING AND CONFERENCE/TEACHER TRAINING Journal				17,081.00
	<i>Being amount paid. Shizen Global Solutions pvt ltd. For Teachers training programme. ch. no-787819.</i>				
				17,081.00	17,081.00

Suchinder
Accounts Officer
MIER College of Education
Jammu



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

B.C ROAD JAMMU

REGISTRATION FEE FOR FACULTY

Ledger Account

1-Apr-23 to 31-Mar-24

Date	Particulars	Vch Type	Vch No.	Debit	Credit
5-Aug-23	Cr PNB1197010100009038 Being amount paid. Dr.Monika Bajaj. to attend FDP online to be organized by Punjabi university of Patiala.	Journal		1,500.00	
14-Aug-23	Cr PNB1197010100009117 BEING CHEQ ISSUED IN FAVOUR OF JYOTI SHARMA REGARDING REIMBURSEMENT OF REGISTRATION FEE FOR FDP PROGRAMME	Payment	787843	1,500.00	
2-Sep-23	Cr PNB7182002100000324 CURR A/C BEING BANK AMOUNT TRANSFER IN RESPECTIVE BANK A/C OF EMPLOYEES (NISHTA RANA, BHARTI TANDON, BINDU DUA AND ARPANA KOUL) FOR REIMBURSEMENT OF REGISTRATION FEE FOR ATTENDING FDP ONLINE ORGANIZED BY PUNJABI UNIVERSITY PATIALA	Payment	bank transfer	6,000.00	
9-Oct-23	Cr PNB7182002100000324 CURR A/C BEING AMOUNT TRANSFER IN RESPECTIVE BANK A/C OF DR. NISHTA RANA AND DR. BHARTI TANDON REGRDING REIMBURSEMENT OF REGISTRATION FEE FOR PAPERS PRESENTATION IN NATIONAL SEMINAR	Payment	BANK TRF	1,600.00	
27-Oct-23	Cr PNB1197010100009117 BEING AMOUNT TRANSFER IN FAVOUR OF DR. NISHTA RANA REGARDING REIMBURSEMENT OF REGISTRATION FEE FOR PAPERS PRESENTATION IN INTERNATIONAL CONFERENCE ON TECHNOLOGY IMPREGNATED EDUCATION AND COMMUNITY PARTICIPATION	Payment	BANK TRF	2,000.00	
23-Nov-23	Cr PNB1197010100009117 being amount transfer in bank a/c of dr nishta rana for reimbursement of registration fee for attending fdp from 23 nov 2023 to 1st dec 2023 at p.g department of computer applications, the internal quality assurance cell (IQAC) and Lincoln University	Payment		600.00	
1-Feb-24	Cr PNB1197010100009117 being amount transfer in bank a/c of mrs nishta rana regarding reimbursement of registration fee for presenting a paper in an international conference from 20jan to 20 jan 2024 at kapila khandwala college of education	Payment	bank transfer	1,750.00	

Carried Over

14,950.00

continued ...

MIER COLLEGE OF EDUCATION (AUTONOMOUS)

REGISTRATION FEE FOR FACULTY Ledger Account : 1-Apr-23 to 31-Mar-24

Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			14,950.00	
1-Mar-24	Cr PNB1197010100009117 being payment reimbursement in favour of dr. bindu dua and dr. komal sharma for attending two week online refresher course in social science organized UGC.MMTTC, University Of Jammu	Payment	179481	2,000.00	
4-Mar-24	Cr PNB1197010100009117 being amount transfer in bank a/c of dr. Nishta rana for reimbursement of registration fee for presenting a paper in an International Conference from feb 23 to 24 feb 2024 at vallabh government college, mandi himachal pradesh	Payment	BANK TRF	2,000.00	
				18,950.00	
Dr	Closing Balance				18,950.00
				18,950.00	18,950.00

Suchinder
Accounts Officer
MIER College of Education
Jammu



MIER COLLEGE OF EDUCATION (AUTONOMOUS)B.C ROAD JAMMU**Faculty Research /development Programmes**

