



CRITERION

4. Institutional Support for Faculty Development

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT

Website: <https://iitmjp.ac.in/>

AFFILIATED TO GGSIPU, NAAC Grade 'A', ISO 14001:2015, 17020:2012, 21001:2018 & 50001:2018 Certified, A Grade by GNCTD, A Grade by SFRC

D-27/28, Institutional Area, Janakpuri, New Delhi-110058



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4. Institutional Support for Faculty Development			
		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	: Yes award is given to the faculty members. 1) Best faculty 2) Best researcher 3) Outstanding student feedback 4) College support LINK-4(A)	
4(b)	Documentary evidence of mechanism for grant of study leave to teachers with full pay for faculty to pursue higher study at other institutions	: Study policy is in place LINK-4(B)	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose	: Fee for attending conference and FDP is given to faculty. (Details attached) LINK-4(C)	
4(d)	Individual computing facilities provided to teachers	: 100% faculty is provided with computers LINK-4(D)	
4(e)	Internet facility (to every teacher)	: 100% faculty is provided with internet facility (both optic fibre and Wi-Fi) LINK-4(E)	
			Marks (Maximum Marks: 50)

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CRITERION

4 (A)

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Criteria 4

Institutional Support for Faculty Development

4(a)

Documentary evidence of awards like best teacher/best researcher, etc.

Academic Year 2022-23

S. No.	Name of the Faculty	Name of the Award
1.	Dr. Nitya Khurana	Best Faculty
2.	Ms. Vandana Dabass	Best Researcher
3.	Ms. Sushma Malik	Outstanding Student Feedback
4.	Ms. Ankita Roy	Outstanding Student Feedback
5.	Ms. Kishori Radhey	Outstanding Student Feedback
6.	Mr. Sanjay Shukla	Outstanding Student Feedback

Best Faculty

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'A' Grade by GNCTD, A+ by SFRC, NAAC Accredited and Recognised (A to 20) of UGC
(ISO : 14001:2015, 17020:2012, 21001:2018 & 50001:2018 Certified)
D-27 & D-28, Institutional Area, Janakpuri, New Delhi-110058.
Tele : 011-2852 0890, 2852 0894 Fax : 011-2852 0239
E-mail : director@iitmjp.ac.in Website : www.iitmjp.ac.in

Ref. No.: IITM-JP/letter-AL/2022-23/3485L

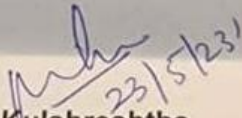
Date: 23-05-2023

Appreciation letter for Best Faculty

Dr. Nitya Khurana, Assistant Professor (Management) has been nominated as "Best Faculty" for the year 2022-2023 to acknowledge her outstanding efforts in Self Study Report development for NAAC Cycle –II accreditation.

The parameters which are considered for deciding award was student's feedback, Director and Peer group feedback, other academic responsibility taken up, co-curricular activities, guest lectures conducted, other work handled, punctuality and regularity.

All the very best for her future endeavours.


23/5/23
Prof. (Dr.) Monika Kulshreshtha
Director
Institute of Innovation in Technology
& Management, New Delhi

Best Researcher

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E-mail : director@iitmjp.ac.in Website : www.iitmjp.ac.in

Ref. No.: IITM-JP/letter-BR/3572

Date: 22-08-2023

Appreciation letter for 'Best Researcher'

Ms. Vandana Dabass, Assistant Professor (IT) has been nominated as "Best Researcher" for the year 2022-2023, for her contribution to research in the field of Information Technology. She has published 1 book titled "Introduction to AI and Machine Learning" and 2 Research papers (ISBN). She also has 7 patents in her Research Portfolio in the same academic session.

The parameters which are considered for deciding award are the number and quality of research papers published by any faculty in an academic year.

The Best Researcher was awarded with a trophy and appreciation letter.


