



# Shobhit University

EDUCATION EMPOWERS

Adarsh Institutional Area, Babu Vijendra Marg,  
Gangoh, Distt. Saharanpur 247341 (U.P.)  
247341, India  
Tel: +91 7830810052  
E-mail: [registrargangoh@shobhituniversity.ac.in](mailto:registrargangoh@shobhituniversity.ac.in)  
Web: [www.sug.ac.in](http://www.sug.ac.in)

## Notice

Ref: SUG/N/2022/039

Date: 01 May, 2022

All faculty members are hereby informed that the **Annual Faculty Appraisal Form** is to be duly filled and submitted every year before the 25th of the respective month as per university norms.

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3. The Progress Report must be duly verified and signed by the respective Head of Department / Director / Principal.

It is mandatory for every faculty member to adhere to the timeline to facilitate timely review and processing by the university administration.

Non-compliance with this directive may result in delays in performance evaluation and related administrative processes.

For any clarification, please contact the HR Department or the Office of the Registrar.

Dr. Mahipal Singh  
Registrar



### For Kind Information to:-

1. PS to Hon'ble Chancellor - for kind information to Hon'ble Chancellor, please.
2. PS to Hon'ble VC - for kind information to Hon'ble Vice-Chancellor please.

### Copy to:

1. Dean, school of Engineering and Technology
2. Dean, School of Biological Engineering & Sciences
3. Dean, School of Pharmacy
4. Dean, School of Education
5. Dean, School of Agriculture and Environmental Sciences
6. Dean, School of Business Studies and Entrepreneurship
7. Dean, School of Law and Constitutional Studies
8. Principal, School of Ayurveda (KSVAMC&RC)
9. HoD, School of Naturopathy (KSVMCN&YS)
10. Finance Officer

For kind information  
and necessary action  
please



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## Notice

Ref: SUG/N/2020/038

Date: 01 May, 2020

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Ref: SUG/N/2019/035

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## Notice

Ref: SUG/N/2023/030

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Director, IQAC



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## SHOBHIT UNIVERSITY GANGOH

Performance Based Appraisal System (PBAS+) for Academic Year ..... - .....

### GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation & Academic Grade Pay	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation in Subject/Discipline	

8. Academic Staff College Orientation/Refresher Course attended during the year

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

9. **FUTURE PLANS (in Brief)**

(i) Teaching:

(ii) Research:

### SUMMARY OF API+ SCORES

Academic Year 2015-2016

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development, etc.	
	<b>Total (Categories I + II)</b>	
III	Research & Academic Contribution	
IV	Behavioural Skills and Values	
V	Student Feedback on Quality of Teaching	
	<b>TOTAL (I+II+III+IV+V)</b>	



## PART -A :ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions before filling out this proforma)

### CATEGORY- 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score : 125; Minimum Score required : 75)

#### 1.0 Lectures(L), Seminars(S), Tutorials(T), Practicals(P), Contact Hours (C)

(Give semester-wise details, where necessary) Max.Score : 50

S. No.	Course/ Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score
1						
A		API Score		(A)		
B		API Score		(B) 100% class taken =		
Total API Score				(A+B) =		

*Note: (a) please refer the PB/AS compendium for score calculation (i.e. category I, Part I, Serial No. 1, Page-3)*

*(b)(Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)*

*(c) Please fill and enclose Annex-I as a supporting document for this section*

#### 2.0 Teaching Load in excess of UGC norms (Max score: 10)

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	
Total API Score				

*Note: (a) please refer the PB/AS compendium for score calculation (i.e. : category I, Part II, Serial No.2, Page-4)*

*(b) Please fill and enclose Annex-II as a supporting document for this section*

#### 3.0 Result/Academic Performance (Max. score: 10)

S. No.	Program	Sem.	Course Code	Course Title	Total No. of students	Academic Performance		
						Pass	Fail	Debarred
1								
2								
Total Students								
Total API Score								

*Note:(a) The total no. of students should match with the no. of students enrolled in the class as per university records.*

*(b)Please refer the PB/AS compendium for score calculation (i.e. Cat-I, Part III, Serial No.3, Page-4)*

#### 4.0 Additional knowledge resources provided to students(Max. Score: 10)

S. No.	Course /Paper	Mandatory Resources	Y/N	Additional Resource provided	API Score
1		Timely Uploading Session Plan on Digi			
2		Timely Uploading Assessment Plan on Digi			
3		Timely Uploading Course material/Lecture			