Ledger Account

1-Apr-23 to 31-Mar-24

					Page 1
Date	Particulars	Vch Type	Vch No.	Debit	Credit
14-Aug-23	Cr PNB1197010100009117 <i>BEING CHEQ ISSUED FOR TRAINING PROGRAMME OF NEW FACULTY</i>	Journal		899.00	
21-Sep-23	Cr PNB1197010100009117 <i>BEING CHEQ ISSUED IN FAVOUR OF DR. DEEPTI MALHOTRA FOR DELIVERING A WORKSHOP FOR THE FACULTY OF MIER COLLEGE ON 22.09.2023</i>	Payment	747191	3,000.00	
30-Oct-23	Cr PNB1197010100009117 <i>BEING CHEQ ISSUED IN FAVOUR OF INDIAN INSTITUTE OF TECHNOLOGY JAMMU REGARDING FACTULTY INTERACTION MIER COLLEGE JAMMU</i>	Payment	747206	51,035.00	
				54,934.00	
Dr	Closing Balance				54,934.00
				54,934.00	54,934.00

Suchinder
Accounts Officer
MIER College of Education
Jammu



9/8 sheet

Invitation | The Ultimate Technology Toolkit for Educators | 14 - 22 July | OrangeSlates



OrangeSlates.com Support

To: Adit Gupta, Vasundhara Kaul

Cc: Vrushali Sheth

12-Jul-2023 at 5:15 PM

Dear Mr Adit,

Greetings from OrangeSlates!

We're excited to invite educators from MIER to participate in the 4-Session Masterclass series - Ultimate Technology Toolkit for Educators starting from 14th July 2023. Further details are given here: <https://www.orangeslates.com/ultimatetechtoolkit>

As an esteemed partner of **Carpediem Edpsych Consultancy**, we're pleased to offer a **Flat 10% discount** on the Combo offer of ₹999/- i.e. **₹899/- per participant** for a minimum group size of **10 educators**.

You're requested to share the details of the participants in the following format: [Registration List](#)

Payment can either be made (as per the number of participants) online through the following link: <https://razorpay.me/@orangeslates> or direct bank transfer to:

Account Name : **SHIZEN GLOBAL SOLUTIONS PVT. LTD.**

A/c No. : **50200050860240**

A/c Type : **Current Account**

IFSC Code : **HDFC0000182**

Bank : **HDFC**

Regards

OS Support Team



M +91 77100 85261 E support@orangeslates.com

W www.orangeslates.com

A F-105, Ashoka Plaza, Nagar Road, Viman Nagar, Pune (MH) - 411 015



Alc
Paid online
₹17081/- through
credit card for
Teacher Training of
MCE.

[Signature]
13/7/2023

Meeting / Conference & Trainings



meeting and Conference / Teacher Training

IOAC
for record
[Signature]

S



₹ 17,081

Paid to Shizen Global Solutions Pvt Ltd.

Payment ID: pay_MDCLIm2RbaSm7T



Report Page

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*Paid through
credit card.
13/7/2023*

Research Policy

RESEARCH POLICY



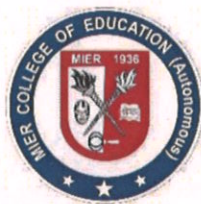
MIER COLLEGE OF EDUCATION (AUTONOMOUS)

MIER COLLEGE OF EDUCATION

Autonomous

**Recognised by the Govt. of J&K and
Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade**

RESEARCH POLICY



B.C Road, Jammu Ph. 2546078, 2565098 Email: principal@miercollege.in
Website: www.miercollege.in



RESEARCH POLICY

1. Purpose

The purpose of the Research Policy is to create a conducive atmosphere for research and inculcate research aptitude among the faculty and students. The policy shall serve as an overall framework within which research activities may be carried out at MIER College of Education (MCE).

2. Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all its departments. It also provides guidelines for the functioning of the Research and Development Cell of the college.

