#### Metric ID :- 3.1.3

In-house support is provided by the institution to teachers for research purposes during the last five years in the form of:

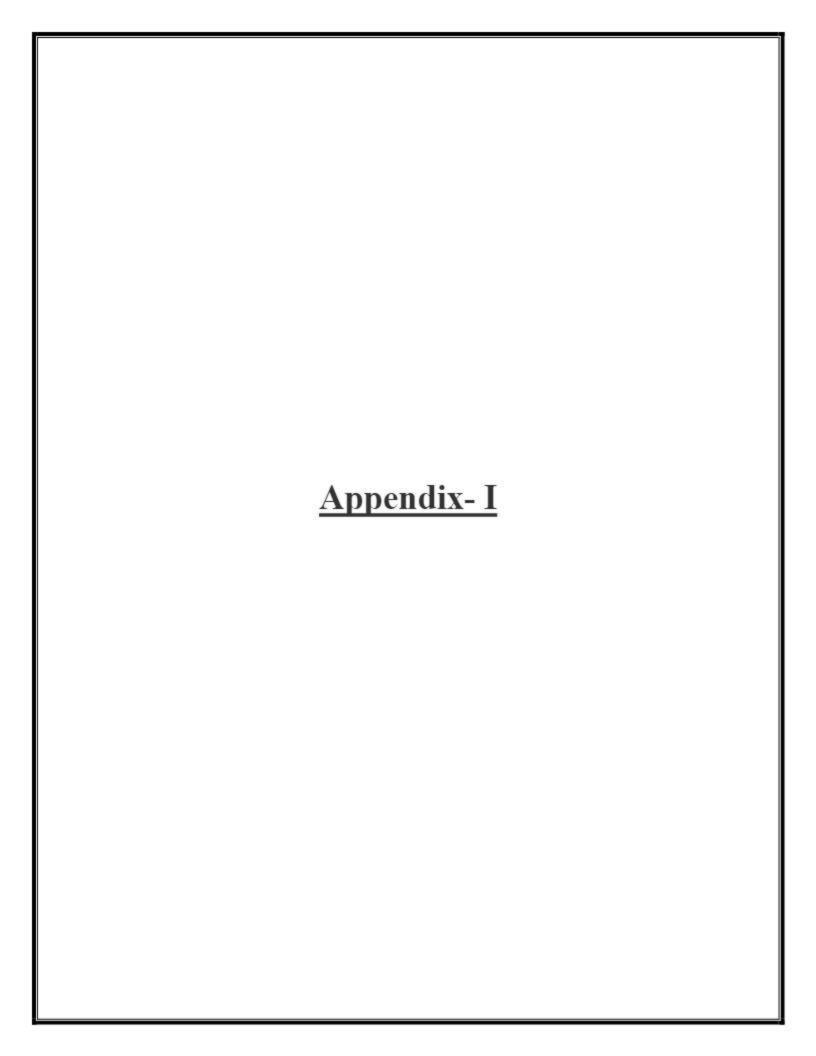
- 1. Seed money for doctoral studies / research projects
- 2. Granting study leave for research field work
- 3. Undertaking appraisals of institutional functioning and documentation
- 4. Facilitating research by providing organizational supports
- 5. Organizing research circle / internal seminar / interactive session on research

#### Findings of DVV:-

- Institutional Policy document detailing scheme of incentives
- · Sanction letters of award of incentives
- Income-Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal
- Documentary evidence for each of the claims

#### Response:-

We have attached relevant documents in Appendix I





# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)

Behind Godhani Railway Station, Godhani(Rly), Nagpur(M.S)- 441123 Ph./Fax: 2669506 Website:-www.ciwcengp.org.in/site, Mail ID- 144centralindiawomenscollege@gmail.com

Ref. No. Date:02/07/2006

#### STAFF WELFARE MEASURES

Central India women's College of Education adopts the following welfare measures for the Teaching and Non -Teaching Staff members --

Medical Leave: - 06 Medical leaves are provided to the Teaching staff which has to earned in advance. These leaves are carried forward if not availed.

Maternity Leave: Maternity leaves can be given to Lady staffmembers for six months with an agreement of resuming the work as per her convenience after this period.

**Promotions:** Promotion or Salary hike are given to the Teaching and non-Teaching staff based on the qualification, service and outcome of the performance appraisal.

Fees concession to the ward of the staff members: college provides 20% fee concession for the wards of the Teaching or Non-Teaching staff.

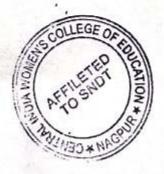
Research Assistance: Publication Incentives cost of the registration and participation in the National or International Conference /Seminars are given to the faculty members. Seed money is also provided to the research scholars.

