

**2019-2020**

**Grant for Legal Awareness Program 2019-20**

**Received By-  
Mr. Aakash Gupta**

राष्ट्रीय महिला आयोग  
भूखण्ड सं० २१, जसोला संस्थानिक क्षेत्र  
नयी दिल्ली - ११००२५  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi - 110025

**File number : 16(31)/2019-2020/NCW(LAP) 20/11/2019**

To,

**PRESTIGE INSTITUTE OF MANAGEMENT GWALIOR**  
**AIRPORT ROAD OPPOSITE D D NAGAR GWALIOR**  
**Gwalior**  
**Madhya Pradesh 474020**

**Subject :Legal Awareness Programme 2019-20**

Sir/Madam,

Please refer to the proposal submitted by you for organising the Legal Awareness Programme through online mode on the above cited subject. I take this opportunity to inform you that the Commission has found your proposal eligible for conducting Legal Awareness Programme with a financial assistance restricted to **Rs.90000/- (Rupees Ninety Thousand only).**

2. In order to enable the Commission to process the matter further, following documents / information are required to be made available to the Commissions as per prescribed formats within 10 days of the issuance of this letter which has also been e-mailed to you:-

- i. Acceptance Letter to conduct the approved Legal Awareness Programme with proposed date(s) and amount. (format attached as **ANNEXURE-I**)
- ii. Undertaking in the prescribed format. (format attached as **ANNEXURE-II**);
- iii. Details for linking of PFMS with NCW in the prescribed format. (format attached as **ANNEXURE-III**)

3. The sanctioned amount will be released in two installments as under:

- i. 50% in advance after receiving **requisite documents as mentioned in Para No.2.**
- ii. The balance 50% as 2nd Installment after physical submission of the following: **a.** Utilization Certificate duly signed by the Competent Authority in GFR-12A format (As per **ANNEXURE-IV**) **b.** Original copy of statement of audited item wise accounts of expenditure **c.** Report of the Programme containing the following details: - Four photographs out of which NCW banner should be prominent in one. - List of Resource Persons - List of Participants - Laws covered as per guidelines for conducting Legal Awareness Programme

4. It may be noted that the first instalment of the sanctioned amount will be released only after receipt of the above mentioned documents/information in Para No. 2. If no response is received within 10 days from the date of issuance of this letter, the approval will be deemed to have been cancelled.

5. It may be noted that the sanction may be rejected and amount released may be recovered any time in case, the grantee organisation fails to conduct the Legal Awareness Programme within period of one month of the date proposed for conducting the Legal Awareness Programme or fails to send the satisfactory report about the Legal Awareness Programme including the

following details:

- A. Utilization Certificate duly signed by the Competent Authority in GFR-12A format (Annexure IV)**
- B. Original copy of statement of audited item wise accounts of expenditure**
- C. Report of the Programme containing the following details:**
  - i. Four photographs out of which NCW banner should be prominent in one.**
  - ii. List of Resource Persons**
  - iii. List of Participants**
  - iv. Laws covered**
- D. The Organization/Institutions receiving financial assistance from NCW have to display standard banner size of 6' X 3' with logo and name of NCW in font size of 8'-10' clearly stating the title of the LAP, date and venue.**
- E. The original utilization certificate as per the format given in Annexure of the complete sanctioned amount along with other documents should be submitted in a month's time from the date of organizing the Legal awareness programme.**
- F. No equipment/asset will be purchased out of the assistance given by NCW**

6. You may please also note that since the present proposal is for the financial year 2019-20, the approval will not be valid for any Legal Awareness Programme, conducted after 31st March, 2020.

7. The date for organising the Legal Awareness Programme should be intimated to the Commission at least **15 days** prior to the date of the Legal Awareness Programme to enable the Commission to depute an officer/observer to ensure adherence with the stipulated guidelines and presence of qualified resource persons. **The Legal Awareness Programme must be organised on or before 15th January, 2020 or within 45 days from the release of 1st first instalment but not beyond 31st March, 2020.**

8. It may be noted that it may take at least three weeks to release the first instalment after receipt of the required information/documents from you.

9. Please quote the reference number of this letter in future correspondence and also reconfirm the details of bank account, name of the branch, IFSC Code etc. submitted as part of the e-proposal and ensure that the organisation is registered under PFMS and linked with NCW correctly, otherwise payment cannot be made.

Encl : as above

Yours faithfully,

**Sd/-**  
**(Priti Kumar)**  
**Under Secretary**

- i. Format for Acceptance Letter [ANNEXURE-I](#)
- ii. Format for Undertaking [ANNEXURE-II](#)
- iii. Format for details required for linking of PFMS with NCW [ANNEXURE-III](#)
- iv. Utilization Certificate in GFR-12A format [ANNEXURE-IV](#)

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For further queries call Capacity Building Cell, NCW at 011 - 26942369, 26944740, 26944754, 26944805 with extension number 297 and email to [debalina.ncw@nic.in](mailto:debalina.ncw@nic.in) or [ncw@nic.in](mailto:ncw@nic.in).  
Kindly mention subject as "Legal Awareness Programme 2019-20"