3. Objectives

The principal objectives of the Research Policy are as follows:

- To provide a framework of regulations and mandates for the governance of research and development.
- To encourage and promote good research practices.
- To create a supportive research culture with regards to ethical considerations.
- To introduce legal provisions of ethical practices in research, intellectual property rights, patent norms, cyber laws, anti-plagiarism policy and tools for conduct of fair research.
- To provide required support for meeting all regulatory requirements for undertaking research.
- To frame guidelines with reference to financial support available for research.
- To integrate research facilities for facilitating both faculty and students and to best utilize available resources for research.
- To facilitate MoUs and linkages for encouraging research and to encourage research in interdisciplinary areas.
- To ensure the fair treatment to all researchers, faculty, students and staff.



- To establish fair, rational, transparent decision-making processes and policies for allocation of research funds and other kinds of support for research.

4. Research Policy

1. The faculty at MIER College shall

- a. undertake research as a career expectation and shall balance with other obligations of academic staff including teaching and administrative responsibilities.
- b. contribute towards the strengthening of the research environment and culture through activities such as mentoring, engagement in new research initiatives and collaborations for enhancing the research output of the College.
- c. participate in initiatives designed to secure financial support for research activities from external funding agencies.
- d. explicitly mention MIER College of Education, Jammu as the affiliated institution for the author in their published research papers or other published material (Books, Research Projects etc.). Even the faculty who are pursuing Ph.D. on part-time/ full-time basis need to mention MIER College of Education, Jammu under institutional affiliation in their publications and not the name of the university from where Ph.D. is being pursued.
- e. Obtain the approval of the Principal prior to submitting a research project or a paper for review through the convener of Research and Development Cell and submit the details of the agency/journal/conference where the project/paper is being submitted.
- f. Ensure participation in faculty development programmes organised to improve the research skills and enhance the research output.

2. The Research and Development Cell shall help in promoting the vision of the College regarding research and enhance the reputation of the college in areas of research by engaging with other research institutions and industry. The RDC shall facilitate interdisciplinary and multidisciplinary research activities as well.

3. The research activities undertaken by the undergraduate, postgraduate and doctoral students shall be integrated with the research focus of the MCE in alignment with the national thrust areas.



5. Code of Conduct for Research

It shall be a prime responsibility of the faculty and the students of MIER College to adhere to the following norms while undertaking research work.

HONESTY

- Do not falsify, fabricate, plagiaries, mislead, or misrepresent (either in writing, through electronic/online means or by any other means)
- Do not deviate from accepted practices in the specific research discipline or pertaining to specific communities
- Obtain all relevant licenses, permits, permissions, and protocols, where necessary.

TRANSPARENCY

- Share and communicate research methodology, data and findings openly, responsibly and accurately
- Disclose and manage conflicts of interest.

FAIRNESS

- Treat fellow researchers and others involved in the research fairly and with respect.
- Appropriately reference and cite the work of others.
- Give credit, including authorship where appropriate, to those who have contributed to the research.

RECORDKEEPING

Retain clear, accurate, secure and complete records of all research including research data and primary materials.

CONFLICTS OF INTEREST

Disclose and manage any and all actual, potential or perceived conflicts of interest.

PUBLICATION AND AUTHORSHIP

- Include all authors of research outputs. Authors of research outputs are those, and only those, who have made a significant intellectual or scholarly contribution to the research and its output, and they have agreed to be listed as an author.
- Cite and acknowledge others work appropriately and accurately and obtain permission for the use of unpublished work.
- Acknowledge professional and technical staff, institutions, funders, and shared facilities which have contributed to the research explicitly in all published outcomes of the research.



HUMAN RESEARCH ETHICS

- Apply the ethics principles of research merit and integrity, justice, beneficence, and respect in the conduct of all human research.
- Only conduct research involving humans with approval from the appropriate ethics review body.

