




**SANDIPANI**  
**ACADEMY**

 sandipanigroup.org



# HR Manual

**Campus - I**

Kumhari - Ahiwara Road, Achhoti (Murmunda)

Dist. - Durg 490 036 (C.G.)

☎ 90090 77222, 93000 08230, 90093 77222

**Campus - II**

Bilaspur - Shivrinarayan Road, Pendri (Masturi)

Dist. - Bilaspur 495 551 (C.G.)

☎ 90091 66222, 97521 04140, 90094 66222

Date of Publication  
01.07.2020

## INTRODUCTION

Sandipani Academy is an educational institution with its core values stands with heads high in this contemporary world has been working in the educational field since 2011 with the sole aim to provide the best opportunities to teachers and students for their fullest growth and development and to create an environment where every stakeholders of the institution flourish under the patronage of Sandipani Management. The Policy is developed and planned according to the values of the institution and reflects our belief on the Principle of win-win situation for employee and employer. To maintain the quality at every aspect, endeavor to adhere to and follows the core values and guidelines of Sandipani Academy (SA) and gives our efforts to imbibe these values in institutional values system.

**“Contributing to National Development”**

**“Fostering Global Competencies among Students”**

**“Inculcating a Value System among Students”**

**“Promoting the Use of Technology”**

**“Quest for Excellence”**

This is to inform all the employees that the following rules and regulations will be followed regarding HR Policies w.e.f. **01.07.2020**.

This HR Manual has been written to provide information and guidance to SA employees. This handbook is designed to acquaint you with SA and provide you the information about the working environment, the benefits and the policies effecting the employment. You should read, understand and comply with the policies of SA. The handbook describes the responsibilities as an employee. The objective of SA is to provide a conducive environment for both personal and professional development of the employees and moreover given the reality of a complex, ever- evolving organization. The information in this handbook is subject to change at any time with or without notification. However all efforts will be made to keep employees informed of any changes to the handbook. This handbook was prepared as a resource for answers to questions you may have from time to time and to encourage understanding of the organization. It is not intended as a complete guide and should not be considered or relied on, as a contract of employment.

We recognize that new employees in particular are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific enquiries you may have to your HOD / Coordinator / In charge or to contact the personnel department of SA for additional information or assistance.



## 1. GUIDELINES FOR EMPLOYEES

- Updated Teachers Profile to be maintained with their academic qualifications, achievements etc.
- Notices and follow ups to be done.
- Working hours for every working day
  - ✓ Teaching faculty: 8 Hours.
  - ✓ Non-teaching & Supporting Staff: 8 Hours.
- This policy is not applicable on Guest Faculty and Visiting Faculty.
- If any employee move out of the College premises in scheduled working time, Permission is needed from Reporting Manager/ HoD. In absence of above it will be treated as Half day. If any employee found misusing outgoing facility, strict action will be taken by authorities.
- If found any late, either punishment or fine will be deducted from the salary.

## 2. LEAVE POLICY

- All applications of employee regarding concerned matters should be forwarded through their Principal/HOD /Administrator/Reporting Manager.
- Leave application will be considered only after the approval of Principal/HOD /Administrator/Reporting Manager.
- Leave application should be submitted before taking leave. Only in case of Emergency, employee must communicate through SMS/other sources. In this case employee needs to submit leave application to their authority within two days after reporting. If leave application is not submitted within timeline then it will be counted as leave without pay (LWP).
- No provision for Half Day Leave.

~~Employee~~ Employee can avail 1 hour prior leave in a month.

- No Casual Leave will be provided to Visiting & Guest Faculty.
- Employee on probation period will be given facility of 12 CL in a year in pro data basis.
- Employee after probation period and other regular employee will get 12 CL per year. He/ She can avail CL between January to December. If any employee does not avail his/her CL in the present session then their leave will be lapsed.
- Suffix and prefix criteria (combined) will be followed with CL i.e. Holidays/Sunday will be counted if that will come between CL/LWP.