**2020-2021**

**Grant for ATAL Academy Online FDP**

**Received By**

**Dr. Garima Mathur**



**All India Council for Technical Education**

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



**AICTE Training and Learning (ATAL) Academy, (Online FDP)**

F. No. 01\_/AICTE/ATAL-HQ/2020-21\_\_\_\_\_

To

Date: 11.06.2021

Prestige Institute of Management and Research, Gwalior  
Opposite Deen Dayal nagar  
MADHYA PRADESH

**Sub: Release of a sum of Rs 93,000 /- for AICTE Training and Learning (ATAL) Academy OnlineFDP.**

Sir,

This is to convey the sanction of the Council for payment of **Rs. 93,000/-** (Rupees **Ninety – Three Thousand** Only) for conduct of online **AICTE Training And Learning (ATAL) Academy FDP (Understanding Human Behaviours in Organizations)** to Prestige Institute of Management and Research, Gwalior, Opposite Deen Dayal nagar, MADHYA PRADESH, under **AICTE Training And Learning (ATAL) Academy**.

This fund is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

**The instructions/guidelines to be followed by University/Institution**

**I. Release of funds and maintenance of accounts**

- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The cost for conducting per programme will be Rs.93,000/- as per detail given as under:

**1 Honorarium to Coordinator Rs 10,000/-**

**2 Honorarium for computer operator Rs 2,000/-**

**3 Honorarium for experts (Rs.5000/session for 14 sessions) Rs 70,000/-**

**4 Provision for payment to Lab Attendant Rs 1,000/-**

**5 Miscellaneous charges (petty expenses not covered above) Rs 10,000/-**

**TOTAL = Rs.93,000/-**

Programmes having permission to change amounts under different heads with overall ceiling of Rs 0.93 lakh being intact.

- The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

**II. Disbursement of funds to institutions**

The full amount of the grant sanctioned will be released as an advance to the University/Institute through electronic transfer on the account of the University/Institute after submission of mandate form

**III. Conduct of test and issuance of certificate**

- A test shall be conducted by coordinator at the end of the program.
- The certificates shall be issued to those participants who have been approved by coordinator, attended the program with minimum **80% of attendance** and scored **minimum 60% marks** in the test.

#### IV. Submission of documents by university/institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program: -
  - (i) List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
  - (ii) A program completion report along with photographs, videos, media report is to send after the completion of workshop along with the list of participants and Utilization Certificate, Expenditure Statement etc. within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme**.
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall to adjust.

#### V. General Instructions

- a. **Maximum 200 participants** may be allowed to attend online FDP. Coordinators are free to admit a smaller number of participants depending on the feasibility.
- b. A test has to be conducted (may be online) on the last day and those who score more than 60% will be termed as successful candidates. Those who have **attendance 80% or more** and also **score more than 60% in the test** will be issued a **digital certificate**.
- c. These **online sessions are to be recorded** as the facility is available on the software which is being used for online delivery of FDP. You are also requested to upload recording on youtube of google drive share recording link of sessions with AICTE.
- d. **Eligibility for Participants:**
  - a. The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)/School Teachers and staff of host institutions.
  - b. Not more than 30% from Host Institution.
- e. If programme is not conducted in the financial year 2021 only, the released amount has to be returned back to AICTE.
- f. Any extra money required to complete the programme must be borne by the institute from their own resources but the quality of the activities should not be compromised.
- g. FDP title name, name of coordinator, institute name is not allowed to change without permission however schedule dates may be changed with information ATAL Academy cell and Regional Office.

This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,

-sd-

**Regional Officer  
AICTE-CRO, Bhopal**

Copy forwarded for information and necessary action to: -

1. **Dr. Garima Mathur, Coordinator ATAL Programme**
2. **ATAL Academy Cell AICTE HQ**
3. **Guard File**

**2020-2021**

**Grant for Webinar on “Cybercrime against Women”**

**Received By**

**Dr. Garima Mathur**



भारत सरकार  
राष्ट्रीय महिला आयोग  
प्लॉट नं. 21, जसोला इंस्टीट्यूशनल एरिया,  
नई दिल्ली-110025  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR WOMEN  
PLOT NO. 21, JASOLA INSTITUTIONAL AREA,  
NEW DELHI-110025  
Website : [www.ncw.nic.in](http://www.ncw.nic.in)  
Date: 10/08/2020

File No: 16(35)/2020-21/NCW (SCW) —

To,

**Dr. Garima Mathur**

**Prestige Institute of Management**

Opposite Deen Dayal Nagar, Maharajpur Raod

Gwalior, Madhya Pradesh-474020

**Subject: Webinar on " Cyber Crime against Women: Precautions and Strategies"**

Madam/Sir,

Please refer to the proposal submitted by you to the National Commission for Women for organising Webinar on the above mentioned subject. I am happy to inform you that the Commission has approved your proposal for conducting Webinar with a financial assistance restricted to **Rs. 50,000 (Rupees Fifty Thousand only)**.