ANIMAL RESEARCH ETHICS

- Only conduct research involving animals after receiving approval from an appropriate animal ethics review body.
- Act to minimise the impacts on animals used in research and in so doing support the welfare and wellbeing of these animals.

CODE OF ETHICS FOR PLAGIARISM CHECK

- It is the objective of the college to create awareness among the faculty and the students regarding the responsible conduct of research, study, project, assignment, thesis, dissertation and prevention of misconduct including plagiarism.
- The college shall develop systems to detect plagiarism and set up mechanisms to prevent plagiarism.
- The college uses well known software like Drillbit and other online tools for plagiarism check.
- The College shall take serious note of any lapses on the part of researchers in this regard.

PRECAUTIONS TO BE TAKEN WHILE CHOOSING A JOURNAL FOR PUBLICATION

- It is encouraged to publish in good quality reputed journals
- Do not publish in predatory journals and journals of multidisciplinary nature which promise quick publication at a charge.
- It is encouraged to publish the research results in the journals which are indexed in prominent and reputed databases such as Scopus/Web of Science etc. and UGC Care listed journals.



6. RESEARCH SUPPORT

MIER College has framed a proactive policy to support the research activities, thus motivating the faculty members and students to undertake the research activities as per the guidelines of the college.

The following special privileges shall be given:

- Research funding will be provided through the Seed Money Scheme for the projects (Annexure 1)
- Annual Research Awards under Research Promotion Scheme (Annexure 2)
- Dr. Arun K. Gupta Research Award (Annexure 3)
- Financial support in the form of registration fees and TA/DA to be reimbursed for attending and presenting in national and international conferences.
- Guidance and Support for preparing proposals for external funding agencies.
- Data analysis, IT Services and Reprographic support.
- Training programmes for enhancing research skills.

Renu Gupta

Chairperson

Principal



Annexure 1

SEED MONEY SCHEME

1. Purpose

The purpose of Seed Money scheme at MCE is to encourage faculty members for developing innovative research proposals, novel ideas for undertaking research and to carry out preliminary activities related to research projects such as field visits, data collection, material procurement, etc. and enabling researcher to carry out the project work effectively.

2. Seed Grant

The maximum amount of seed money shall be Rs.20,000/- depending on merit of the project; however, it can be increased or decreased depending on decision of Research Committee to ensure the quality of the project.

The duration of the grant shall be of six months.

3. Eligibility

- Any regular faculty member of MIER College of Education, with a proven track record of quality research with minimum three (3) research papers to his/ her credit, published in journals of national/international repute. The faculty applying for the research grant shall be the sole Principal Investigator (PI).
- The faculty should have completed at least One year of service in MCE at the time of applying for the Seed Money scheme. However, a shorter period of service at MCE can also be considered in exceptional cases based on the quality of the project.
- The faculty members shall be eligible to receive seed money once in a year.
- The faculty members can apply for seed money scheme for one project at a time. The ongoing project must be successfully completed before the next proposal is submitted for consideration.
- The duration for the project shall be minimum 3 to 6 months.



- Any violation of the prescribed norms shall lead to debarring from participation in Seed Money Scheme in future.

4. Selection Criteria

The topic of research should be innovative and should encompass an interdisciplinary or a multi-disciplinary research area. The innovative or original nature of the proposal should be validated by carrying out a comprehensive review of literature or an extensive patent survey in the respective area. The area of research shall be aligned with the institutional research objectives. The project should have clearly stated outcomes in terms of societal impact, improvement in the practice of education, technology transformation etc.

5. Procedure For Applying

- All eligible candidates who wish to avail the seed money scheme shall need to submit a suitable research proposal to the Principal through the Convener, Research and Development Cell in the prescribed application form for approval.
- The duly constituted Research Committee will evaluate the proposal and recommend the amount of seed grant to be allotted for a project. The Research Committee shall have the right to reject the proposal, if found not suitable.
- Faculty members whose proposals are short listed shall be invited to make a presentation.
- The duly endorsed project assessment report and quantum of funding along with recommendations of the Committee shall be submitted to the Principal/Chairperson for approval.
- The project shall not be transferable in any case, and if the Principal Investigator fails to complete the project due to his negligence, he/she will be liable to refund the entire amount released.