### MARRIAGE GIFT:

Institute has in place a policy of offering monetary gift on the occasion of marriage of employees and their children.

### **10. RESEARCH ACTIVITIES ENHANCEMENT POLICY**

- Seed money of Rs. 2, 00, 000/- to be allocated for research activities.
- Rs. 20,000/- will be given to the library for purchasing books for research scholars. After getting proposal from the research scholar, books to be purchased accordingly for library so that research scholar can use the new books in the library.
- Library facilities to be extend to research scholars on request after college hours also.
- Ph.D Scholar can attend course work offline and online. NOC will be given to the faculty.
- ✓ • Rs. 2000/- will be given to the teachers for research work publication in peer reviewed journal and Rs. 4000/- will be given for research work publication in UGC approved journals. Faculty can avail these facilities for maximum 2 papers in a year. They should submit the details of publication to the research committee
- After PhD award, an amount of Rs. 1000/- increment will be given to the employee irrespective of position (teachers, librarians) along with their regular salary.
- Research committee will be framed for monitoring the research work. Principal/ Head will be the officiating chairperson, administrator from management nominee and two working faculty (preferably PhD/Research Scholar) will be the members of this committee.
- Research scholar submit the application for loan to the committee after having discussion the recommendation will be given to the director of the institution.
- For PhD work, Rs 30,000/- advance will be given to research scholar on request. They pay back Rs. 2500/- on monthly basis from their salary.
- After disbursement of this loan amount; scholar can apply afresh request for another loan. The maximum amount will be 30K.
- At a time maximum 4 persons can avail loan facility.



- HOD and principal take responsibility for their faculty pursuing PhD to give them one hour time in schedule for attending course work. This time will be compensated by the faculty by working one hour at college or at home to finish the work of the college.
- Institution will provide monetary assistance of Rs. 10,000 for project work. Per year 5 project work will be assisted and can be availed by teachers and student both.
- Maximum four candidates can attend refresher course and orientation program in a year.

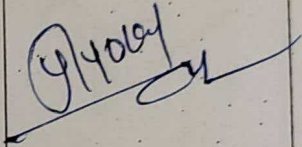
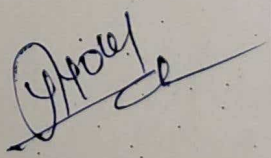
## 11. **NEW EMPLOYEE'S JOINING PROCESS AND WELCOME**

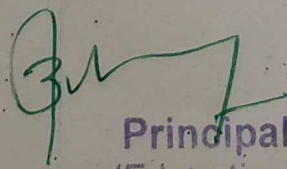
- New employee joining intimation should be done by heads / principal at least one day in advance in the official whatsapp group and intimate to administrator also for necessary arrangements.
- Whatsapp Number of new employee must be added in the morning on the day of joining with welcome message.
- New employee will report to head / principal. Head will check supporting docs with resume. If found ok then joining formality should be completed. One set of all docs including appointments, joining, salary break-up etc need to be hand over to administrator for office record.
- New member is welcomed with a Green Plant (A new initiative and best practice towards environment consciousness) in the presence of all member in the department. plant will be provided by the administrator.
- Reporting manager must take maximum half an hour orientation about the institution on the very first day after welcome.
- Department member (nominated by the Head / Principal) should take the new employees for the entire campus visit (every corner inside and outside) and introduce them to all the members of the institution.
- Complete salary details to be explained to the new employee by heads/principal.

Administrator will ensure the following –

- (i) Bank Account opening form.
- (ii) PF & ESIC form.
- (iii) ID Card formality.
- (iv) Thumb Impression / Face scanning for attendance.
- (v) Intimation regarding transport facility.