2. In order to enable the Commission to process the matter further, following documents/information are required to be made available to the Commission as per prescribed formats within 15 days of the issue of this letter which has also been emailed to you:

- I. Acceptance Letter
- II. Undertaking in the prescribed format (**Annexure-A**)
- III. Details for linking of PFMS with NCW in the prescribed format (**Annexure-B**)
- IV. Bank Mandate Form in the prescribed format (**Annexure-C**)

3. The sanctioned amount shall be released in two instalments as under:

- I. 50% in advance after acceptance of the proposal along with requisite documents (as mentioned in **Para No.2**)
- II. The balance 50% on receipt of the satisfactory webinar report in the prescribed format (as described in **Para No.5**) and on submission of the following documents:

- A. Utilisation Certificate (As per GFR 12-A)
- B. Item wise Expenditure Statement
- C. Original Bills and Vouchers

4. It may be noted that the first instalment will be released only after receipt of the documents/information as mentioned in **Para No.2**. If no response is received within 15 days of the issue of this letter, the approval will be deemed to be cancelled.

5. It may be noted that the sanction may be rejected and amount released may be recovered any time in case, the grantee organisation fails to conduct the webinar within period of one month from the date proposed for conducting the webinar or fails to submit the satisfactory webinar report including the following details:

- I. Detailed session wise summary of the proceedings of the webinar
- II. Gist of deliberations made/information shared by the Resource Persons
- III. Specific, actionable and topic oriented recommendations bifurcated into actionable at Local, State and Central Government levels.
- IV. Full recording of the Webinar
- V. List of Participants with their names, addresses, contact number and email addresses
- VI. List of Resource Persons along with their designation and contact details (At least 60% Resource Person as mentioned in the webinar proposal must participate in the webinar)

6. The date of organising webinar must be intimated to the Commission at least 15 days prior to the date of webinar **along with online invite link** to enable the Commission to depute an officer/observer to ensure adherence with the stipulated guidelines and presence of the qualified resource persons. **The webinar must be organised on or before 31st December, 2020.**

7. It may also be noted that it may take at least one month to release the first instalment after receipt of the requisite information/ documents from you.

8. Please quote the reference number of this letter in future correspondence and also ensure that the organisation is registered under PFMS and linked with NCW, otherwise payment cannot be made.

**Encl: As Above**

Yours faithfully



**Loma Vasisht**  
**Senior Research Officer**

**2019-2020**

**Grant for Major Research Project**

**Received By**

**Dr. Tarika Sikarwar**



Revathy Vishwanath  
Deputy Director  
RP Division Incharge  
Tel #011-26716690  
E-mail: mmp2016rpr@gmail.com

Indian Council of Social Science Research  
(Ministry of Human Resource Development)  
JNU Institutional Area, Aruna Asaf Ali Marg  
New Delhi – 110067  
Website: [www.icssr.org](http://www.icssr.org)

**SANCTION ORDER**

F.No. 02/125/ 2019-20/MJ/RP

Dated: 27-07-2020

The Director,  
**Prestige Institute of Management,**  
**Gwalior-474020, Madhya Pradesh**

Subject: Sanction of Major Research Project entitled “ Reimagining the role of technology in Educaiton: Students and Teacher Perception and Usage of SWAYAM Platform for Learning”. to Dr. Tarika Sikarwar..

Dear Sir,

1. The Indian Council of Social Science Research (ICSSR) considered the above major research project submitted by **Dr. Tarika Sikarwar, Professor, Prestige Institute of Management, Gwalior-474020, Madhya Pradesh.** Co-Project Directors of the study 1. **Dr. S. S. Bhakar, Director, , Prestige Institute of Management, Gwalior-474020, Madhya Pradesh** 2. **Dr. Monika Gupta, Assistant Professor, Prestige Institute of Management, Gwalior-474020, Madhya Pradesh**
2. The study, as proposed by the researcher, is to be located at and financially administered by your institution as per the guidelines of this award.
3. The ICSSR has sanctioned a grant-in-aid of **Rs.09 00, 000/-** (Rupees Nine Lakh only) for the above research project and the grant will be released as follows:

First instalment	:Rs. 3,60,000/-
Second instalment	:Rs. 2,70,000/-
Third instalment	:Rs. 1,80,000/-
Fourth Instalment	:Rs. 45,000/-
<b>Publication cost*</b>	<b>:Rs. 45,000/-</b>
<b>Total</b>	<b>:Rs.09,00,000/-</b>

Overhead charges over and above

7.5% or maximum Rs.1,00,000 : Rs. 67,500/-\*\*

\* ICSSR would publish it subject to recommendation by the expert and relevant Committees for the purpose, from the overall budget, so to be retained by the ICSSR .

\*\*will be released on successful completion of project after evaluation.

(The break-up budget approved by the ICSSR of Rs. 09,00,000/- is enclosed.)