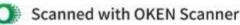
Career Growth: Faculty Members are sponsored for attending Short Term Courses, Workshops , and Faculty development programs for up-grading their knowledge.

Faculty Recreation Programs: Recreational Trip will be organized for the teaching and nonteaching staff a per the Institutional guidelines.

#### Miscellaneous:

- Uniform will be provided to peon and security as per seasonal shift.
- Free Medical Camp can be arranged for the staff if needed.





SCE adopts all necessary measures to provides environment to the teaching and non-teaching staff as given below –

- 1. RO Water
- 2. Hygienic washrooms
- 3. Neat & Clean staffroom with sanitizer available on each seat

Transport facility is alsoprovided to the teaching staff if needed.

Principal

#### Distribution:

- 1. HOD B.ED
- 2. Teaching Staff
- 3. Non-Teaching



# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

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Ref. No. Date: 02/07/2018

To.

Secretory

Central India Women's college of Education

Godhani, Nagpur.

Subject: Daily Allowance for faculty members for central Assessment program (Cap) at

SNDT, Mumbai.

Dear Madam,

As per the discussion held regarding the Daily Allowance for faculty members attending the Central Assessment program (CAP) at SNDT, Mumbai, the details for approval are provided below:-

Particulars	Rate Per person	
Breakfast	Rs.200	
Tea/Coffee	Rs.150	
Lunch ',	Rs.450	
Dinner	Rs.450 .	
Accommodation	Rs.5500 .	
Local Conveyance at Mumbai	As per requirement	
To and Fro to station	As per requirement	
	Breakfast Tea/Coffee Lunch Dinner Accommodation Local Conveyance at Mumbai	

The Concerned faculty members will attach the bills wherever applicable.

Kindly approval the given proposal.

Regards

Principal





# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)

Behind Godhani Railway Station, Godhani(Rly), Nagpur(M.S)- 441123 Ph./Fax: 2669506 Website:-www.ciwcengp.org.in/site, Mail ID- 144centralindiawomenscollege@gmail.com

Ref. No. Date: 03/06/2021

CIRCULAR

All Teaching and Non-Teaching Staff of Central India Women's College of Education are informed that Conveyance facility has been started for staff members which can be availed by paying the amount consumed for fuel in take and ( No. of KM. to and fro both side ). The record for the journey will be maintained in the office and payment will be made in account office.

Chairperson







## ENTRAL INDIAINDIA GROUP OF INSTITUTION

Ref. No.

Date: 03/06/2021

#### TRAVEL ALLOWANCE POLICY

1 As per the direction of the Management the following rates have been fixed for the Teaching Non-Teaching staff proceed on temporary duty to the university and other places.

Sr. No.	Particulars	Rate Per person
1 1 .	Breakfast	Rs.200
2	Tea/Coffee	Rs.150
3	Lunch	Rs.450
4	Dinner	Rs.450
5	Accommodation	Rs.5500
6	Local Conveyance at Mumbai	As per requirement
7	To and Fro to station	As per requirement
8 .	For Faculty and other Staff Members	Rs.6000/ as per 3 AC train fare (To and Fro)
, 9	Head of the department	Rs.8000/ as per 2 AC train fare (To and Fro)

- 2 For accommodation, pre-booking will be done by college and preference will be given to booking as per OYORooms prices.
- 3 Any emergency visit the rates of conveyance will be decided as per Management.
- This policy will be in effect from 5 June 2021.

Secretory

#### Distribution:

- All Department
- 2. Office File



Central India Women's College Of Education





# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)

Behind Godhani Railway Station, Godhani(Rly), Nagpur(M.S)- 441123 Ph./Fax: 2669506 Website:-www.ciwcengp.org.in/site, Mail ID- 144centralindiawomenscollege@gmail.com

Ref. No. Date: 06/02/2022

#### OFFICE ORDER

#### Amendment in the Leave Rules for the Employees

- 1 With reference to Institute/college Leave Rules for the Employees Ref. No. MSMGVBS/2021-2022/110 dated 25<sup>th</sup> February 2021.
- 2 All Teaching Staff of Central India women's College of Education are hereby informed that the 'Duty Leave (O.D.)' in additional to the previous leaves as authorised vide our previous Leaves Rules for Employees Ref. MSMGVBS/2021-2022/110 dated 25<sup>th</sup> February 2021 will be also authorised for all teaching staff of Central India women's College of Education on the following ground:-
- a. Attending Conference, Congresses, Symposia and Seminarson behalf of the University, as a delegate nominated by the university or with the permission of our university/college.
- b. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the university Vice Chancellor/Principal of the college.
- c. Working in another India or foreign university and other agency, institution or organization, when so deputed by the university/College.
- d. Participating in a delegation or working on a committee appointed by the central Government, state Government, the UGC a sister university or any other similar academic body.
- e. For performing any other duty assigned to him /her by our University College.
- 3. All teaching staff will ensure that duty leave will be granted by the principal only on the reasons as mentioned above, However, principal will also ensure that the duty Leave will be sanctioned only if the aforementioned duties have been assigned to concerned staff through the college authorities, No direct individual detailing letter /Email will be accepted.