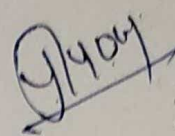
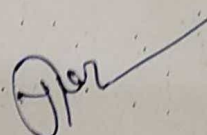
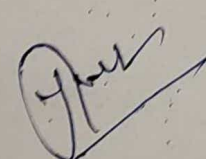
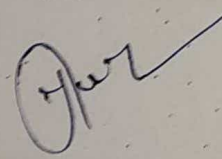
## SEMINARS/ CONFERENCES/ WORKSHOPS LIST

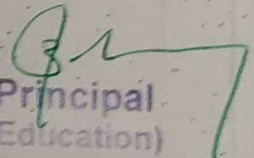
S.no.	Faculty names	Year	Events	Total amount	Approved by administrator	Remark
1.	Mrs. Meena Pandey	2019	Seminar-300	1800		
		2020	Workshop-500			
		2021	Seminar-500			
		2022	Seminar-500			
2.	Ms. Mamta Dhruw	2019	Conference-1200	3700		
		2021	NEP-500			
		2022	International seminar-2000			

  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)





3.	Mr. Vivekkumar Gautam	2020	National webinar-900	1400		
		2022	National seminar-500			
4.	Dr. Abha Dubey	2020	National webinar-500	1000		
		2021	NEP-500			
5.	Mrs. Saroj Shukla	2019	Sandipani academy masturi bilaspur-500 NEP-500 International seminar-500	1500		
6.	Ms. Vidya Devi Chandrakar	2021	NEP-500	500		

  
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**Sandipani Academy Achhoti(22-23)**

Achhoti, Post - Murmunda,

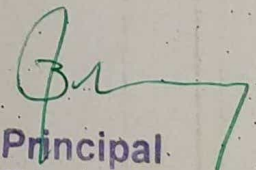
Dist.-Durg (C.G.)

**Seminar & Workshop Exp.**

Ledger Account

1-Apr-2021 to 31-Mar-2022

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
1-6-2021	To Cash <i>Being cash paid to saroj shukla for national education seminar programe attened</i>	Payment		500.00	
13-11-2021	To Cash <i>Being cash paid to vidya chandrakar for national education seminar programe attened</i>	Payment		500.00	
	To Cash <i>Being cash paid to mamata dhruw for national education seminar programe attened</i>	Payment		500.00	
	To Cash <i>Being cash paid to Dr. abha dubey for national education seminar programe attened</i>	Payment		500.00	
	To Cash <i>Being cash paid to saroj shukla for national education seminar programe attened</i>	Payment		500.00	
	To Cash <i>Being cash paid to saroj shukla for national education seminar programe attened</i>	Payment		500.00	
26-3-2022	To Cash <i>Being cash paid to mamata dhruw for national education seminar programe attened</i>	Payment		1,200.00	
				4,200.00	
	By Closing Balance				4,200.00
				4,200.00	4,200.00

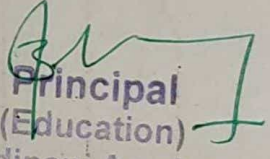
  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)



**Sandipani Academy Achhoti(22-23)**  
Achhoti, Post - Murmunda,  
Dist.-Durg (C.G.)

**Seminar & Workshop Exp.**  
Ledger Account  
1-Apr-2022 to 31-Mar-2023

Date	Particulars	Vch Type	Vch No.	Debit	P C
1-4-2022	To <b>Opening Balance</b>			<b>1,17,734.00</b>	
16-6-2022	To <b>Cash</b> <i>Being cash paid to meena pandey for national education seminar programe attened</i>	Payment		500.00	
3-7-2022	To <b>Cash</b> <i>Being cash paid to vivek goutam for national education seminar programe attened</i>	Payment		500.00	
6-8-2022	To <b>Cash</b> <i>Being cash paid to mamata dhruw for national education seminar programe attened</i>	Payment		2,000.00	
				<hr/> 1,20,734.00	1,20,73
	By <b>Closing Balance</b>			<hr/> 1,20,734.00	<hr/> 1,20,73