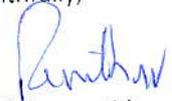
*Revathy*

4. The **First** installment of the approved grant-in-aid will be released after receiving the grant-in-aid bill duly filled in, stamped and signed by the Project Director as well as the affiliating organization. (**GIB already received**).
5. In case, the study involves survey research, the finalized schedules/questionnaires (2 copies) designed to elicit information should be sent to the ICSSR as per the following schedule:
  - a) If the schedule /questionnaire for eliciting information is as per standard questionnaire, these will have to be sent to ICSSR immediately,
  - b) If the schedule /questionnaire for eliciting information are to be designed afresh keeping in view the requirements of the project, these will have to be sent to the ICSSR within a period of six months in any case.
6. The **Second instalment** will be released after receiving a satisfactory **six/nine monthly/annual** progress report, one published research paper in peer reviewed journal along with a simple statement of account of the account for the first instalment in prescribed format (Depending upon the duration of the Project).
7. The **Third instalment** will be released after receiving the Final Report (two hard copies and one soft copy in CD/or pen-drive) along with the executive summary (3000 to 4000 words/ten copies) and Research Papers (two) and the statement of account of the second instalment. Such data or information relating to the research project as may be asked for by the ICSSR for preservation in its Data Archives should be given by the scholar.
8. The scholar shall acknowledge support of ICSSR in all publications resulting from the project output (Research Paper, Books, Articles, Reports, etc.) and should submit a copy of the same to the ICSSR during its course and after completion.
9. The **Fourth instalment** will be released on the receipt of: (a) Satisfactory book length of the Final Report in the publishable form after incorporating all corrections, suggestions of the expert; (b) Statement of accounts with Utilization Certificate in GFR of 12A form for the entire project amount duly signed by the Finance Officer/Registrar/Principal/Director of the affiliating institution (c) A certificate of statement of assets and books purchased out of the project fund issued by the affiliating institution.
10. The University/Institution of affiliation will provide to the scholar office accommodation including furniture, library and research facilities and messengerial services. For this, the ICSSR shall pay to the University/Institution of affiliation **overhead charges @7.5%** over and above or maximum Rs.1,00,000 of the total expenditure incurred on the project only after successful completion of the project.
11. The Contingency Grant may be utilized for research and office assistance, books, stationary, computer cost, research assistance and the field work expenses of Project Director, Co-Project Directors and research personnel connected with the research work.
12. The overhead charges to the affiliating institution over and above @ 7.5% or maximum Rs.1,00,000 will be released only after successful completion of the project after evaluation. The accounts and the Utilization Certificate will be signed by the Finance Officer/Registrar/Principal/Director in the case of accounts of the institution are audited by CAG/AG. Otherwise, they need to be signed by the Finance Officer and the Chartered Account.

*Ranthy*

13. The Director of the research project will be **Dr. Tarika Sikarwar** who will be responsible for its completion within **24 Months** from the date of commencement of the project, which is **02-07-2020** as intimated by the scholar.
14. In case, the Project Director does not submit the periodic / final project report as per schedule with adequate justification, the scholar may be debarred from availing all future financial assistance from ICSSR.
15. All grants from ICSSR are subject to the general provision of GFR 2005 and in particular with reference to the provision contained in GFR 209, GFR 210, GFR 211 and GFR 212.
16. The Project Director will ensure that the expenditure incurred by him conforms to the approved budget heads. The grant-in-aid is subject to all the conditions laid down in the **Indian Council of Social Science Research (ICSSR) Research Projects** available in the ICSSR website [www.icssr.org](http://www.icssr.org)
17. The expenditure on this account is debatable to the **Budget Head-ICSSR (Scheme Code 0877); OH 31.09 Research Projects.**
18. All project instalments will be transferred through **Public Finance Management System (PFMS)** and ICSSR shall implement the EAT module for ensuring transparency of expenditure at all levels and to ensure that there is no parking of funds.
19. As per MHRD instruction, the amount of grant sanctioned herein is to be utilized by **the end of the project duration.** Any amount of the grant remaining unspent shall be refunded to the ICSSR immediately after the expiry of the duration of the project. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned/or fails to submit the audited statement of expenditure within the stipulated period, the grantee will be required to refund the amount of the grant with interest thereon @ 10% per annum.

Yours faithfully,



(Revathy Vishwanath)  
For MEMBER-SECRETARY

Encl: as above.

Copy to:

1. **Dr. Tarika Sikarwar, Professor,**  
Prestige Institute of Management,  
Gwalior-474020, Madhya Pradesh
2. Dr. S. S. Bhakar, Director,  
Prestige Institute of Management,  
Gwalior-474020, Madhya Pradesh
3. Dr. Monika Gupta, Assistant Professor,  
Prestige Institute of Management,  
Gwalior-474020, Madhya Pradesh
4. Finance Branch, ICSSR, New Delhi
5. Record file



(Revathy Vishwanath)

## Project Budget

Title: Major Research Project entitled "Reimagining The Role Of Technology In Education: Student And Teacher Perception And Usage Of Swayam Platform For Learning"

By: Dr. Tarika Sikarwar

S.No.	Heads of Expenditure	Value	(Rs.)
1	Project Director/Co-Project Director	Honorary	0
2	Research Staff : Full time/Part-time/Hired Services	Not exceeding 45% of the total budget.	405000
3	Fieldwork: Travel/Logistics/Boarding, etc. including Books/Journals	Not exceeding 35%	315000
4	Equipment and Other Items: computer, printer etc / Source Material/Software and Data Sets, etc.	Not exceeding 10%	90000
5	Contingency	Not exceeding 5%	45000
6	Publication of Report	5%*	45000
	TOTAL	100%	900000
	Institutional Overheads ( <i>over and above the total cost of the project</i> )	Affiliating Institutional overheads @ 7.5% of the approved budget in or Rs. 1 lakh whichever is less.	67500

\* The five percent (5%) publication amount will be spent by the ICSSR Publication Division if the Final report is found publishable by an Expert Committee constituted by the ICSSR.