		Notes-reading material			
4		Timely Uploading of attendance/Leave/OD on Digi			
5		Correction of attendance on Digi			
6		Timely Uploading of internal Assessment marks on Digi			
7		Correction of Internal Assessment Marks			
8		Timely Uploading of Practical examination marks on Digi			
9		Correction of Practical examination marks			
10		Timely Upload of NTCC weekly Progress report			
11		Upload of NTCC Marks	N		
12		Correction of NTCC marks			
<b>Total API Score</b>					<b>8</b>

Note: (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-I, Part IV, Serial No4, Page-5)

**5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.(Max.Score: 20)**

S. No.	Short Description	API Score
1		
<b>Total API Score</b>		

Note: (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-I, Part V, Serial No5, Page-6)

**6.0 Examination Duties Assigned and Performed (Maximum Score : 25)**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1	Paper Setting			
2	Moderation			
3	Evaluation of Answer Books			
4	Internal examiner for practical			
5	Viva Voice			
6	Invigilator			
7	Faculty Coordinator			
<b>Total API Score</b>				

Note: (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-I, Part V T, Serial No. 6, Page-7)

<b>Total Score Earned for Category-I (1+2+3+4+5+6) :</b>	
<b>Total Max. Score for Category-I (1 to 6): 125</b>	
<b>Minimum score required : 75</b>	

**CATEGORY-II: CO-CURRICULAR, EXTENSION& PROFESSIONAL DEVELOPMENT**  
**(Max. Total Score: 50; Min.Score required: 15)**

**1.0 Extension, Co-curricular & Field based Activities (Maximum Score: 20)**

*Mentoring Activities, Club/Committee activities*

S.No.	Type of Activity	Average Hrs/Week	API Score
1			
<b>Total API Score</b>			<b>20</b>

Note: (a)Please refer the PB/AS compendium for score calculation (i.e. Cat-II, Serial No.1.1 to 1.14, Page-9-11)

**2.0 Contribution to Corporate Life and Management of the Institution (Max. Score : 15)**

*(QAE, Programme Leader, Course, Placement Coordinator, etc.)*

S.No.	Type of Activity	Yearly/Semester wise responsibility	API Score
1			
<b>Total API Score</b>			

Note: (a)Please refer the PB/AS compendium for score calculation (i.e. Cat-II, Serial No.2.1 to 2.5, Page-12-14)

**3.0 Professional Development Activities (Maximum Score: 15)**

S.No.	Type of Activity	Role	Unit (Activities)	Yearly/Semester wise responsibility	API Score
1.					
<b>Total API Score</b>					

Note: (a)Please refer the PB/AS compendium for score calculation (i.e. Cat-II, Serial No.3.1 to 3.5, Page-14-17)

<b>Total Score Earned for Category-II (1+2+3) :</b>	
<b>Total Max. Score for Category-II (1+2+3) :</b>	
<b>Minimum Score required : 15</b>	

# CATEGORY-III. RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

## 1.1 Research Papers published in Journals:

S.N (Sl.)	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
1							
Total API Score							

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 1.1 page-17-19)  
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.1)

## 1.2 Full papers in Conference Proceedings

S.No.	Title with page number	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score
1						
Total API Score						

(a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 1.2 page-19-20)  
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.2)

## 1.3 Articles/ Chapters published in Books

S.N o.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors and Date of Publication	Whether you are the main author	API Score
Total API Score							

(a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 1.3 page-20)

## 1.4 Books published as Author or as Editor/Translator

S. N	Title with page no.	Type of Book & Authors hip	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score
Total API Score							

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 1.4 page-21)

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	API score
1			
Total API Score			

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 1.5 page-22)

## 2.0 Research Projects, Consultancies and Assignments

### 2.1 Sponsored Projects (Carried out/Ongoing)

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score
Total API Score					

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 2.1 page-23)

### 2.2 - 2.3 Consultancy Projects (Carried Out/Ongoing/Completed)

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents /Patent as outcome	API Score
Total API Score						

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 2.2 to 2.3 page-23)

### 2.4 Filing & Award of Patents/Policy Document/Technology Transfer Process

S. No.	Type of Patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
Total API Score						

**Note:** (a) Please refer the PB-AS compendium for score calculation (i.e. Cat-III, Serial No. 2.4 page-23)



## 2.5 Overseas Assignments

S.N.	Title Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score
Total API Score						