  
**Principal**  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

प्रति,

विभागाध्यक्ष  
सांदीपनी एकेडमी  
अधोली, दुर्ग (छ.ग.)।

विषय - पी.एच.डी. शोधाधी की अग्रिम राशि करने का  
महोदया,

विनम्र निवेदन है कि मेरा नाम अशोक शुक्ला  
है मैं सांदीपनी एकेडमी अधोली में सहायक प्राध्यापक  
पद पर कार्यरत हूँ। मैं श्रीशिवपुर अखार वि.वि.  
धनेली रायपुर में विषय - "शिक्षा" की पी.एच.डी  
शोधाधी हूँ। मुझे पी.एच.डी कार्य में आर्थिक  
समस्याओं का सामना करना पड़ रहा है इसके लिए  
सांदीपनी एकेडमी अधोली, दुर्ग के एच.आर. मैनुअल में  
वर्तित अग्रिम राशि 30,000 रु. दी जानी है। अतः  
मुझे भी 30,000 रु. प्रदान करने की कृपा करें।

सधन्यवाद

अशोक शुक्ला  
साक्षी

अशोक शुक्ला

सहा. प्राध्यापक  
सांदीपनी एकेडमी अधोली,  
दुर्ग (छ.ग.)।

Forwarded to  
Research Committee.

Signature  
22/3/22



Signature

BoA  
170066 अशोक शुक्ला  
340000 रु.  
30/03/2022

दिनांक - 22/03/22



प्रति,

प्रधान  
सोप्रीपनी लैडमी अफेरी  
पिला-डुर्ग (दरभंगा)

विषय - एक दिन की वैतनिक अवकाश हेतु आभेदन पत्र

महोदया जी,

समस्त निवेदन है कि मैरा नाम सोरोज शुक्ला  
सहायक प्राध्यापक "आगीशास्त्र" आपके संस्था में नियमित रूप से  
ज्जायित हूँ, आपके विहित हो कि मैं एक शौधार्थी शिक्षा विभाग  
श्री रावलपुर सरकार विध्विठ रावलपुर में अध्ययनरत हूँ। जिसमें

दिनांक 25/11/22 एवं 26/11/22 को Workshop का आयोजन हो  
रहा है जिसमें मुझे आगीशरी मित्राणा अति आवश्यक है।

अतः आपसे निवेदन है कि संस्था द्वारा मुझे एक  
एक दिन का वैतनिक अवकाश प्रदान करके कि रूपा करें।

धन्यवाद

दिनांक  
24/11/22

*Srijani*

प्रधान  
सोरोज शुक्ला  
"आगीशास्त्र"  
सहायक प्राध्यापक  
सोप्रीपनी लैडमी  
अफेरी

Vill-Achhoti , Post-Murmunda

Kumhari- Ahiwara Road

Dist.-Durg -490036(C.G.)

Tel. Fax: 07821-270220, 09009077222

Email ID: [Sadnipani.achhoti@gmail.com](mailto:Sadnipani.achhoti@gmail.com)

Website: [www.sandipanieducaion.org](http://www.sandipanieducaion.org)

## APPLICATION FOR LEAVE

Name :- Saroj Shukla

Designation :- Asst. Prof. (Zoology)

Department :- Education

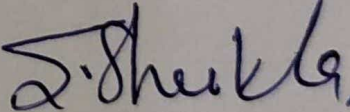
Type of Leave :- \_\_\_\_\_

No. Of Days :- one

Dates of Leave :- 26/11/22

Purpose :- Attended workshop SRU.  
Raipur

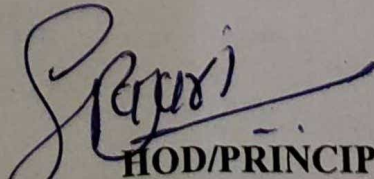
Date :- \_\_\_\_\_

  
Applicant Signature

For this Leave-Responsibility assigned during the leave to

Name \_\_\_\_\_ Date \_\_\_\_\_ Sign \_\_\_\_\_

Remarks

  
HOD/PRINCIPAL



Seed Mon  
29/03/22

विभागाध्यक्ष  
सां दीपनी एकेडमी अछोटी,  
जिला दुर्ग (छ.ग.)