### • Remuneration and Emoluments of Project Staff

- (a) Project staff could be engaged by the Project Director on a full/ part-time basis during the research work and the duration/consolidated monthly emoluments of their employment may be decided by the project director within the limits of the sanctioned financial allocation and as per the ICSSR rules (b) Research Associate @Rs.25, 000/- p.m. (Qualification – Post graduate in any social science discipline with minimum 55% marks and NLT/SLET /M.Phil/Ph.D)(c) Research Assistant @Rs.20, 000/- p.m.(Qualification-Ph.D./M.Phil./ Post graduate in social science discipline with minimum 55% marks)(d) Field Investigator @ Rs.15, 000/-p.m. (not exceeding 6 months) (Qualification- Post graduate in any social science discipline with minimum 55% marks)(e) Retrospective payment for work already done is not permissible.
- **Re-appropriation:** The Project Investigator may with the permission of the Institution, re-appropriate expenditure from one sub-head to another, subject to a maximum of 10 % of the particular budget heads. If the study necessitates re-appropriation beyond 10%, it may be done only after the approval of the ICSSR
  - **Selection of Research Staff** should be done through an advertisement and a selection committee consisting of (1) Project Director; (2) One outside Expert (other than the institute where the project is located); (3) a nominee of the Vice Chancellor/Head of the Institution and (4) Head of the Department)/Dean of relevant faculty duly approved by the competent authority.
  - For all field work related expenses of Project Director, Co-Director and project personnel, rules pertaining to affiliating institutes shall be followed.
  - All equipment and books purchased out of the project fund shall be the property of the affiliating institutions. On completion of the study, the Project Director shall submit an undertaking in this regard. The ICSSR, however, reserves the right to take charge of equipment and books, if it thinks it fit in a case.
  - Purchase of equipment/ assets for the research Project is permissible only if it is originally proposed and approved by the ICSSR and does not exceed the permissible amount.

*Ranitha*

**2021-2022**

**Grant for ATAL FDP (Online Mode)**

**Received By**

**Dr. Navita Nathani**

**All India Council for Technical Education**

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)**AICTE Training and Learning (ATAL) Academy, (Online FDP)**

F. No. 01\_/AICTE/ATAL-HQ/2020-21\_\_\_\_\_

To

Date: 23.08.2021

Prestige Institute of Management and Research, Gwalior  
Opposite Deen Dayal nagar  
MADHYA PRADESH

**Sub: Release of a sum of Rs 93,000/- for AICTE Training and Learning (ATAL) Academy OnlineFDP.**

Sir,

This is to convey the sanction of the Council for payment of **Rs. 93,000/-** (Rupees **Ninety – Three Thousand** Only) for conduct of online **AICTE Training And Learning (ATAL) Academy FDP (Design Thinking and Innovative Approaches in teaching For B schools Teachers')** to Prestige Institute of Management and Research, Gwalior (M.P.) under AICTE Training And Learning (ATAL) Academy.

This fund is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

**The instructions/guidelines to be followed by University/Institution****I. Release of funds and maintenance of accounts**

- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The cost for conducting per programme will be Rs.93,000/- as per detail given as under:

**1 Honorarium to Coordinator Rs 10,000/-****2 Honorarium for computer operator Rs 2,000/-****3 Honorarium for experts (Rs.5000/session for 14 sessions) Rs 70,000/-****4 Provision for payment to Lab Attendant Rs 1,000/-****5 Miscellaneous charges (petty expenses not covered above) Rs 10,000/-****TOTAL = Rs.93,000/-**

Programmes having permission to change amounts under different heads with overall ceiling of Rs 0.93 lakh being intact.

- The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

**II. Disbursement of funds to institutions**

The full amount of the grant sanctioned will be released as an advance to the University/Institute through electronic transfer on the account of the University/Institute after submission of mandate form

**III. Conduct of test and issuance of certificate**

- A test shall be conducted by coordinator at the end of the program.
- The certificates shall be issued to those participants who have been approved by coordinator, attended the program with minimum **80% of attendance** and scored **minimum 60% marks** in the test.

#### IV. Submission of documents by university/institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program: -
  - (i) List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
  - (ii) A program completion report along with photographs, videos, media report is to send after the completion of workshop along with the list of participants and Utilization Certificate, Expenditure Statement etc. within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme**.
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall to adjust.

