

CRITERIA-6.3.1

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



PRINCIPAL
RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)



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

Development Program for Teaching Staff

Faculty Development % higher Education

To grow along with the institute few faculty members are granted and sponsored for higher studies (Master Degree) in their field at various universities. All non doctoral faculty members are encouraged to enroll Ph.D. programme in various Universities and also the management provides on duty whenever necessary.

Faculty Development Programs, Seminars, Workshops and Conferences

The management encourages and provides financial help to all faculty members to attend seminars, faculty development programs, workshops and conferences and for selected programs the faculty member fully sponsored.

OD will be granted, when staff members are required to go out on official, duties or to participate in Seminars, Conferences, Workshops, for presenting paper etc. as approved by the Principal/Designated Authority. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college. Employees who work on holidays are given extra leave in the form of CML.

The Guidelines on TA/DA norms are appended below for faculty who will be attending any meeting /conferences / Faculty development programs/work shop /training etc at other institute.

1. The leave requisition form should with the necessary supporting documents such as broacher, confirmation letter etc.
2. The institution provides a certain amount of traveling allowances for partaking in conferences/workshop/training etc. and such participation is authorization by the Principal as stated below.

a) Within the city and distance covering 50 km around the college traveling allowances –RS 500/-

b) Within state and distance above 100 km travelling allowance- –RS 1000/-





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3. The institution provides full sponsorship for faculty members if they are representing management in any events
4. The institution provides flight ticket fare for the faculty attending conferences events outside India for selected programs
5. Faculty members are required to submit the certificate and attendance in the department

Promotion of In-house Research and development

The college aims at promoting R&D testing Consultancy such other profession-Promotional activities, Involving faculty at various levels. It encourages the faculty members to undergo in house R&D activity along with the students.

The Faculty members involving in research encouraged for getting substantial grants for R&D work for strengthening the infrastructure in the institute

Faculty members are encouraged to take up minor R&D projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conference.

List of major welfare facilities given to the faculty and their family members:

- Medical Leave in case of hospitalization for more than 3 days.
- Research facilities are available for faculties pursuing their Ph.D.

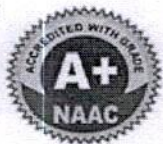
List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- Monthly one casual leave and two one-hour permission is allowed to avail.
- Yearly 30 days of vacation leave is given to faculty members.
- Staff member sports (indoor game, outdoor games) are conducted.
- Free transport facilities to and from their home to college.

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Development Program for Technical supporting/Non-teaching Staff

The training program for lab technical staff instructor shall be arranged as per requirements of new curriculum. The management also encourages conducting and attending programs in modern tools to updates the technical skills and knowledge of lab instructor.

List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail.
- Yearly 15 days of vacation leave is given to faculty members.
- Free transport facilities to and from their home to college.
- Staff member sports (indoor game, outdoor games) are conducted.

Principal

Raipur Institute of Technology
(RITEE), Raipur
Seal & Signature

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LEAVE APPLICATION

RAIPUR INSTITUTE OF TECHNOLOGY

To, _____ Date 21.11.2022
The Principal

Sub : Application for Leave

1. Name of Faculty/ Staff : Daneshwar Meelu
2. Designation/Department : F.A./Mech
3. Contact Address, Telephone No. : 7753777452

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested	01						19.11.22	Personal work
Leave Balance	2 days						22.11.22	2 CL

4. Work Adjustment Details : Mr. A. Varma 21.11.22

Remarks : _____

Signature of HOD 22/11/2022 Order of the Principal _____ Signature of Applicant 21.11.22

LEAVE AGAINST SUNDAY WORKING

RAIPUR INSTITUTE OF TECHNOLOGY

To, 1 CML Date 29/09/2022
The Principal

Sub : Application for Leave

1. Name of Faculty/ Staff : Praveen Kumar Ashetty
2. Designation/Department : Tech. Asst./C&E
3. Contact Address, Telephone No. : Raipur, 8871671004

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested			01				28/09/2022	Personal work
Leave Balance							August-22	

5. Work Adjustment Details : Khushboo Shrivastava

Remarks : _____

Signature of HOD _____ Order of the Principal _____ Signature of Applicant _____

Principal

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MEDICAL LEAVE

RAIPUR INSTITUTE OF TECHNOLOGY

To, _____ Date 31/11/22
The Principal

Sub : Application for Leave

1. Name of Faculty/ Staff : Dr. Manjusha B
2. Designation/Department : Associate Professor
3. Contact Address, Telephone No. : 9343035155

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested							<u>2/11/22</u>	<u>Medical</u>
Leave Balance								

4. Work Adjustment Details.....

Remarks _____

Signature of HOD [Signature] Order of the Principal [Signature] Signature of Applicant [Signature]

OD – For External Examiner

RAIPUR INSTITUTE OF TECHNOLOGY

To, _____ Date 19/11/2022
The Principal

Sub : Application for Leave

1. Name of Faculty/ Staff : Dr. Rajeshwar Verma
2. Designation/Department : HOD / Mechanical
3. Contact Address, Telephone No. : 9302773095

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								<u>Mo Tech.</u>
Leave Requested						<u>✓</u>	<u>21/11/2022</u>	<u>External Examiner</u>
Leave Balance								

5. Work Adjustment Details: Prof. K. L. Motghare Sir will be HOD in-charge.

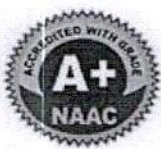
Remarks _____

Signature of HOD [Signature] Order of the Principal [Signature] Signature of Applicant [Signature]

[Signature]
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CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY
छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय

No/CSVТУ/EXAM/2022/ 743 Bhilai, Date: 29/09/2022

To,
✓ Dr. Rajehwar Verma
Asst. Prof., RIT Raipur (C.G.)