Prof. (Dr.) Monika Kulshreshtha
Director
Prof. (Dr.) Monika Kulshreshtha
Director
Institute of Innovation in Technology
& Management, New Delhi

Outstanding Student Feedback

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E-mail : director@iitmjp.ac.in Website : www.iitmjp.ac.in

Ref. No. IITM-JP/Letter-SWD/2023/3574

Date: 15-05-2023

To,
Ms. Sushma Malik
Assistant Professor
Department of Computer Science
Institute of Innovation in Technology and Management
Janakpuri, New Delhi

Subject: Appreciation for Outstanding Student Feedback

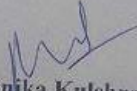
Dear Madam,

We are thrilled to express our heartfelt appreciation for your exceptional performance during the even semester of April 2023. Your remarkable influence on our students through your classroom teaching has not gone unnoticed. We are pleased to inform you that your teaching efforts have garnered outstanding feedback from students. Your teaching methods, enthusiasm for the subject matter, and genuine care for student growth have resonated deeply with them. Your dedication to creating an interactive and inclusive classroom environment has fostered open discussions and effective learning.

To recognize your achievement, we are delighted to present you with a letter of appreciation. Your contributions truly embody the spirit of our institute's values. We eagerly anticipate your continued involvement in shaping our educational approach. Your dedication to fostering a dynamic and enriching learning environment is commendable and serves as an inspiration to us all.

Congratulations once again on this well-deserved recognition. We look forward to witnessing the continued positive impact you will undoubtedly have on our students and our institute.

Warm regards,


Prof. (Dr.) Monika Kulshreshtha

Director

Prof. (Dr.) Monika Kulshreshtha
Director
Institute of Innovation in Technology
& Management, New Delhi

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Ref. No. IITM-JP/Letter-SWD/2023/3575

Date: 15-05-2023

To,
Ms. Ankita Roy
Assistant Professor
Department of Computer Science
Institute of Innovation in Technology and Management
Janakpuri, New Delhi

Subject: **Appreciation for Outstanding Student Feedback**

Dear Madam,

We are thrilled to express our heartfelt appreciation for your exceptional performance during the even semester of April 2023. Your remarkable influence on our students through your classroom teaching has not gone unnoticed. We are pleased to inform you that your teaching efforts have garnered outstanding feedback from students. Your teaching methods, enthusiasm for the subject matter, and genuine care for student growth have resonated deeply with them. Your dedication to creating an interactive and inclusive classroom environment has fostered open discussions and effective learning.

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Warm regards,


Prof. (Dr.) Monika Kulshreshtha
Director
Institute of Innovation in Technology
& Management, New Delhi

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CRITERION

4 (B)

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INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT
D 27 & 28, Institutional Area, Janakpuri, New Delhi

Study Leave Policy

Institute of Innovation in Technology & Management, Janakpuri, New Delhi, by keeping in view the recent changes in Study Leave Policy by UGC and the subsequent demands of faculty members for the same, has constituted a committee to review and revised the policy in the light of the above. The policy has been revised accordingly to provide an opportunity to faculty members who wish to pursue higher studies without hampering the regular academic activities of the Institute. In pursuance of the above decision the following rules recommended by the committee for approval and implementation;

1. Study Leave may be granted for a maximum duration of 3 years to undertake further studies leading to Ph.D. / Post-Doctoral Programme / Research Project.
2. Application for Study Leave must be accompanied with required documentary proofs pertaining to admission and funding support.
3. Study Leave will be granted initially for one year for Ph.D. programs. The leave will be extended from year to year upon recommendation of the Supervisor/ Head of the Department in which the teacher is pursuing the degree. The concerned teacher also has to submit every year, a letter from his/her supervisor certifying that she/he is making satisfactory progress.
4. Study Leave will remain open, and there will be no quota/ ceiling for maximum number of teachers who can be on study leave. However, IITM management will grant Study Leave based on availability of teacher for taking classes, and needs of the Department for faculty development (to be decided by the Director in consultation with the concerned Head of the Department).
5. Financial assistance may be paid as subsidized (25% of basic pay before proceeding on Study Leave) salary for total duration of leave subject to joining at IITM and submission of bond regarding further continuation of active teaching of not less than 5 years after completion of Ph.D. The amount will be paid in equal monthly installments over a period equal to the number of months spent on study leave provided that the applicant teacher is not getting any financial assistance, scholarship, fellowship from the HEI and any other agencies. The applicant teacher has to submit a separate application for financial assistance along with an affidavit to the Director/Registrar.
6. Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so canceled, the teacher may apply again for such leave.
7. Faculty members admitted to Ph.D. may be entitled to have all proposed financial benefits.
8. Study Leave will be admissible to a full-time faculty serving at IITM for not less than 3 years. Study leave will simply no break in study during leave period.
9. Period of Study Leave will be counted as active teaching experience of the IITM
10. Period of Study Leave will be counted for the purpose of annual increment / Arrear on annual increment.