- After approval of the project, the Principal Investigator shall be released 50% of the approved grant as first instalment. The remaining grant shall be released on submission of utilization certificate and statement of expenditure along with project completion report.
- The un-utilized grant, if any, may be refunded immediately through draft/electronic transfer to the College.
- The executive summary of the report and the research documents in the form of Publications, patents, monograph, or any other academic/research accomplishment as an outcome of the research project be uploaded on the relevant portal at the official website of the MCE.
- The balance grant, if any, not claimed before the date of completion of the project shall be treated as lapsed and no representation shall be entertained thereafter.
- In case of any misappropriation of funds strict action shall be initiated and if proven guilty, the entire amount released as Seed Grant shall be recovered.
- The Principal Investigator shall submit monthly progress reports to the Convener, Centre for Education Research of the college.

6. Expected Deliverables

- Externally funded projects should be generated as an outcome of the seed money scheme.
- Present the work in any National/International Conference/Seminar, etc. from the research work carried out in the said project before its completion.
- Training of students involved in the research project
- The Principal Investigator is required to publish at least one paper in a peer-reviewed indexed (SCI/Scopus/UGC CARE) journal and/or publish a Book/Book Chapter.
- The authors must acknowledge the funding source and include College affiliation in all such publications.



Annexure 2

Research Promotion Scheme

The revised incentives reflect the mission of the institution to promote quality research and to realize its vision of being recognized as a respected centre of research and development in the region.

S.No.	Category	Financial Incentive
Research Publications		
1.	International Journals - Grade A, Indexed in SSCI (Web of Science) or Scopus with a valid impact factor	5000/-
2.	International Journals - Grade B – Indexed in Scopus without impact factor or ESCI (Web of Science)	3000/-
3.	International Journals – Grade C - Any other peer-reviewed journal in UGC-CARE List	2500/-
4.	National Journals – Only from UGC-CARE List	1500/-
5.	International Conferences Grade A – Paper / proceedings published by know publishers such as Springer etc. and indexed in renowned databases	5000/-
6.	International Conferences - Grade B – Paper / proceedings published by the conference committee	3000/-
7.	National Conferences / Seminars - Paper / proceedings published by the conference committee	1500/-
Intellectual Property		
8.	Innovation Patent: Filing	3000/-
9.	Innovation Patent: Granted	5000/-
Miscellaneous		
10.	Consultancy Assignments	20% of the consultancy amount
11.	Guiding Ph.D. Student as a co-guide	Rs. 5000/-



12.	Acceptance of Research Project for External Funding	Rs. 5000/-
13.	Book Chapter Publication (International Publisher)	Rs. 3000/-
14.	Book Chapter Publication (National Publisher)	Rs. 2000/-
15.	Book Publication- International Publisher	Rs.10000/-
16.	Book Publication- National Publisher	Rs.7000/-
17.	Book Publication- State Level Publisher	Rs.5000/-



Annexure 3

Dr. Arun K. Gupta Research Award

The award money shall be given to the selected students of MIER College in the following programmes:

- Ph.D. (Education) Programme : Rs. 25,000/-
- M.Ed. Programme : Rs. 15,000/-
- M.A. (Education) Programme : Rs. 15,000/-

Criteria for Selection

The students shall be selected based on the overall quality of their research work. This shall include assessing the quality of their thesis in terms of the following parametres:

1. Objectives of the study
2. Relevance of review of literature
3. Research methodology
4. Quality of data analysis
5. Reporting of results and
6. Reference writing

The students shall also be assessed in terms of their presentation skills, explanation of the results of the study and achievement of their objectives.

The core understanding of the research process shall also be taken into consideration while evaluating the candidates by the research committee constituted for the purpose.