विषय:- यु.जी.सी. केयर लिस्ट में पेपर पब्लिकेशन होने पर संस्था द्वारा प्रदान कि जाने वाली धनराशि प्रदान करने बाबत ।

महोदय जी,  
सनम निवेदन है कि मेरा नाम सरोज शुक्ला (सहा. प्राध्या.) है मैं आपके संस्था सां दीपनी एकेडमी अछोटी में नियमित कर्मचारी के रूप में कार्यरत हूँ। श्री रावतपुरा के रूप में मेरे द्वारा यु.जी.सी. केयर लिस्ट में 01 पेपर पब्लिश किया गया है। सां दीपनी एकेडमी में PhD शोधार्थी के HR मेनुअल के अंतर्गत पृष्ठ क्रमांक (14) के अंतर्गत दी जाने वाली धनराशि मुझे प्रदान करने कि कृपा करें।  
4000=200 Rs.  
सधन्यवाद

दिनांक  
29/03/22

*Pijari*  
29/03/22

*S. K. S.*  
29/03/22  
प्रार्थी

सरोज शुक्ला  
(सहा. प्राध्यापक)  
सां दीपनी एकेडमी  
अछोटी

*Princip*  
29/03/22

Principal  
(Education)



Bo. 170066 Rs: 4000/-  
29/03/22



See

प्राप्त

निभागाध्यक्ष  
सादीपनी स्कैडमी अखोटी,  
पिला दुर्ग (ब.ग.)

विषय: - यु.पी. सी. केयर लिस्ट में पेपर पब्लिकेशन होने पर संख्या द्वारा उदान की जाने वाली अनुराशी प्राप्त करने वाकता ।

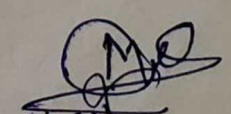
महोदया जी,

सनम निवेदन है कि मेरा नाम ममता श्रुव (सल. प्रख्या.) है मैं आपके संख्या सादीपनी स्कैडमी अखोटी में नियमित कर्मचारी के रूप में कार्यरत हूँ। पं. रविशंकर शुकुल विभव विद्यालय रायपुर में Ph.D. शोधार्थी के रूप में मैंने द्वारा यु.पी. सी. केयर लिस्ट में 01 पेपर पब्लिकेशन कराया गया है। सादीपनी स्कैडमी अखोटी के मरि मेनुअल के अंतर्गत पृष्ठ क्रमांक 34 के अंतर्गत दी जाने वाली अनुराशिया मुझे उदान करने की कृपा करें।

दिनांक  
20/08/22

सिपयान

सहान्यवाद

  
प्रार्थी

Barwa Daustan  
Shukela



ममता श्रुव  
(सहा. प्रख्यापक)  
सादीपनी स्कैडमी  
अखोटी



प्रति,

प्रधान्या  
सांदीपनी एकेडमी, अछोटी  
जिला दुर्ग (छ.ग.)

विषय- मु. जा. सी केयर लिस्ट में पेपर पब्लिश होने पर  
HR Policy के तहत दी जाने वाली धनशाही प्रदान  
करने कावत

महोदय,

विनम्र निवेदन है कि मैं सहा. प्राध्यापक मीना पांडेय  
हमयुक्त सादक विश्वविद्यालय में शोधार्थी के रूप में पंजीकृत  
हूँ। मेरे द्वारा U.G.C केयर पब्लिकेशन 'शोध दिशा' में रिसर्च  
पेपर प्रकाशित किया गया था, जो प्रकाशित हो चुका है।

अतः संस्था द्वारा HR Policy के Research Activities  
के अंतर्गत निर्धारित धनशाही (4000/-) प्रदान करने की कृपा  
करें।

धन्यवाद

दिनांक - 23/01/2023

23/01/23

संलग्न

- प्रकाशित शोध आलेख की प्रतिलिपि
- कवर पेज

Approved  
Member

प्रार्थी

मीना पांडेय  
(सहा. प्राध्यापक)  
सांदीपनी एकेडमी,  
अछोटी

Principal

Principal  
(Education)

Signature

M.O

23/01/23

Barua

Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

Head of Department  
BA B.Ed. & B.Sc. B.Ed.  
Sandipani Academy  
Achhoti, Distt- Durg (C.G.)