Sub :- Appointment as External Examiner for evaluation of M.Tech Dissertation and Viva Voce

Dear Sir/Madam,

It gives me pleasure to inform you that CSVTU Bhilai would like to appoint you as external examiner for evaluation and viva-voce of the following M.Tech dissertation :

Thesis Title	Increase in 130 metre component of Rails & defect analysis of Rails.
Branch/Specialization	Steel Technology
Candidate Details	Vikram Singh (Roll No. - 500005618007, Enroll No. - BG4315)
Supervisor Details	Mr. Arun Agarwal, DGM (Operations), Plate Mill, Bhilai Steel Plant

The above-mentioned thesis is enclosed herewith for your kind perusal. Please convey your decision for acceptance/refusal by mail to exam@csvtu.ac.in stating that accept/refuse to be the external examiner as per University letter dated _____.

Examination Controller
CSVTU, Bhilai

Enclosures : M.Tech Dissertation of Vikram Singh

Copy To :

1. Internal Examiner : Mr. Arun Agarwal, DGM (Operations), Plate Mill, Bhilai Steel Plant
2. Principal/HOD UTD, CSVTU, Bhilai for necessary action & for fixation of dates, preferably within 20 days from the date of issue of this letter, under intimation to CSVTU
3. PS to Hon. VC, CSVTU, Bhilai.

नोट :- कृपया परीक्षा (Viva) पूर्ण होने के पश्चात Remuneration एवं TA form सम्पुर्ण रूप से भरकर प्राचार्य एवं Exam Superintendent के हस्ताक्षर एवं सील लगाकर Bill को Scan कर dvc_csvtu@csvtu.ac.in में mail करने दिवस कि बिना को नुसार शीघ्रता से हो सके।

Newai, Bhilai (C.G.) - 491107
Web: www.csvtu.ac.in, E-mail: registrara@csvtu.ac.in

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FINANCIAL SUPPORT FOR SEMINAR/WORKSHOP, etc

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Regd. Office : Bal Ashram Parisar, Raipur - 492001 (C.G.) Phone : 2534854, 3290850, 4036053			
Sr. No.	DEBIT VOUCHER		Date : 22/03/21
Account	Payee's	Description	Amount
Workshop in Seminar Exp. AIC	Mr. Sudhir Rajput	Being to cash paid to Mr. Sudhir Rajput for the workshop attended on dated - 27/03/21	800/-
Rs. Eight Hundred only -			
Management	Accountant	Cashier	Payee

RAIPUR INSTITUTE OF TECHNOLOGY			
Regd. Office : Bal Ashram Parisar, Raipur - 492001 (C.G.) Phone : 2534854, 3290850, 4036053			
Sr. No.	DEBIT VOUCHER		Date : 24/02/21
Account	Payee's	Description	Amount
Workshop in Seminar Exp. AIC	Mr. Anup Kumar	Being cash paid to Mr. Anup Kumar for the webinar attended on dated - 22/02/21	700/-
Rs. Seven Hundred only -			
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[Signature]

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Policy Branch Office Code: 2408		Agent/Broker Code: 15A28210	
Policy No: 240832029140430211			
Date of proposal: 2/12/2023		Details of previous policy (in case of renewal)	
Proposal No: P081006731254		Previous policy No:	
		Date of expiry:	
Tax Invoice No & Date : P081006731254 & 12/02/2023 9:50:00 PM			
INSURED NAME : M/S RAIPUR INSTITUTE OF TECHNOLOGY			
GSTIN /UN of the insured			
Policy Holder Address / Place Of Supply : N.H 6, CHHATAUNA MANDIR HASAUD CHHATTISGARH RAIPUR 492001			
Period of Insurance: From 2/12/2023 to mid night on 2/12/2024			
Total No of Employees Covered		1023	
Total No of Lives Covered		1023	
Type of Policy		Named	
Total Sum Insured(Rs)		102300000.00	
Description of Group		Students & Staff	
Nature of Business			
Coverage Details and List of members covered as per Schedule attached.			
Premium (Rs)		102300.00	
IGST (@18.00%)		18414.00	
TOTAL PREMIUM PAYABLE(Rs)		120714.00	
Branch GSTIN : 21AABCR6747812S; HSN Code : 9971; Description Of Services : Financial and related services;			
Consolidated Stamp duly Paid vide Letter of Authorisation No. CSD/274/2019/8344 dated 27 Dec 2019 at General Stamp Office, Mumbai. ** Not Applicable for the State of Jammu & Kashmir			
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