Renu Gupta

Chairperson

Principal

100th Anniversary



Annexure 3

Dr. Arvind Kumar Bhatnagar

The award money shall be given to the student in the following manner:

1. Education Programme: Rs. 12,000/-

2. Medical Programme: Rs. 12,000/-

3. Research Programme: Rs. 12,000/-

Chief of Selection

The Selection Committee shall be constituted by the following members:



The true understanding of the research process will be taken into consideration while evaluating the candidates for the research committee constituted for the purpose.

Principal

Chairperson

Research Committee

**Policy Against
Sexual Harassment**

PREVENTION & REDRESSAL OF SEXUAL HARASSMENT POLICY



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

MIER COLLEGE OF EDUCATION

Autonomous

**Recognised by the Govt. of J&K and
Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade**

Prevention and Redressal of Sexual Harassment Policy



B.C Road, Jammu Ph. 2546078, 2565098 Email: principal@miercollege.in
Website: www.miercollege.in



PREVENTION & REDRESSAL OF SEXUAL HARASSMENT POLICY

1. PURPOSE

In adherence to UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 (hereinafter referred to as UGC Regulation) MIER College of Education shall have an independent regulatory framework to ensure preventive, remedial and/or disciplinary measures against sexual harassment of its employees and students. The College shall be committed to create and maintain an environment that is free of all forms of gender based discrimination and sexual harassment. The College shall have a zero-tolerance policy towards sexual harassment towards any gender and shall provide for timely and adequate compliance of the directions in this regard contained in the UGC Regulation.

2. SCOPE

All allegations of sexual harassment by employee/students working /studying in MIER College are covered under this policy. The workplace for the purpose of this policy is defined as the campus, any official travel or transport provided by the College, team events, social events related to work, any venue whereby an employee/student finds them as a result of work or duties/study.

3. DEFINITIONS

Definitions of terms under this Policy shall be the same as provided under the Act, unless stated otherwise herein. In case of any ambiguity, the definitions as provided under the Act shall take precedence over the ones provided herein.

3.1 Sexual Harassment: "Sexual Harassment" includes any unwelcome, sexually determined behaviour, direct or by implication, and includes any physical contact and advances, a demand or request for sexual favours, making sexually coloured and unsavoury remarks, showing pornography, any other unwelcome physical (for example, touching or brushing against any part of the body and the like, etc.), verbal or nonverbal conduct having sexual overtones.



For the purposes of this policy "Sexual Harassment" shall include, but will not be limited to the following:

- a. Unwelcome sexual advances, requests for sexual favours, and/or verbal or physical conduct of a sexual nature made, either explicitly or implicitly, whether or not in return for a term or condition of instruction, employment, participation or evaluation of a person's engagement in any University activity/academics.
- b. When unwelcome sexual advances and/ or verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or through mobile or e-mail, SMS, MMS, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- c. Forcible physical touch or molestation, eve teasing, innuendos and taunts, physical confinement against one's will and any other act likely to impinge upon one's privacy.
- d. Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development/studies or otherwise making the environment at the campus hostile or intimidating to a person belonging to the other/ same sex.
- e. When any such conduct is committed by a third party or outsider in relation to an employee/ student of the College, or vice versa during the course of employment.

3.2 College: refers to MIER College of Education.

3.3 Complainant/ Aggrieved Woman: means in relation to a workplace, a woman of any age, whether employed or not/student, who alleges to have been subjected to any act of sexual harassment at the workplace/ campus by another person. The definition of Complainant/Aggrieved person for the purpose of this policy extends to all women employee/ students irrespective of status of employment. It includes full time employee/ students, part time employee/ students, contract workers, temporary staff, interns, trainees, vendors, consultants, and students etc.

3.4 Internal Committee/ Complaints Committee/ Committee: means an Internal Committee constituted under Section 4 of the Act.

3.5 CASH: refers to Committee against Sexual Harassment, the internal complaints committee framed for the purpose of redressal of grievances.