जारी,

विभागाध्यक्ष  
सैंडीपनी एकेडमी  
जिला - दुर्ग (छ.ग.)

विषय - कुछ जी० लि० नैयर लिस्ट में पेपर पढिल्ल होने पर देख्या  
इस प्रदान कि जाने वाली धनराशि प्रदान करने बावत  
महोदया जी,  
सनम निवेदन है कि मेरा नाम मोना वर्मा (सहायक प्राध्यापक)  
है मैं आपके देख्या सैंडीपनी एकेडमी में नियमित कर्मचारी  
के रूप में कार्यरत हूँ। श्री रावल द्वारा लखनऊ वि० वि० न्यायप्रकाश  
अकेली में Ph.D. शोधार्थी के रूप में मेरे द्वारा कुछ जी० लि०  
नैयर लिस्ट में 02 पेपर पढिल्ल कराया गया है। सैंडीपनी  
एकेडमी सक्षरी के HR मैनुअल के अंतर्गत प्रुष्ठ क्रमांक 14  
के अंतर्गत दी जानी वाली धनराशि मुझे प्रदान करने कि  
कृपा करे।  
(8000/-00RS)

धन्यवाद

दिनांक  
29/03/22

Signature  
29/03/22

प्राध्यापिका  
मोना वर्मा  
(सहायक प्राध्यापक)  
सैंडीपनी एकेडमी

BOI  
170069  
30/03/2022  
Rs: 8000/-

Signature  
29/03/2022





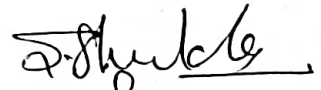
प्रति,

विभागाध्यक्ष  
शांतीपनी एकेडमी  
अहोली दुर्ग (द.ग.)।

विषय - पी.एच.डी. शोधार्थी की अग्रिम राशि करने के लिए।  
महोदया,

विनम्र निवेदन है कि मेरा नाम अरोज शुक्ला  
है मैं शांतीपनी एकेडमी अहोली दुर्ग में सहायक प्राध्यापक  
पद पर कार्यरत हूँ। मैं श्रीशिवतपुर अखार वि.वि.  
धनेली रायपुर में विषय - "शिक्षा" की पी.एच.डी  
शोधार्थी हूँ। मुझे पी.एच.डी कार्य में आवृत्ति  
समस्याओं का सामना करना पड़ रहा है इसके लिए  
शांतीपनी एकेडमी अहोली, दुर्ग के एच.आर. मनुष्यल में  
वर्ति अग्रिम राशि 30,000 रु. दी जानी है। अतः  
मुझे भी 30,000 रु. प्रदान करने की कृपा करें।

सधन्यवाद

  
साथी

अरोज शुक्ला

सहा. प्राध्यापक  
शांतीपनी एकेडमी अहोली,  
दुर्ग (द.ग.)।

Forwarded to  
Research Committee.

  
22/3/22





बीए  
170066 = 2-03-22  
340000 = 0  
30/03/2022

दिनांक - 22/03/22

### MARRIAGE GIFT:

Institute has in place a policy of offering monetary gift on the occasion of marriage of employees and their children.