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D 27 & 28, Institutional Area, Janakpuri, New Delhi

11. If additional time is required by any faculty member for completion of Ph.D. a maximum of 01 (one) year Study Leave will be granted as study leave without pay based on proper reason and Supervisor's recommendation.
12. Faculty will have to join back IITM immediately after the completion of the program/course. If any teacher fails to join IITM in due time, IITM authority will take necessary measures against him/her which may include penalty / termination.
13. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the management of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances/without pay to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his / her employer.
14. Study Leave may be granted to entry-level appointees as Assistant professor / Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S (other than an Associate Professor or Professor of institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
15. Study Leave shall be granted by the management on the recommendation of the Director/Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the institution.
16. Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
17. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the management. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the management to treat the period of short-fall as Extra-Ordinary leave has been obtained.
18. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favor of the University/College/institution, binding himself/ herself for the due fulfillment of the conditions laid down in para 6 above and give security of immovable property to the satisfaction of the Finance officer/Treasurer or a fidelity bond of an Insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university/college/institution in accordance with para 6 above.



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17. The period of Study Leave shall count as service for the purposes of other benefits provided that the teacher rejoins the institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.

18. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the institution for a continuous period of at least three years to be calculated from the date of his/he resuming duty on expiry of the Study Leave.

19. A teacher-

- a) Who is unable to complete his / her studies within the period of study leave granted to him / her, or
- b) Who fails to rejoin the service of the institute on the expiry of his / her study leave, or
- c) Who rejoins the service of the institute but leaves the service without completing the prescribed period of service after rejoining the service, or

who within the said period is dismissed or removed from the service by the institute shall be liable to refund to the institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION

- The teacher on study leave shall submit to the Director / Registrar of institution six-monthly reports of progress in his/ her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Director within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Director within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the institution.


(Director)

IITM, Janakpuri



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CRITERION

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4(c)

Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose

Academic Year 2022-23

S. No.	Name of the Faculty	Nature of the Leave	No. of Days	Date
1.	Dr. Ankit Verma	Special Leave	1	8th July 2022
2.	Ms. Himanshi Bhambri	Special Leave	5	22-26 August 2022
3.	Dr. Kalika Patrai	Special Leave	5	22-26 August 2022
4.	Ms. Shilpa Arora	Special Leave	5	29 Aug-2 Sept 2022

VOUCHER	
INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT D-27 & 28, Institutional Area, Janakpuri, New Delhi-110058	
Voucher No.....	Dated <u>26/05/2023</u>
DEBIT <u>Seminar Expense</u>	AMOUNT Rs. P.
	1500
	/
Rupees <u>fifteen hundred only</u> TOTAL Rs.	1500
CREDIT <u>Cash</u>	1500
<u>(Being Cash given to Renu Sharma for attending conference)</u>	/
Rupees <u>One Thousand five hundred only</u> TOTAL Rs.	1500
Auth. Sign.	Actt./Manager

RECEIVED with thanks from INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT
 the sum of Rupees One Thousand five hundred
 on account of Renu Sharma
 by Cash/Cheque/Draft No. CASH

Rs. 1500/-

Revenue Stamp

Signature

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Faculty Development Programme On Microsoft Power BI Data Analyst Associate (22nd - 26th August 2022)
Attendance Sheet

S.No	Name	College	22-August-2022 (Monday)		23-August-2022 (Tuesday)		24-August-2022 (Wednesday)		25-August-2022 (Thursday)		26-August-2022 (Friday)	
			Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening	Morning	Evening
1	Akansha Rehani Assistant Professor	RDIAS	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>	<i>Akansha</i>
2	Anu Yadav Assistant Professor	Lakshmi Bai, University of Delhi	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>	<i>Anu</i>
3	Anushree Ganguly Assistant Professor	RDIAS	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>	<i>Anushree</i>
4	Dr. Babita Gaur College Librarian	Gargi College	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>	<i>Babita</i>
5	Dr. Isha Singh Assistant Professor IT	JIMS Rohini, Sector-5	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>	<i>Isha</i>
6	Dr. Kalika Patrai Associate Professor	IITM, Janak Puri	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>	<i>Kalika</i>
7	Dr. Priyanka Gandhi Assistant Professor	Jagan Institute of Management Studies	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>	<i>Priyanka</i>
8	Himanshi Bhambri Assistant Professor IT	Institute of Innovation in Technology and Management	<i>Himanshi</i> 22/8	<i>Himanshi</i> 22/8	<i>Himanshi</i> 23/8	<i>Himanshi</i> 23/8	<i>Himanshi</i> 24/8	<i>Himanshi</i> 24/8	<i>Himanshi</i> 25/8	<i>Himanshi</i> 25/8	<i>Himanshi</i> 26/8	<i>Himanshi</i> 26/8
9	Neha Garg Assistant Professor	Bhagwan Parshuram Institute of Technology Rohini, Delhi	<i>Neha</i>	<i>Neha</i>	<i>Neha</i>	<i>Neha</i>	<i>Neha</i>	<i>Neha</i>			<i>Neha</i>	
10	Prof. Ashim Raj Singla Professor	IIFT, New Delhi	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>	<i>Ashim</i>
11	Sunil Kumar Tiwari Associate Professor	Delhi Skill & Entrepreneurship University	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>	<i>Sunil</i>