4. POLICY GUIDELINES

4.1 Sexual Harassment: Circumstances of Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- a. Implied or explicit promise of preferential treatment in employment/ evaluation of academics; or
- b. Implied or explicit threat of detrimental treatment in employment/ evaluation of academics; or
- c. Implied or explicit threat about present or future employment status/ evaluation of academics; or
- d. Interference with work/studies or creating an intimidating or offensive or hostile work environment; or
- e. Humiliating treatment likely to affect health or safety.

The harasser's conduct must be unwelcome. Harassment can occur in person, over the phone (including voice mail), over the internet or e-mail or any other form of communication. The harasser can be the complainant's supervisor, a supervisor in another area, a co-worker or a nonemployee/student or faculty/non-teaching staff.

4.2 Third-party Harassment: The College also stands committed to take appropriate preventive and remedial action to prevent sexual harassment of its employee/students by nonemployee/students and vice-versa.

4.3 Harassment-Free Working Conditions: It is the responsibility of each employee/student to create an atmosphere free of harassment and respect the rights of fellow employee/students, thus, maintaining a positive and healthy work environment for all. The College expects all faculty/staff/senior leaders to take appropriate steps to prevent or deter acts of sexual harassment.

4.4 Awareness about the policy: The College shall take all requisite steps to ensure effective dissemination of this policy through workshops, awareness programs and printed communications in accordance with the Act.

5. INTERNAL COMPLAINTS COMMITTEE- CASH (COMMITTEE AGAINST SEXUAL HARASSMENT)

5.1. The Internal Complaints Committee shall be the primary authority responsible for dealing with and to adjudicate on any complaint / grievance in the nature of sexual harassment and shall function with full autonomy with power to make recommendations and/or to pass punitive orders in accordance with this Regulation.



1. The ICC shall consist of the following members:
 - i. Senior Woman Professor/Associate Professor of the College - Presiding Officer.
 - ii. 2 faculty members and 2 non-teaching employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
 - iii. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively nominated in consultation with the Student Council of the College.
 - iv. One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
2. All the members of the ICC shall be nominated by the Principal and approved by the Chairperson of the College.
3. At least one-half of the total members of the ICC shall be women.
4. The ICC may meet as many times as the need arises for the purpose of the Enquiry stated under Clause 4(2) herein but shall be obliged to meet twice in a year to review its performance and compliance under this Regulation. At least 2/3 of its members shall be the required quorum. The Presiding Officer may exercise a Casting Vote in case of a deadlock on any decision of the ICC.
5. The Presiding Officer shall have power to invite any faculty member, Counsellor or any other employee or student or any other 'covered individuals' to assist in the proceedings of ICC either as witness or for providing corroboratory evidence with reference to the instance/s leading to the complaint/grievance.
6. The Presiding Officer may appoint one of the Members to be the Secretary of the ICC to record and document all its proceedings.

Note

- i. At least one-half of the total members of the ICC shall be women.
- ii. Persons in senior administrative positions in the HEI, such as Registrar, Deans, Head of Departments etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- iii. The members appointed from amongst the non-government organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Complaints Committee, by the Management as may be prescribed.



5.2 Committee Responsibilities: All complaints of sexual discrimination or harassment will be treated in a serious manner and as per the Act and the Committee will ensure that:

- a. An appropriate investigation of complaints is conducted. The report of the investigation, findings and recommendations which the ICC will prepare should be shared with the Management and both the parties.
- b. No reprisal or retaliatory action is taken or tolerated against the complainant.
- c. Sensitive nature of the complaint and the respective position in the College of the parties are kept in mind during investigation.
- d. Fair process and principles of natural justice are followed.