### 10. RESEARCH ACTIVITIES ENHANCEMENT POLICY

- Seed money of Rs. 2, 00, 000/- to be allocated for research activities.
- Rs. 20,000/- will be given to the library for purchasing books for research scholars. After getting proposal from the research scholar, books to be purchased accordingly for library so that research scholar can use the new books in the library.
- Library facilities to be extend to research scholars on request after college hours also.
- Ph.D Scholar can attend course work offline and online. NOC will be given to the faculty.
- Rs. 2000/- will be given to the teachers for research work publication in peer reviewed journal and Rs. 4000/- will be given for research work publication in UGC approved journals. Faculty can avail these facilities for maximum 2 papers in a year. They should submit the details of publication to the research committee
- After PhD award, an amount of Rs. 1000/- increment will be given to the employee irrespective of position (teachers, librarians) along with their regular salary.
- Research committee will be framed for monitoring the research work. Principal/ Head will be the officiating chairperson, administrator from management nominee and two working faculty (preferably PhD/Research Scholar) will be the members of this committee.
- Research scholar submit the application for loan to the committee after having discussion the recommendation will be given to the director of the institution.
- For PhD work, Rs 30,000/- advance will be given to research scholar on request. They pay back Rs. 2500/- on monthly basis from their salary.
- After disbursement of this loan amount; scholar can apply afresh request for another loan. The maximum amount will be 30K.
- At a time maximum 4 persons can avail loan facility.



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# श्री रावतपुरा सरकार यूनिवर्सिटी, रायपुर

## SHRI RAWATPURA SARKAR UNIVERSITY, RAIPUR

STATE PRIVATE UNIVERSITY OF CHHATTISGARH, INDIA  
(Established Under Section 2(f) UGC Act-1956 & Approved by Chhattisgarh Private Universities Act, 2005)

### STATEMENT OF MARKS

19T05091019

**FACULTY :** EDUCATION  
**PROGRAMME :** DOCTOR OF PHILOSOPHY EDUCATION  
**BATCH :** 2019  
**NAME OF STUDENT :** SAROJ SHUKLA  
**FATHER'S/HUSBAND'S NAME :** SHRI K.C. SHARMA  
**MOTHER'S NAME :** PRABHA DEVI SHARMA  
**ENROLLMENT NO. :** SRU19R0092  
**EXAMINATION :** NOV-DEC 2019  
**SEMESTER/YEAR :** COURSE WORK  
**ROLL NO. :** 20191073  
**STATUS :** REGULAR

S CODE	SUBJECT NAME	COURSE WORK EXAMINATION		TOTAL MARKS		GRADE	GRADE POINT	SUBJECT CREDIT	CREDIT EARN
		EXT.MARKS	INT.MARKS	MAX	OBT				
PH01	RESEARCH METHODOLOGY (PAPER-I)	70	49	100	76	A	8	4	32
PH02	FOUNDATION OF EDUCATION (PAPER-II)	35	25	50	39	A	8	2	16
PH03	SEMINAR BASED ON REVIEW OF LITERATURE (PAPER-III)	85	30	115	50	A+	9	2	18
<b>TOTAL</b>		<b>190</b>	<b>104</b>	<b>200</b>	<b>156</b>		<b>25</b>	<b>8</b>	<b>66</b>

TOTAL: 156/200

PERCENT: 78.00 %

YGPA: 8.25

RESULT: QUALIFIED

Date of Result: 01-10-2020



*(Signature)*  
 Controller of Examinations  
 21/10/2020



श्री रावतपुरा सरकार यूनिवर्सिटी  
रायपुर, छत्तीसगढ़, भारत



SHRI RAWATPURA SARKAR  
UNIVERSITY  
RAIPUR, CHHATTISGARH, INDIA

Ref. No. SRU/Ph.D./RDC/2021-22/189

Date 15-02-2022

OFFICE OF THE REGISTRAR

To,  
Saroj Shukla  
Research Scholar, Education  
Department of Education (Faculty of Arts)

**Sub: Notification of RDC**

Dear Sir/ Madam,

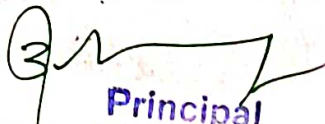
As per the provisions of Ordinance 47 of Shri Rawatpura Sarkar University, Raipur and with reference to the meeting dated 03.09.2021, Research Degree Committee (RDC) of Education has finalized the topic "बी.एड. प्रशिक्षुओं के संवेगात्मक बुद्धि एवं कम्प्यूटर जागरूकता का उनकी शैक्षिक उपलब्धि पर पड़ने वाले प्रभाव" to conduct research under the supervision of Dr. Rekha Narendra Jibhkate in the Department of Education, Shri Rawatpura Sarkar University, Raipur.