**Note:** (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-III, Serial No. 2.5 page-24)

## 3.0 Research Guidance

S.No.	Degree	Number of Scholar Enrolled	Status	Degree Awarded	API Score
1					
2					
Total API Score					

**Note:** (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-III, Serial No. 3 page-24)

## 4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

S.No.	Programme	Duration	Organised by	API Score
1				
Total API Score				30

**Note:** (a) Please refer the PB/AS compendium for score calculation (i.e. Cat-III, Serial No. 4.1 and 4.2 page-25)

## 4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/National/State/Regional/University or College Level	API Score
1								
Total API Score								

**Note:** (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.

(b) Please refer the PB/AS compendium for score calculation (i.e. Cat-III, Serial No. 4.3 page-25)

## 4.4 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

S.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/National/State	API Score
Total API Score						

(a) Please refer the PB/AS compendium for score calculation (i.e. Cat-III, Serial No. 4.4 page-26)

## 4.5: Experience as Post Doctoral Fellow / Research Associate/Visiting Professor

S.No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score
Total API Score					

(a) Please refer the PB-1S compendium for score calculation (i.e., Cat-III, Serial No. 4.5 page 26)

Total Score Earned for Category-III	
-------------------------------------	--

### OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No	Details (Mention Year, Value , etc., where relevant)
1.	
2	
3	

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the newly filled PBAS Performa.

Signature of the Faculty

**PART (B)**  
**CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES**  
**SUPERIOR FEEDBACK**

S. No.	Points	Score
1.	Health & Personality	
2	Punctuality & Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behavior towards colleagues	
7	Relationship / Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
<b>Maximum Total Score / Points</b>		<b>60</b>
<b>Minimum total points to be obtained</b>		<b>30</b>

**NOTE:** Please give ratings on a 5-point scale with:

5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

Shortcoming/

Weakness pointed out, if any, and improvement shown:

Signature of the Reporting Officer

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

**Report of the Reviewing Officer / Head of Institution on Part-B only (Not to be filled in case He/She is the reporting officer)**

1.0 Do you agree with the assessment of the Reporting Officer? YES / NO  
 If NO, give reason(s):

2.0 Has anything of adverse nature, or which indicates lack of Integrity, come to your notice, and has been established YES / NO

3.0 Specific Recommendation about qualitative performance of the faculty:  
 Overall Assessment:

Outstanding      Very Good      Good      Average      Below Average

Signature: \_\_\_\_\_

Reviewing Officer / Head of Institution

Name \_\_\_\_\_

Designation \_\_\_\_\_



## FINAL REPORT OF THE REVIEWING OFFICER (HOI)

- Do you agree with the details given by the reported faculty in Part-A (Cat. Is, II & III) & Part B (Cat. IV & V) YES / NO
- If YES, to what extent : \_\_\_\_\_
- If NO, specify the reasons: \_\_\_\_\_
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details. \_\_\_\_\_

Signature of HOI \_\_\_\_\_

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

## FINAL OBSERVATIONS OF THE CAMPUS HEAD

Observations by the Higher Accepting Authority (if any): (Campus Head)

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Signature: \_\_\_\_\_

Higher Accepting Authority

Name \_\_\_\_\_

Designation \_\_\_\_\_



## Application for Promotion and Assessment by Committee

(To be filled by Candidate)

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Institution : \_\_\_\_\_ Date of Joining : \_\_\_\_\_

Request for promotion: From ..... To .....

Qualification Parameters	Present Status																																																
➤ Academic Qualifications <ul style="list-style-type: none"> <li>• Ph.D. (As per UGC regulations of 2009)</li> <li>• NET SLET M.Phil. (where NET is exempted) • Q on ..... NotQ</li> </ul>																																																	
➤ Teaching Experience- (as fulltime teacher only & for UG/PG or above level students)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Org.</th> <th>Designation</th> <th>Grade</th> <th>Salary</th> <th>Period</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Org.	Designation	Grade	Salary	Period																																											
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Orientation and refresher course/Research Methodology Course	• Course name..... • Date.....																																																

\*The application should be Appended with the updated CV and Documents in Support of Academic Qualification, Teaching Experience, Research Experience, API Score, publication etc.