4. Conditions for sanctioning of duty Leave :- Only one duty leave will be sanctioned in a month to each faculty. Only one faculty will be permitted in a day. If more than one faculties have been detailed by University or other authorities in such case the duty will be sanctioned according to the quality and

importance of the duty by principal with the approval of the management. Duty of the principal will be sanctioned by the management.

5. In addition to the above, all teaching staff will submit their feedback/feedback/Reports describing benefits of duty for college of the duty in writing immediately on arrival in the college to principal. Such reports will be attached with the leave Application.





## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

ss the following Particular.  Sr.No. Particular  Workshop	Amount
	Amount
	500/-
Total Amo	unt 500/-
words: Five hundred only !-	Rs. only.

Signature of Recipient



Sr. No. 004  Name: Y	PAYMENT VOUCHER  Seema Chikhale	Date: 19.10712017
Sr.No.	Particular	Amount
	workshop	500/-
	10 hum / 10 / 10 / 1	Total Amount 500/-
In words : []	de hundred only	Rs. only.  Nabhne Signature of Payer (Principal)



# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No.  Name:_ as the fol	Shabana Anjum  lowing Particular.	Date 01/12/2018  received cash
Sr.No.	Particular	Amount
-	Semmar	500/-
		Total Amount 500/-
	Shalona library	Rs. only.
Sig	Shabana Intim maiure of Recipient	Signature of Payer (Principal)

4.0	Behind Godhan	AFFILIATED TO S.N.D.T. WOMEN'S UNIV i Railway Station, Godhani (Rly), Nagpur	ERSITY, MUMBAI) (M.S.) -441123 Ph./F	ax: 2669506
Sr. No.	006	PAYMENT VOUCHER	Date :   Q	1012018
Name :_	Shaban	a Anjum		received cash
as the fo	ollowing Particular.			
Sr.No.		Particular		Amount
	work	shop		500/-
			Total Amount	500/-
In words	: FIVE	hundred only	1/	Rs. only.
Sig	Shabana I-In I'm	n	Signature of Pay	ver (Principal)



#### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No.  Name:	Shabana Anjum  owing Particular.	received cash
Sr.No.	Particular	Amount
	Seminar	300/-
	FILLE humbred only /-	500/-
In words :	habana Anym Signature of Par	Rs. only. yer (Principal)



## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

_	Behind Godhani Railway Station, God	dhani (Riy), Nagpur (M.S.) <i>-44</i> 112	3 Ph./Fax : 2669506
Sr. No.	11117	T VOUCHER Date	06,03,2019
Name :_	Shabana An	an	received cash
as the fo	ollowing Particular.	,	
Sr.No.	Particul	lar	Amount
*	National Confer	rence	500/-
	*	Total An	nount 500/-
In word	s: Five hundred	only/-	Rs. only.
Si	Shabana Ilnjum ignature of Recipient	Signature	of Payer (Principal)



	Behind Godhani Railway Station, Godhani (Riy), Nagpur	(M.S.) -441123 Ph./	ax: 2669506
Sr. No.	009 PAYMENT VOUCHER	Date 06	103,2019
Name :_	Dr. Geema Chikhal	е	received cash
as the fo	llowing Particular.		
Sr.No.	Particular		Amount
	Mational conference		500/-
		Total Amount	500/-
In words	. Five hundred only	/-	Rs. only.
Siį	Shill polygnature of Recipient	Signature of Pa	yer (Principal)



### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No.  Name:_	O10  Shabana Anjum  Towing Particular.	_received cash
Sr.No.	Particular Particular	Amount
(	National conference	500/-
	Total Amount	500/-
In words	. Five hundred only!	Rs. only.
Sig	Chabana Anjum  nature of Recipient  Signature of Pe	tyer (Principal)



#### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

	Beh	ind Godhani Railwa	y Station, Godhani (Rly),	Nagpur (M.S.) -441123 PhJ	Fax: 2009000
Sr. No.	011		PAYMENT VOUCH	ER Date 06	01,2020
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	llowing Par	ticular.		1. 6	<del>, , , , , , , , , , , , , , , , , , , </del>
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	(	confere	nce		500/-
			,	. Total Amount	500/-
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Siį	Shab Re	eipient Jum		Signature of Pe	hale tyer (Principal)



## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)

	Bening	Godnani Kaliway Station, Godnani (Kiy), Nagpur (M.S.) -	441123 Ph/Fax : 2009500
Sr. No		PAYMENT VOUCHER	Date: 67 67 2020
Name	:Sh	abana Anjum	received cash
as the	following Partic	ular.	
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	Inter	national conference	500/-
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In wo	rds: FI	ve hundred only/	Rs. only.
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# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

<b>4.</b>	147	(AFFILIATED TO S.N.D.T. WOMEN'S UNIVE ani Railway Station, Godhani (Riy), Nagpur (	M.S.) -441123 Ph.	/Fax : 2669506
Sr. No.	Saha	s Funde	Date 31	10312020received cash
as the fol	lowing Particular.	381		
Sr.No.	_/	Particular		Amount
	Aware	eness programi		500/-
			Total Amount	500/-
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Signature of Payer (Principal)



Name : IL	014 Guhas F	Station, Godhani (Riy), Nagpur ( PAYMENT VOUCHER  Lincle	M.S.) -441123 Ph./	Fax: 2669506  10.51.2.0.2.1 received cash
ss the follow Sr.No.	ring Particular.	Particular		Amount
	worksho	P		500/-
			Total Amount	500/-
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#### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

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	Total Amount	500/-
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	(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBA Behind Godhani Railway Station, Godhani (Riy), Nagpur (M.S.) -441123 P	N) h./Fax : 2669506
Sr. No.	2 .	5,10,2021
Name:	Shaband Anjum	received cash
as the follo	owing Particular.	
Sr.No.	Particular	Amount
	Awareness programe	500/-
	Total Amou	m 500/-
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Signa	the benefit Signature of	in that c Payer (Principal)



## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No. Name : as the f	Prof. Rek	ha Y. Kale	Date :	received cash
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	Mational	conference		500/-
	1811		Total Amount	500/-
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Name :_	Suhas Func	le	received cash
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1	online Quiz	- compilion	500/
		Total An	10unt 500/
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Sr. No.	0 1 9	ihani Railway Station,		agpur (M.S.) -441123 Ph./	
Name :_	DY.	Suhas	Fund	Date : Ω	1.D.24.2.02.
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Sr.No.		Parti	icular		Amount
	covid	-19 - Sc	fety	online	500/-
				Total Amount	500/_
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Name :_	Sharda Zod	received cash
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	Faculty development program	1 500/~
	Total Amou	nt 500/_
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	(AFFILIATED TO S.N.D.T. WOMEN'S U Behind Godhani Railway Station, Godhani (Riy), Nag	INIVERSITY, MUMBAI) Ipur (M.S.) -441123 Ph./Fax : 2669506
Sr. No.	021 PAYMENT VOUCHER	April 1994 C 1994
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Sr.No.	Particular	Amount
	National conference	500/
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		Total Amount	500/-
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# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No.		109/2022
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-	International conference	500/-
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## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No.	Data ~ 10 1/2	
Name :_	Dr. Seema Chikhale	received cash
Sr.No.	lowing Particular.  Particular	Amount
	International conference	500/-
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### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No. Name :_	Dr. Seema Chikhale	received cash
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In words	ENE hundred could	Amount 500/-
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#### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

Sr. No. Name:	Dr. Suhas Funde	received cash
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### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

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## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)
Behind Godhani Railway Station, Godhani (Rly), Nagpur (M.S.) -441123 Ph./Fax: 2669506

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	wing Particular.			
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### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)
Behind Godhani Railway Station, Godhani (Rly), Nagnur (M.S.), 441123 Ph /Fax : 2669506

	- Simila Obaliani Manimay Otation, Godinani (Miy), Nagpur (m.s.) -141125 Filst	ax . 2005550	
Sr. No.	Date : [1.1.]	03/2023	
Name :	Dr. Shabanal Anjum	_received cash	
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Signature of Tayer (Trincipal)			



# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S LINIVERSITY MUMBAIL

	Behind Godhani Railway	Station, Godhani (Rly), Nagpur (M.S	3.) -441123 Ph./	Fax: 2669506
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	Mationa	el worksho,	ρ	500/
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Signature of Recipient		s	Signature of Pa	uda yer (Principal)



## CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)
Behind Godhani Railway Station, Godhani (Riy), Nagpur (M.S.) -441123 Ph./Fax : 2669506

r. No.	033 PAYMENT VOUCHER	Date: 15, 10, 2023
Name :_	Dr. Seema Chikha	received cash
s the fol	llowing Particular.	
Sr.No.	Particular	Amount
	International co	onferena 500/-
		Total Amount 500/
In words	: Five hundred on	Rs. only.
Sig	Shithale gnature of Recipient	Signature of Payer (Principal)



# CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)
ehind Godhani Rallway Station, Godhani (Rly), Nagpur (M.S.) -441123 Ph./Fax : 2669506

Sr. No. 0	PAYMENT VOUCHER  Date: 1.5.  Seemal Chilchale	ax: 2669506 101 2023  _received cash
as the follow Sr.No.	ing Particular.  Particular	Amount
	International conference	500/-
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#### CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION

(AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI)

	Behind Godhani Railway Station, Godhani (	Rly), Nagpur (MLS.) -441123 PhJFax: 2669506
Sr. No.	004	Date: 10/12/2020
Name :_	Dr. Geema Chil	that greceived cash
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	Mational Gemin	ar 500/-
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the Principal contral andra women's cally c of Education Godhami, Naypus

Subject := Leave Application synopsis
phip viva.

Respected madam

9 would libre to inform you that I require a day of absence date 12/08/23 due my PhD synopsis viva. at Lavikulgury halidas somskuit university. Damtek

I will highly frateful to you for this kindly consideration.

-Thanking you

Yours sin corely

Permission Generalcal

Bhixmale 11/08/2024

Sharda 5. Thakere



PRINCIPAL
Contral India Women's College Of Education

The Pancipal

Contral andia women's callege of Education acolhomi, Nagpus

Subject - Leave Application For Fore.
days Ph.D course walk exam.

g would like to informe you that I have secured admission in P.hD course. I have require four P.hD course work days Leave for Ph.D course work exam clate 8 Aprillo11 April 2023.

97 15 my humble request,
Windly consider my four days leave I have handoner my responsibility to my colleague.

Permission stanford

Thank you.

Thank you.

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Shikhah 08/4/2023

PRINCIPAL
Central India Women's College Of Education
Name

The Psincipal Central India Women's College of Education Gudhami, dagpur

Subject: Leave Application for ShD Convocation

Respected Madam

Date: 2/01/2022

I am writing to request a le one day Leave on 3rd January 2022

due to some my PhD convocation be at Ramtele, Kalidas Sanskout University, e I assure you that my work will be completed before the period of my releave, and I will handover all my responsibilities to my colleague.

Thanking You.

Yours sincerely.
Shooting Anjum

Permission granted

Shillian

PRINCIPAL

PRINCIPAL

PRINCIPAL Central India Women's College Of Education

The Principal Central India Women's College of Education Godhani, dagpur Subject: Leave Application for I'm Viva Dite: 29/12/2021 Kespoted Modam I would like to inform you that I require a day of absence date 30th December 2021 due my PhD final viva at E Kanikulgurulcolidas Sanskrut University. Ramtelc. he I will highly grateful to you for this Kindly consideration. Permission granted 27/12/202 Thanking You. de Yours Sincerely Shahar

PRINCIPAL

Cantral India Warnen's College Of Education

To.

The principal Central India Women's college of Education, Crodhani (Rly), Nugpur

Subject Request for Early Modernity Leave Letter for 24 weeks from 15 sep 2019 Applicant: Assit Prof. Rekha Yadavran Kale Respected Mam.

I am writing this letter to inform. You about my pregnancy & I want to take the abouted 24 weeks of maternity leave available to me by the organization. My expected due to me by the organization. My expected due date is 30th sep 2019. I am planning to start my date is 30th sep 2019 and return to the job leave from 15 sep 2019 and return to the job leave from 15 sep 2019 and return to the job of any unforeseen issues with delivery of any unforeseen issues with delivery and pregnancy that can cause a delay in the joining date.

Thornking you,

Permission granted

12/9/2019

Your's Sincerely Assit Prof. Rekha kale



The Trincipal
Central India Women's College of Education
Godhami, clayfor
Date: 12/12/2017

Subject: Leave Application for four day, 19hD Course Work exam.

I would like to informe you that

Those secured admission in I'hD

Those secured admission in I'hD

Course. I have require four days Leave

Course. I have require four days Leave

to 18th December 2017.

It is my humble request, kindly consider my four days leave. I have handover my responsibility to my colleague,

Thanking You.

Permission Granted

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12-12/2-17

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Contral India Women's College Of Education

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