Institute of Innovation in Technology & Management

APPLICATION FOR LEAVE

Name: himanku Bhanu
 Type of leave: Special leave
 Reason for Leave: F.D.P at JIIT (VK)
 Telephone No.: 9811059241

Designation: Asst. Prof (IT)
 Date: From 22/8/22 To 26/8/22
 No. of Day(s): 5
 Date of Application: 16/8/22

Arrangement for Duties:

Faculty	Subject	Time		Leave Entitlement (Checked)			
		From	To	Leave	Available	Taken	balance
				EL			
				CL			
				OD			

Date: 16/8/22

(Signature of Applicant: himanku)

Recommended / Not Recommended

Program Coordinator

Acad. Head

Leave Assistant

Director

Chairman

Note: 1. Leave Application is to be submitted at least 24 hours in advance.
 2. In Case of any emergency, telephonic permission is to be obtained from Director/Registrar.

Institute of Innovation in Technology & Management

APPLICATION FOR LEAVE

Name: Sr. Kalika Pattnai
 Type of leave: Sick
 Reason for leave: EBP
 Telephone No.:

Designation: Asst. Prof.
 Date: From: 22/08/22 to 26/08/22
 No. of Day(s): 5 days
 Date of Application: 16/08/22

Arrangement for Duties:

Faculty	Subject	Time		Leave Entitlement (Checked)		
		From	To	Leave Available	Taken	balance
				EL		
				CL		
				OD		

(Signature of Applicant: [Signature])

Date:

Recommended / Not Recommended

	Acad. Head	
Program Coordinator	Director	Action by Acad. Office Leave Entitlement Leave Assistant
Approved/Not Approved	Chairman	

Note: 1. Leave Application is to be submitted at least 24 hours in advance.
 2. In Case of any emergency, telephonic permission is to be obtained from Director/Registrar.

06

Name of Employee: Ms. Shilpa Anand Leave Entitlements: Earned Leave: 10 Vacation Leave: _____
 Designation: Asst Professor Casual Leave: B Special Leave: _____
 Date of Joining: 03/05/2010

Date	Leave Credited				Leave Taken						Closing Balance				Approved By	Remarks	
	CL	EL	Vaca-tion	OD	CL	EL	OD	Comp. Off	Vaca-tion	Special Leave	LWP	CL	EL	Vaca-tion			LWP
3/2	1											1				4	
8/2												1	1	0		1	4
8/3												1	1	0		2	4
13/3					1/2							1/2	0.5	0		1	4
10/3												3	0.5	0		5	4
7/3					1/4								0.25	0			
21/3					1/4								0	0			
30/3												1	0	0		6	
													0	0			
													0	0			
													0	0			
													0	0			
1/4		1											0	1			
8/4												1	0	1		9.5	MS
15/4												1/2	0	1		10	MS
20/4												4		1		14	MS
24/4												1/2		1		14.5	
9/4												1/2		1		15	
21/4												1/2		1			
													0	0		(20)	
													0	0		14	
17/20	00	01	14										0	01		14	
20/7/22							01							00	01	13	
13/7/22									01					00	01	12	
14/7/22														00	01	12	
25/7/22											05			00	01	12	
29/7/22														00	00	12	
24/8/22						1								00	00	7	
29/8/22										5				00	00		
2/9/22														01	00	00	7
2/9/22														01	00	00	7
3/9/22														15	00	00	7
July														25	00	00	7
Aug.														25	00	00	7
Sept.														00	00	7	
1/10/22	00													00.5		7	
24/11/22									01								
5/11/22														01			30
15/11/22														01			31
21/11/22														01			32
22/11/22														0.50			32.5
24/11/22														01			01
1/12/22														0.50			1.5
7/12/22														0.50			
30/1/22																	