  


Signature of the Candidate



**Shobhit  
University**

EDUCATION EMPOWERS

Adarsh Institutional Area, Babu Vijendra Marg,  
Gangoh, Saharanpur – 247341 U.P.  
Phone: 01331-236300  
www.shobhituniversity.ac.in

REF/SUG/RO/ADM/NOTIFICATION/2017-03

Date: April 22, 2017

## NOTIFICATION

*School fee Re-imbursement scheme for the wards of Shobhit University staff members and support staff comes into effect from **April 01, 2017**.*

Attached herewith are the details of the scheme for your reference. The eligible members shall be required to fill up two forms i.e. **Family Declaration Form** and **SFRR Form** and submit to Registrar's office for consideration.



*For kind information to:*

- PS to Hon'ble Chancellor & Vice chancellor Sirs – for kind information to Hon'ble Chancellor and Vice Chancellor Sirs

*Copy to:*

- *Principals – KSVAMC&RC and AVIPS for circulation among their respective members.*
- Dean - Academics
- Departments coordinators for information and circulation among their team members
- Accounts officer
- Guard File

✓ *It is a system generated document and does not require signature.*

## **Babu Vijendra Foundation**

### **Under the aegis of NICE Society Trust**

(University Tower; Plot no 7; Institutional Area; Mayur Vihar Phase II; Delhi 110091)

### **School Fee Re-Imbursement Scheme for the wards of Shobhit University staff-members and support staff of Shobhit University**

#### **1. Purpose**

Purpose of this scheme is to empower wards of the university employees through drawing a monthly salary less than Rs.15, 000/-, with financial support for school education.

#### **2. Details:-**

This policy follows the basic principle that all such reimbursements are awarded as compassionate consideration from Babu Vijendra Foundation to the staff-members and the support staff of the University. Details of the scheme are provided below.

#### **3. The Scheme**

This scheme is a privilege and not a right of the employee's service with the university. The scheme operates through the philanthropic and harmony-inspiring funds maintained with Babu Vijendra Foundation. Under this scheme, the university maintains policy of re-imbursement of school fees for two children to willing employees drawing salary not more than Rs.15, 000/- per month. All requests will be made as per procedure on the prescribed Form, namely, Children's School Fee Re-imbursement Form (CSFR Form). A committee of two officers from the University and one nominee of Babu Vijendra Foundation will scrutinize the claims, establish authenticity and rightness of the claim, and will recommend to the Vice Chancellor to apply to the Foundation for making payment to the University for Disbursal.

Payment thus made to the employee shall not be included in the taxable income of the employee.



#### **4. Fee re-imbursement- definition**

Re-imbursement of fee/s means paying to a student certain amount that s/he has already paid from her/his or parents' personal funds.

Tuition fee, and other fees taken under different heads by the school/college that are paid compulsorily by a student to the school under a receipt is cumulatively re-imbursement amount, and will therefore be considered as school/college fees. Private tuition fee, Building/school development fund or any such charges will not be counted in this account. In case the claimant's ward studies/ wards study in a government school where the fee is nominal, expenditures made on uniforms, books and stationery etc can also be made in such cases after proper scrutiny.

Charges or penalties on disciplinary action, late payments or for any other matter, will not be included as a fee. If the child fails in a class s/he will not be eligible for re-imbursement in the repeated year.

#### **5. Scope**

This scheme is meant for the university employees drawing a monthly salary of not more than Rs.15,000/- (Fifteen Thousand) per month, and who use personal funds to pay for the school (up to 10+2) fees and expenses and wish to be reimbursed. Also, the claiming employee should have served for one year already before s/he makes his/her first claim.

Since the quantum of total amount reimbursable in a year is decided by Babu Vijendra Foundation, the university cannot assure full payment of the total approved claim always.

All claimants will follow a single procedure to make claim through the Accounts Section of the University. Procedure is laid out in this Scheme.

#### **6. Responsibility**

The Vice Chancellor / Registrar is responsible for the maintenance, revision and publication of this Scheme in consultation with Babu Vijendra Foundation. The university administration is accountable for ensuring compliance with this scheme when approving fee-re-imbursement requests.