5.3 Complaint Mechanism: Employee/students who believe they are experiencing sexual harassment may follow the steps below:

- a. If the employee/student feels comfortable he/she may first directly talk to the harasser that he/she considers the behaviour inappropriate and that the conduct is unwelcome and wants it to stop. It is important that this is said very firmly and clearly.
- b. If the harassment still persists, the employee/student may report the situation to his/her supervisor/ HoD/ Principal/ Director's respectively.
- c. Employee/student can also report the situation to any level of management, at any time, who shall escalate the same to the Chairperson immediately.
- d. The employee/student may use the complaint mechanism and file a written complaint to the ICC.
- e. The employee/student may also e-mail the complaint addressed to the Presiding Officer of the committee.
- f. Gender Sensitization which shall involve creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed.

5.4 Initiating Action: Any aggrieved employee/student may approach the Complaints Committee with a complaint of sexual harassment under this Policy.



The following steps will be followed in this regard:

- a. A complaint of sexual harassment can be filed within a time limit of one (1) month from the date of the last incident. This may be extended to another one (1) month upon satisfactory reason provided for the delay in reporting.
- b. An employee/student making a complaint ("Complainant") has to give the complaint to the Complaints Committee in writing along with supporting documents, names and addresses of witnesses and the said complaint will be afforded confidentiality as prescribed by law.
- c. No person against whom a complaint is made shall be part of the Complaints Committee.

5.5 Investigation Process: On receipt of the complaint, the process as described under the Act shall be followed. During the pendency of the investigation process depending upon the facts and circumstances of the complaint, the committee may recommend to the College to take certain pre-emptive steps in support of the complainant, like, grant of leave etc. to support a free & fair investigation.

5.6 Protection against False Accusations: Where the Internal Complaints Committee arrives at a conclusion that the allegations against the harasser/ respondent is malicious or the complainant/ aggrieved woman/student making the complaint has made the complaint knowing it to be false or the complainant/ aggrieved woman/student making the complaint has produced any forged or misleading document, or the employee/student appearing as a witness deposes falsely, the Internal Committee may recommend to the College to take action against the complainant/ aggrieved woman/student who has made the complaint or the witness who has deposed falsely in accordance with the provisions of Service Terms & Conditions/standing orders applicable to him/ her, which may even include dismissal from service/rustication from the College.

5.7 Records and Reports: Records shall be maintained for all complaints received and actioned. The Internal Committee will make an annual report detailing number of complaints received, number of complaints disposed, pending complaints and action taken by the College. Normally such details are needed by the UGC.

5.8 Non-Retaliation: No retaliation or intimidation directed at anyone who makes/assists in filing a complaint or is a witness to the investigation will be tolerated.

5.9 Corrective Action: Upon receipt of the findings of the Committee, the Management will pronounce its verdict with regard to the charges against the harasser, which shall thereafter be promulgated.



5.10 Punishment for Sexual harassment

- a. **Penalties:** If an employee/student is found to have violated this Policy, the Management shall take such action as may be appropriate action for misconduct by the employee/student under the College policy and service rules/standing orders.

Such actions may include any of the following:

- i. Written apology
 - ii. Warning
 - iii. Reprimand or censure or warning
 - iv. Withholding of promotion
 - v. Withholding of pay rise or increments
 - vi. Termination of employment
 - vii. Counselling session
 - viii. Carrying out community service
 - ix. Suspension from the College up to specified duration
 - x. Rustication from College
- b. **Compensation:** If the Complaints Committee concludes that a serious instance of sexual harassment is proved against the Counter Party, the Committee can also recommend monetary compensation in favour of the Complainant by way of deduction from the salary or wages of the Counter Party, in an amount that it may consider appropriate to be paid to the Complainant and in accordance with applicable law.
- c. The Complainant upon request is entitled to leave as per statutory guidelines during pendency of the proceedings.

6. IMPLEMENTATION

The provisions of this Policy are in addition to and not in derogation of the provisions of the Act, as amended from time to time, or any law in force from time to time. The provisions of the Act shall always be held sacrosanct and shall be followed by the Committee and the College.



7. INTERPRETATION

Any matter not specifically covered under the above guidelines shall be referred to Management for necessary advice. The interpretation of this policy rests exclusively with the College. The decision of the College shall be final and binding.

Renu Gupta

Chairperson

Principal

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