#### V. General Instructions

- a. **Maximum 200 participants** may be allowed to attend online FDP. Coordinators are free to admit a smaller number of participants depending on the feasibility.
- b. A test has to be conducted (may be online) on the last day and those who score more than 60% will be termed as successful candidates. Those who have **attendance 80% or more** and also **score more than 60% in the test** will be issued a **digital certificate**.
- c. These **online sessions are to be recorded** as the facility is available on the software which is being used for online delivery of FDP. You are also requested to upload recording on youtube of google drive share recording link of sessions with AICTE.
- d. **Eligibility for Participants:**
  - a. The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)/School Teachers and staff of host institutions.
  - b. Not more than 30% from Host Institution.
- e. If programme is not conducted in the financial year 2021 only, the released amount has to be returned back to AICTE.
- f. Any extra money required to complete the programme must be borne by the institute from their own resources but the quality of the activities should not be compromised.
- g. FDP title name, name of coordinator, institute name is not allowed to change without permission however schedule dates may be changed with information ATAL Academy cell and Regional Office.

This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,

-sd-

**Regional Officer  
AICTE-CRO, Bhopal**

Copy forwarded for information and necessary action to: -

1. Dr. Navita Nathani, Coordinator ATAL Programme
2. **ATAL Academy Cell AICTE HQ**
3. **Guard File**

**2021-2022**

**Grant for Webinar on “Acid Attack”**

**Received By**

**Sh. Aakash Gupta**



भारत सरकार  
राष्ट्रीय महिला आयोग  
प्लॉट नं. 21, जसोला इंस्टीट्यूशनल एरिया  
नई दिल्ली-110 025  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR WOMEN  
PLOT NO.-21, JASOLA INSTITUTIONAL AREA,  
NEW DELHI-110 025  
Website : www.ncw.nic.in

File No: 16(209)/2021-22/NCW (SCW)

Date: 02/09/2021

To,

**Sh. Aakash Gupta**  
**Prestige Institute of Management**  
Airport Rd, Deen Dayal Nagar  
Gwalior, Madhya Pradesh 474020

Subject: Webinar on "Acid Attack: A new face of Gender Based Violence"

Madam/Sir,

Please refer to the online proposal submitted by you to the National Commission for Women for organising Webinar on the above mentioned subject. I am directed to inform you that the Commission has approved your proposal for conducting Webinar with a financial assistance restricted to **Rs. 30,000 (Rupees Thirty Thousand only)**.

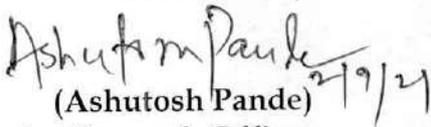
2. In order to enable the Commission to process the matter further, following documents/information are required to be made available to the Commission as per prescribed formats within 10 days of the issue of this letter which has also been emailed to you:

- I. Acceptance Letter
- II. Undertaking in the prescribed format (**Annexure-A**)
- III. Details for linking of PFMS with NCW in the prescribed format (**Annexure-B**), if already registered on PFMS, link your PFMS account with NCW PFMS account as per PPT shared via email and share the proof of linking with NCW PFMS account
- IV. Bank Mandate Form in the prescribed format (**Annexure-C**)

3. The sanctioned amount shall be released in two instalments as under:
- I. 50% in advance after acceptance of the proposal along with requisite documents (as mentioned in **Para No.2**)
  - II. The balance 50% on receipt of the satisfactory webinar report in the prescribed format (as described in **SOP** attached with this letter) and on submission of the requisite documents as given in **SOP** attached with this letter.
4. It may be noted that the first instalment will be released only after receipt of the documents/information as mentioned in **Para No.2**. If no response is received within 15 days of the issue of this letter, the approval will be deemed to be cancelled.
5. It may be noted that the sanction may be rejected and amount released may be recovered any time in case, the grantee organisation fails to conduct the webinar within stipulated time or fails to submit the satisfactory webinar report as prescribed in **SOP** attached with this letter.
6. The date of organising webinar must be intimated to the Commission at least 15 days prior to the date of webinar to enable the Commission to depute an officer/observer to ensure adherence with the stipulated guidelines and presence of the qualified resource persons. **The webinar must be organised on or before 31st December, 2021.**
7. It may also be noted that it may take at least one month to release the first instalment after receipt of the requisite information/documents from you.
8. Please quote the reference number of this letter in future correspondence and also ensure that the organisation is registered under PFMS and linked with NCW, otherwise payment cannot be made.
9. The organisation must abide by guidelines laid down in **SOP** attached with this letter. (**Annexure-D**)

Encl: As Above

Yours Sincerely

  
(Ashutosh Pande) 27/9/21  
Senior Research Officer

**2022-2023**

**Grant for Organizing International Conference**

**Received By**

**1. Dr. Navita Nathani**

**2. Dr. Indira Sharma**

**All India Council for Technical Education**  
(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



**Grant for Organizing Conference – Offer Letter**

To

**The Registrar / Director / Principal**  
**Prestige Institute of Management and Research,**  
**Gwalior, Airport Road, Near Dcendayal Nagar, Gwalior,**  
**Madhya Pradesh-474020**  
✓ [PID: 1-17260993]

Subject: Offer of Financial Assistance to conduct conference under the scheme AICTE-GOC).