CRITERION

4 (D)

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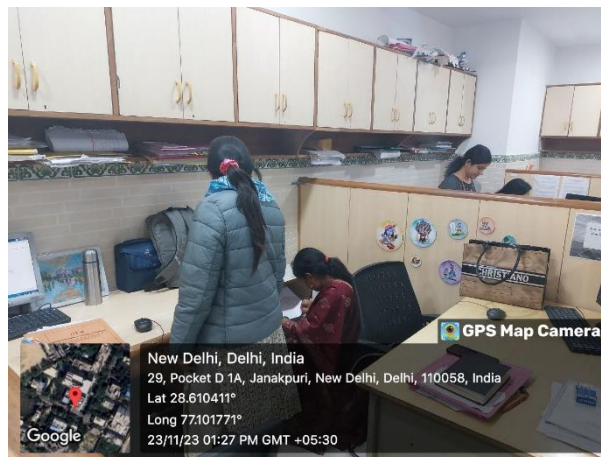
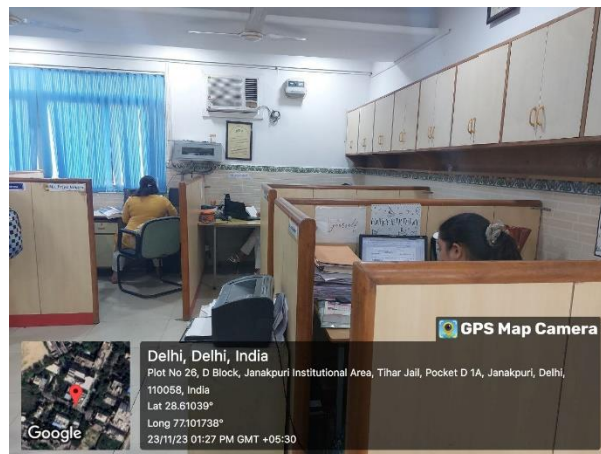
D-27/28, Institutional Area, Janakpuri, New Delhi-110058