Your enrolment (SRU19R0092) as Research Scholar will be counted from 14.08.2019. You are advised to contact your Supervisor and the Head of the Department concerned for necessary facilities and advice in connection with your research work and ensure submission of six monthly progress report duly forwarded by Chairman DRC.

**Copy to:**

1. Respective supervisor/ co-supervisor
2. Dean, Faculty of Arts.
3. Head, Department of Education
4. Examination Cell/ Ph.D. Cell
5. University Library
6. Accounts section



  
Principal  
(Education)

NH-30, Post Office, Mana, New Dhamtari Road, Raipur, 492015 Chhattisgarh, India  
E-mail : info.sru@gmail.com | Web : www.sruipur.ac.in



बी.एड प्रशिक्षुओं के संवेगात्मक बुद्धि एवं कंप्यूटर जागरूकता का उनकी  
शैक्षिक उपलब्धि पर पड़ने वाले प्रभाव

संक्षेपिका प्रस्तुत

श्री रावतपुरा सरकार विश्वविद्यालय

रायपुर, छत्तीसगढ़

डॉक्टर ऑफ फिलॉसफी उपाधि

हेतु शिक्षा में

द्वारा

सरोज शुक्ला

निर्देशन में

डॉ.रेखा नरेन्द्र जीभकाटे नवखरे

सहायक प्राध्यापक  
शिक्षा विभाग

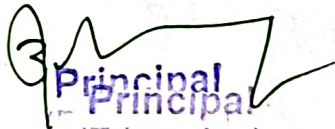


शोध केंद्र  
शिक्षा विभाग

श्री रावतपुरा सरकार विश्वविद्यालय

रायपुर, छत्तीसगढ़-492015



  
Principal  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)

शीर्षक - बी.एड प्रशिक्षुओं के संवेगात्मक बुद्धि एवं कंप्यूटर जागरूकता का उनकी शैक्षिक उपलब्धि पर पड़ने वाले प्रभाव


शोधार्थी - सरोज शुक्ला  
एम.ए. , एम.एड.

निर्देशन - डॉ.रेखा नरेन्द्र जीमकाटे नवखरे  
अस्सिस्टेंट प्रोफेसर  
शिक्षा विभाग  
श्री रावतपुरा सरकार विश्वविद्यालय  
रायपुर, छत्तीसगढ़

अग्रेषित - डॉ. राकेश कुमार डेविड  
शिक्षा विभाग  
श्री रावतपुरा सरकार विश्वविद्यालय  
रायपुर, छत्तीसगढ़

अध्यक्ष - डॉ. संजीत कुमार साहू  
डी आर सी  
विभागाध्यक्ष  
शिक्षा विभाग  
श्री रावतपुरा सरकार विश्वविद्यालय  
रायपुर, छत्तीसगढ़



  
Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C.G.)



## अनुक्रमिका

- 1 समस्या
- 2 प्रस्तावना
- 3 वर्तमान अध्ययन शोध का उद्देश्य
- 4 इस क्षेत्र में पहले से किये गये अध्ययन शोध
- 5 नोट किये गये कार्यों के क्षेत्र में प्रस्तावित कार्य का योगदान
- 6 प्रस्तावित अनुसंधान प्राविधि
  - अ - परिकल्पना
  - ब - अनुसंधान विधि
  - स - न्यादर्श विधि
  - द - उपकरण
  - इ - सांख्यिकी विधियों का चयन
- 7 आपेक्षित निष्कर्ष
- 8 संदर्भ ग्रंथ
- 9 पब्लिकेशन की सूची





Principal  
(Education)  
Sandipani Academy  
Achhoti, Distt. Durg (C G)