Sir/Madam,

With reference to the proposal submitted by your institute under the scheme **Grant for Organizing Conference (GOC)** regarding financial assistance for conducting the conference it is informed that the proposal has been provisionally recommended by the Council as per the details given below:

1.	Title of Conference:	ICSGBP
2.	Mode of Conference:	Online Conference
3.	Level of Conference:	International
4.	Proposed date & duration by institute:	7th to 9th October, 2022
5.	Name of Coordinator:	Dr. Navita Nathani
6.	Name of Co-Coordinator:	Indira Sharma
7.	Maximum amount offered:	Rs. 50,000/-

**The said offer is as per the norms and guidelines of the scheme as well as subject to the following terms and conditions: -**

**I. Release of funds**

- a. The amount will be released on receipt of requisite documents after successful conduct of the Conference.
- b. This offer is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

**II. Limit of Funding**

- a. The grant from AICTE will be **one-third (limited to Rs. 50,000/-)** of the total expenditure incurred for organizing the Conference and rest amount i.e. two-third of total expenditure will be managed by institute itself.

**III. Utilization of funds**

- a. 10% of the funds offered by AICTE should have been utilized for registration fee of participants belonging to SC/ST category.
- b. At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- c. Papers from host institution should not have been more than 10% of the total papers.
- d. Coordinator will maintain an electronic record of papers, participants, their institution & its location, to ensure that norm of Pan-India participation, overseas participants in International Conferences and papers from local faculty, are adhered to and also shared with AICTE.

#### IV. Maintenance of accounts

- a. The institute shall strictly follow the provisions laid down in the scheme document and this offer letter. All correspondence related to the conference must contain the number of this letter alongwith year of sanction of the conference failing which correspondence will not be entertained.
- b. The institute shall maintain proper accounts of the expenditure and the Council or its nominee shall have the right to check/ verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.

#### V. Documents to be uploaded on AICTE Dashboard/ Portal

##### On receipt of offer :

The Acceptance Letter with dates of Conference, within 7 days from the date of receipt of the offer letter duly signed and seal affixed by Coordinator and Head of the Institutions along with permission/clearance of Govt. of India for Organizing Conference.

##### After conduct of the Conference:

Institute has to fill up Report on AICTE dashboard/ portal and upload following documents:

- a. Copy of proceedings of conference
- b. Feedback of the participants.
- c. Geotagged photographs (maximum 15) of the conference.

#### VI. Submission of documents by institute after conduct of conference

The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference for reimbursement of the grant:

- a. Utilization Certificate and Statement of Expenditure in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (in section V).

#### VII. General instructions

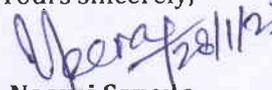
- a. Any change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected only after prior approval of the Council, failing which the sanction for the grant already issued would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the AICTE's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the AICTE.
- c. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in conference and other means.
- d. The beneficiary Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed while spending for the event.
- e. In respect of international conference, additional guidelines at **Annexure-I** should have been followed.
- f. In respect of Online/ e-Conference, additional guidelines at **Annexure-II** should have been followed.

Dated- 28<sup>th</sup> January, 2022

F. No.67- 9 /IDC/GOC/POLICY-4/2021-22

- g. This offer letter may be used for seeking financial support/sponsorship from Institute/Professional body/Institute

Yours sincerely,

  
Dr. Neeraj Saxena  
Adviser (IDC)

Copy forwarded for information and necessary action to:

1. **Name and Address of the Coordinator**  
**Dr. Navita Nathani**  
**Prestige Institute of Management and Research,**  
**Gwalior, Airport Road, Near Deendayal Nagar,**  
**Gwalior, Madhya Pradesh-474020**
  
2. **Name and Address of the Co-coordinator**  
**Indira Sharma**  
**Prestige Institute of Management and Research,**  
**Gwalior, Airport Road, Near Deendayal Nagar,**  
**Gwalior, Madhya Pradesh-474020**
  
3. **Guard File**

**2021-2022**

**Grant for 17 Days Refresher course**

**Received By-**

**Dr. Nischay Kr Upamannyu**



MUSAFIR INDIA TRIP.COM

Contact us  
C15- Kiran Garden, Uttam Nagar  
New Delhi, 110059, +91-9811814998  
Email - Info@musafirindiatrip.com

**Sanction Letter**

Date: April 21, 2022

To,

**The Director/Principal,  
Prestige Institute of Management and Research Gwalior  
Airport road, Near Deendayal Nagar, Gwalior  
Madhya Pradesh-474020**

**Subject: Grant for Research Activity**

Sir/Madam,

With reference to the letter submitted by your institute for conduction of Research activity at your institution regarding financial assistance for Refresher Course going to held in May-2022. We are glad to inform you that an amount of Rs 354,000/- (Three lakhs Fifty four thousand only) has been approved for this **Research Activity**. This amount will be disbursed after successful completion of the research activity and submission of detailed report.

For Musafir India trip.com

A handwritten signature in black ink, appearing to read 'Ravindra Sharma'.