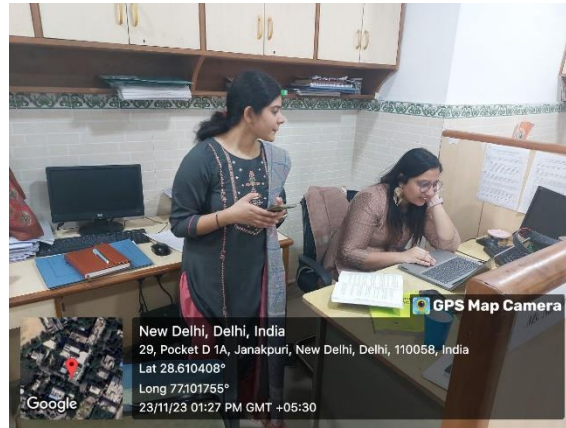
4d

Individual computing facilities provided to teachers

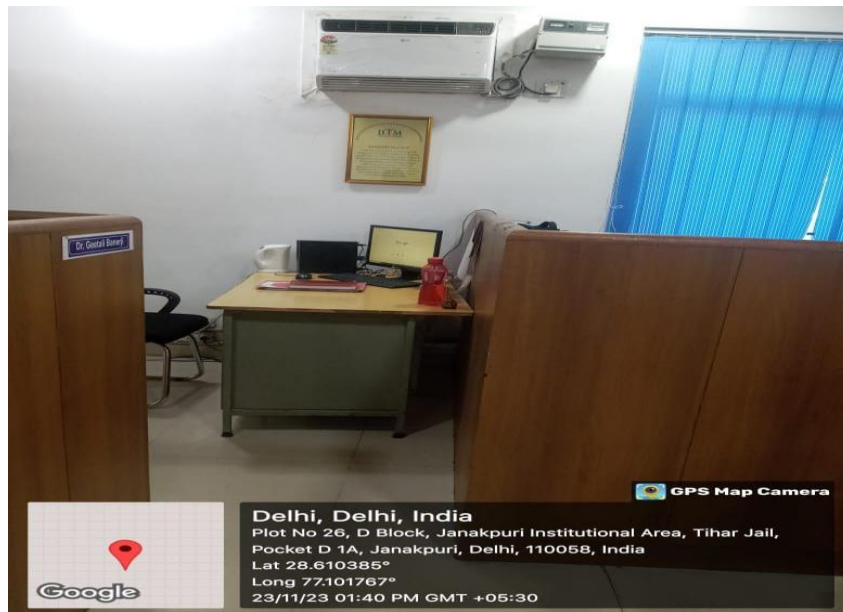
Geo Tag Photographs of the Staff rooms

4th floor Faculty Room



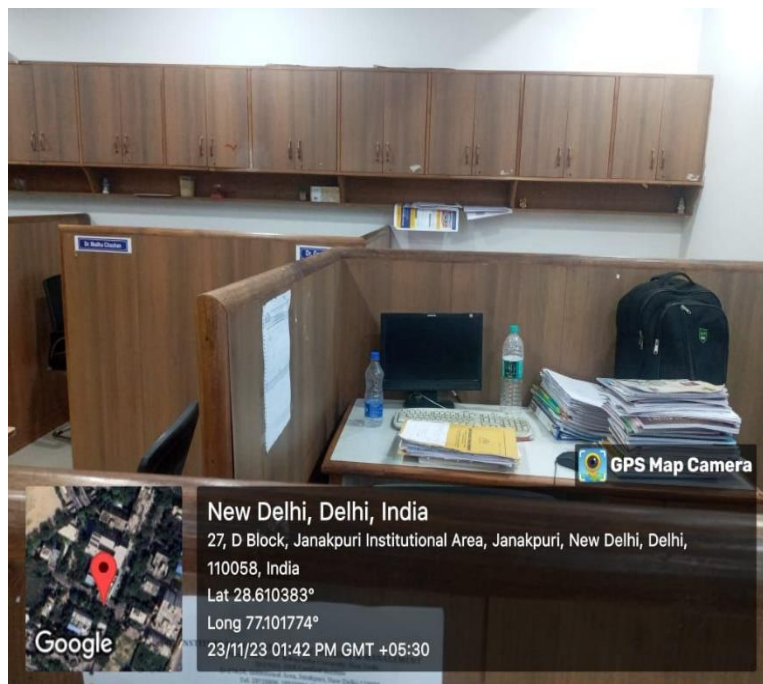
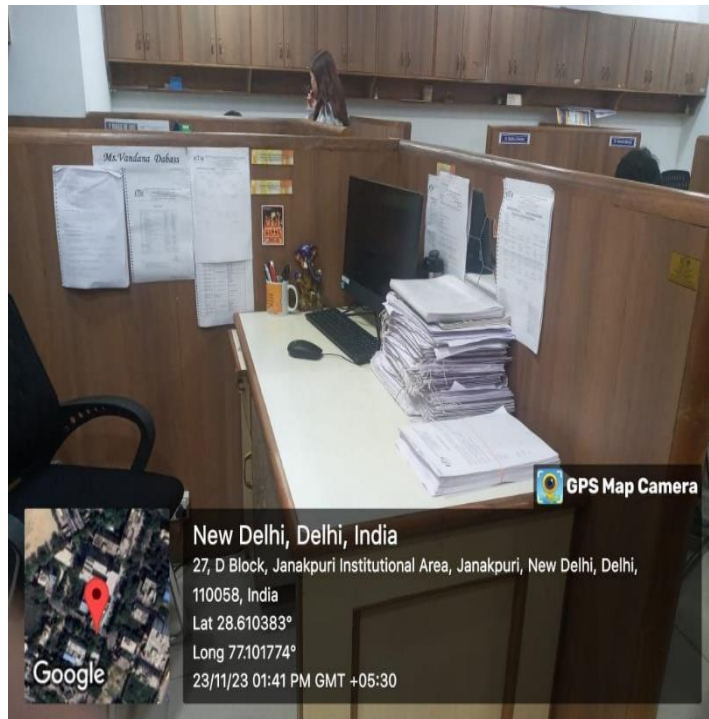


2nd Floor



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4 (E)

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100% faculty is
provided with internet
facility (both optic
fibre and Wi-Fi)

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50001:2018 Certified, A Grade by GNCTD, A Grade by SFRC**

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