## 7. Rules

The fees reimbursements must meet the following rules:

- I. Re-imbursement requests shall be made only by the regular serving employee once in a year in the month of April only after the conclusion of the previous academic year's examination and declaration of result. Last day of submitting the claim in the Registrar's office is 15 April.
- II. Fee reimbursement shall be limited to the expenses made by the employee against which s/he has received regular payment receipt from the school/ college up to class 12 with the total limit of re-imbursement not exceeding the employee's salary in the first month of the claimed year or Rs. 10,000/- whichever is less. In case the claimant has more than two children and the number of girl child exceeds one, then claim of two girl children only will be admitted. In any case the amount payable after the claims for one or two children will not be more than Rs.10,000/- per annum.
- III. The re-imbursement claim must be substantiated with following documents which will be attached in original and a photocopy:-
  - 3.1. Report card/ Marksheet of the child for the year the claim is made;
  - 3.2. A certificate from the head of the school/college where the child studied that year stating that the child actually attended the school and took examination and has been promoted for the next class. No claim can be made for a child who leaves the session mid-way.
  - 3.3. Original receipts of payment of fees.
  - 3.4. In case the claim includes expenses on the school uniforms, stationery and books etc. and the original bills are not available, then an undertaking on a plain paper from the employee, of having spent the claimed amount will be attached with the claim form.

- IV. No advance to the parents will be made in anticipation of this provision of re-imburement.
- V. The claimed amount can be paid in a single or in two installments.
- VI. As long as these rules are met, the fee reimbursement will not be included in an employee's taxable income.
- VII. In case the funds are not made available/ pledged by the donor Foundation to the University, no claim can be made. In case the total claimed amount of all eligible claimants is more than the funds available, then the priority will be given to make re-imburement to the girl children first.
- VIII. All payments shall be made by a bank Cheque.

## **8. Valid claim**

A fee- reimbursement claim is valid when it is:-

- i. Made only once in a year at one place, that is, university only. If fee reimbursement claim is made at another source through the eligibility of some other member of the family working elsewhere but authorized to make such claim, then the university employee will not be eligible to make the claim. (Get confirmation from the Accounts department)
- ii. Made for a maximum of two children. In other words, not more than two claims from an employee will be valid (Refer Family Declaration Form).
- iii. Made for two girl children in case the employee has more than two or three children, of which two or more are girls (Refer family Declaration Form).
- iv. Made after having worked at least for one year including valid leave, in the university.
- v. Made claim from class I to 10+2 level.

## 9. Procedure of re-imbursement:

Following steps shall be taken by a claimant of both categories to make claims:-

- i. All employees shall fill up a **Family Declaration Form** (FD Form) (Annexure 1) at the time of joining. In case it is not filled then, it should be filled in the academic year 2017-18.

FD Form has the scope of new entries in it as and when there is expansion/ separation/ death in the family. By 'family' is meant here the nuclear family in which the university employee will have the marital status of 'Single' (Single person family), or "married" as a "Husband" or "Wife (Nuclear family)." Record of children's birth is also made in the Form. By definition, the FD Form is progressive and not closed any time during the service period of the employee. As the children are born to the employee during her/his service period, their birth entries are made in the same Form that continues since the joining day of the employee. Similarly, all other developments like separation of spouse or children (by marriage/migration/ any other reason), death in the family are also recorded and it is the duty of the employee to keep her/his FD Form up to date. **This Form will be the basis of the first authentication of the school fee re-imbursement claim.**

- ii. Claimant shall fill up the Fee Claim Form (Annexure 2), one for each child, and will attach all the required documents as per rules above with the Form. The Fee Claim Form along with necessary attachments will form the claim, and can be called the Claim. All claims shall be submitted to the Accounts Officer directly by the claimants in the month of April.
- iii. Against the note of the Accounts Officer for the Registrar, the latter shall put up the matter for consideration of the Vice Chancellor who will then, on the basis of the note, will write to the Corporate office about the number of claims and total amount claimed. It will be the responsibility of the corporate office to seek funds from Babu Vijendra Foundation citing the total claim made.



- iv. Corporate office, on the basis of its negotiations with the Foundation will intimate the total ceiling of re-imbursement that would be possible to be made that year. Corporate office will also mention the name of the nominee of the Foundation to be in the three-member committee to be appointed by the VC for
- v. Vice-Chancellor will appoint a three-member committee to scrutinize the claims, establish their authenticity and finalize the approved amount against the claimed amount. The committee after its work on scrutiny of the claims will make a list of claims that will be recommended to the Vice Chancellor. VC will send the recommended list to the corporate office for claiming funds from the Foundation.
- vi. The Foundation will directly send the recommended funds cumulatively to the university for individual payments.
- vii. The Accounts Section shall issue a notice that will mention the claimed amount, approved amount, and mode of payment. The Accounts Section shall actually make the payments too.

This scheme is issued by Babu Vijendra Foundation, University Tower, Plot no 7; Institutional area; Mayur Vihar Phase II, Delhi 110091

Attached: Forms necessary to be filled up to make  
A valid claim.