Ravindra Sharma

(Director)

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**2022-2023**

**Grant for AICTE TRAINING & LEARNING (ATAL) FDP**

**Received By**

**1. Dr. Garima Mathur**

**2. Dr. Chanda Gulati**



## All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Website: [www.aicte-india.org](http://www.aicte-india.org)



### AICTE Training and Learning (ATAL) Academy

F.No.01/AICTE/ATAL-HQ/2022-23/192

Dated: 26.08.2022

To

Prestige Institute of Management & Research  
Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior  
Gwalior, MADHYA PRADESH - 474020

**Sub: Release of a sum of Rs. 3,00,000/- for AICTE Training and Learning (ATAL) Academy Blended/Hybrid FDPs/CPDPs.**

Sir,

This is to convey the sanction of the Council for payment of **Rs. 3,00,000/-** (Rupees Three Lakh Only) for conducting of online **AICTE Training And Learning (ATAL) Academy FDP/CPDP (1651121304 - Using HR Analytics for Workplace Behaviours)** to **(Prestige Institute of Management & Research, Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior, Gwalior, MADHYA PRADESH)**, under **AICTE Training And Learning (ATAL) Academy**.

This fund is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

#### The instructions/guidelines to be followed by University/Institution

##### I. Release of funds and maintenance of accounts

- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The cost for conducting per programme will be Rs.3,00,000/- as per detail given as under:

S.No.	Particulars	Sanctioned Amount for 2022-23 (for Blended FDPs/CPDP)
1	Honorarium to Coordinator	Rs. 10,000/-
2	Honorarium to Co-Coordinator	Rs. 7,000/-
3	Honorarium for computer operator	Rs. 1,000/-
4	Honorarium for experts (Rs. 5,000/ session for 14 sessions)	Rs. 70,000/-
5	Provision for payment to Three Lab Technicians engaged during lab practices @ Rs.5,000/- per programme per lab Technician	Rs. 15,000/-
6	TA/DA to Experts engaging sessions (lump sum)	Rs. 32,000/-
7	Refreshment & Lunch (Rs. 350/ head for 50 trainees for 5 days)	Rs. 87,500/-
8	One book each for 20 participants as reward	Rs. 10,000/-
9	Miscellaneous charges (petty expenses not covered above)	Rs. 5,500/-
10	Hands on training material, Consumable items, etc. (reimbursed on actual basis)	Rs. 62,000/-
	<b>Total</b>	<b>Rs. 3,00,000/-</b>

Programmes having permission to change amounts under different heads with overall ceiling of Rs.3.0 lakh being intact.

- c. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

## II. Disbursement of funds to institutions

The full amount of the grant sanctioned will be released as an advance (i) Rs.2.38 lakh (ii) Rs.62,000/- on actual basis to the University/Institute through electronic transfer on the account of the University/Institute after submission of mandate form.

## III. Conduct of test and issuance of certificate

- a. A test shall be conducted by coordinator at the end of the program.
- b. The certificates shall be issued to those participants who have been approved by the coordinator, attended the program with minimum of attendance and scored minimum in the test.

## IV. Submission of documents by University/Institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program:-
  - (i) List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
  - (ii) A program completion report along with photographs, videos, media report is to send after the completion of workshop along with the list of participants and Utilization Certificate, Expenditure Statement etc., within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme**.
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall to adjusted.

## V. General Instructions

- a. **Maximum 50 (minimum 30) participants** may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
- b. A test has to be conducted on the last day accordingly Scheme Document 2022-23 and those who score more than 70% will be termed as successful candidates. Those who have attendance 80% or more and also score more than 70% in the test will be issued a digital certificate.
- c. The **sessions are to be recorded** as the faculty is available on the software which is being used for online delivery of FDP/CPDP. You are also requested to upload recording on youtube of google drive.
- d. **Eligibility**

### **For Institutions (Both Technical & Non-Technical)**

- i) The government funded institutions like IITs, IIMs, NITs, Universities, State Universities/Institutions/research institutes other government organizations and PSUs.
- ii) Private organizations / institutions having overall NIRF ranking up to 200 or NAAC grade A++ or Department conducting FDP/CPDP having full NBA accreditation.
- iii) Industry/Training Institutions (Experience in Relevant training in last 5 Years).

Coordinator must be a full-time regular faculty/instructor / trainer etc. & having knowledge and experience to conduct blended FDP/CPDP.

**For Participants**

- i) The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry Bureaucrats/Technicians/Professionals/School Teachers and staff of host institutions.

**To be nominated by the Institute.**

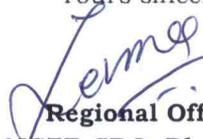
- ii) Not more than 10% from Host Institution.  
iii) Maximum 50 (minimum 30) participants may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.  
iv) Participants shall bear the cost of travelling and boarding/lodging if he/she wishes to attend ATAL FDP/CPDP. However, refreshment & lunch would be provided for free.

**ATAL FDPs/CPDP are free, and No fee will be charged from any participant attending ATAL FDP/CPDP.**

- e. If programme is not conducted in the financial year 2022 only, the released amount has to be returned back to AICTE.  
f. Any extra money required to complete the programme must be borne by the institute from their own resources but the quality of the activities should not be compromised.  
g. FDP/CPDP title name, name of coordinator, institute name is not allowed to change without permission however scheduled dates may be changed with information ATAL Academy cell and Regional Office.

This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,

  
**Regional Officer**  
**AICTE-CRO, Bhopal**

Copy forwarded for information and necessary action to:-

1. Garima Mathur, Coordinator ATAL Programme
2. ATAL Academy Cell AICTE HQ
3. Guard File