



# Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

## *Effective Welfare Measures*

*Neelima*  
**IQAC**  
Co-ordinator  
Shri Mahaveer College



*Ashish*  
**SHRI MAHAVEER COLLEGE**  
(Affiliated to the University of Rajasthan)  
Mahaveer Marg C-Scheme Jaipur  
Phone: 0141- 2372139, 8955840261  
Website: [shrimahaveercollege.org](http://shrimahaveercollege.org)



# Shri Mahaveer College

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A Co-educational English Medium PG College

## EFFECTIVE WELFARE MEASURES

S. No.	Particulars	Remark
1.	Teacher's Day Celebration	Celebrated Annually
2.	Awards/Recognition to Teachers	As per Institute Policies Rules and Regulations
3.	Gym Facility	Facility Within Campus
4.	Free Internet and Wi-Fi Facility	Free Internet and Wi-Fi Facility
5.	Fee Waiver Policy for Employees Ward	As per Institutional Policy
6.	Financial Support- Participation in FDP/Conferences	Vouchers (Sample)
7.	Leave Rules	As per Institutional Policy
8.	Flexible Working Hours	As per Institutional Policy
9.	Employees Provident Fund (PF)	As per Institutional Policy
10.	Employees' State Insurance Corporation (ESIC)	As per Institutional Policy
11.	Gratuity	As per Institutional Policy
12.	Faculty Group Insurance	As per Institutional Policy
13.	Centralized Reprography facility (Xerox) for Teaching & Non-Teaching Staff	As per the issue of slips by HoDs

*Neelima*  
IQAC  
Co-ordinator  
Shri Mahaveer College



*Achish*  
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## *Teacher's Day Celebration*

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Teacher's Day Celebration on 5th September'2023 organized by the Governing Council for Teaching and Non-teaching staff of the institution. This is an annual practice of the institution in which all the employees of the organization are felicitated, a cultural programme is organized and is followed with lunch, warmly hosted by the management dignitaries.

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*Awards/Recognition to Teachers*

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Dr. Neha Gangwal, Assistant Professor, Department of Commerce and Management, felicitated on Teacher's Day, 5<sup>th</sup> September'2023 by the Management Dignitaries.

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*Gym Facility*

*Neelima*  
IQAC  
Co-ordinator  
Shri Mahaveer College



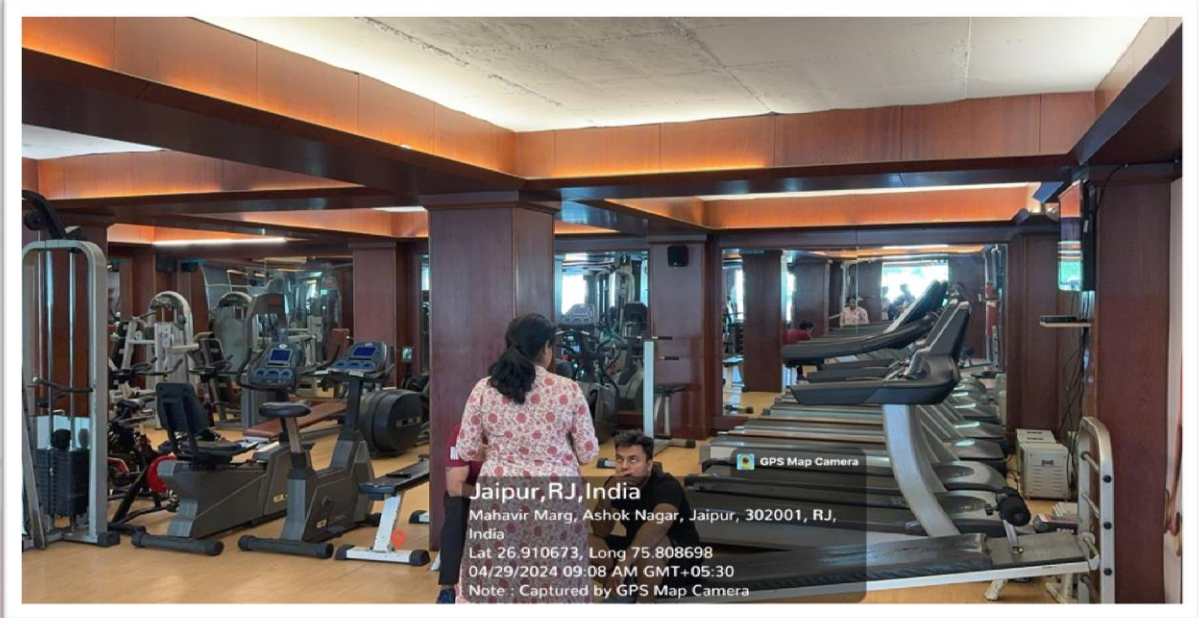
*Ashish*  
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*Free Internet and Wi-Fi Facility*

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## FIBER MONTHLY STATEMENT


**Sunil Bakhshi**  
 2nd Floor, Shri Mahaveer College, C-Scheme Mahaveer Marg, Jaipur, Rajasthan, 302001, Jaipur, Rajasthan, 302001, Email Address: shrimahaveercollege@gmail.com Phone Number: 8955840261

Your Plan: Airtel-Xtream Elite 1498 UL COMBO Plan  
 Number of Connections: 1  
 Statement Date: 03 May 2024  
 Statement Period: 02 Apr 2024 to 01 May 2024



Total Amount Payable: **₹ 3771.29** Due Date: **Immediately**

Pay via Airtel Thanks App [www.airtel.in/pay](http://www.airtel.in/pay)



Scan & pay via any QR App  
 Powered by Airtel

Last bill amount	Payment made	Credits	This month's charges	Amount Payable	Amount after due date (Immediately)
₹ 1885.65	₹ 0.00	₹ 0.00	+ ₹ 1885.64	= ₹ 3771.29	₹ 3889.29

### This Month's Charges Summary

Services	No. of Connections	Plan/Pack Charges	Other Charges	Total
Fiber - 014116429781_wifi	1	₹ 1498.00	₹ 100.00	₹ 1598.00
Taxes (GST)		₹ 269.64	₹ 18.00	₹ 287.64
<b>This month's charges</b>				<b>₹ 1885.64</b>
Last bill amount				₹ 1885.65
<b>Total (Incl. Taxes)</b>				<b>₹ 3771.29</b>

Total : Three Thousand Seven Hundred Seventy One Rupees and Twenty Nine Paise Only

### Changes This Month

Services	Details	Total
Additional usage		
Fiber-01414867228	Late Payment Penalty Fee	118.00

Check invoices for more details Above changes are inclusive of taxes.

### Bills & Payments Summary

Month	Previous Dues (A)	Payments (B)	Credits (C)	This month's charges (D)	Amount Payable (A+B+C+D)
May 24	1885.65	0.00	0.00	1885.64	3771.29

*Neelima*  
**IQAC**  
 Co-ordinator  
 Shri Mahaveer College



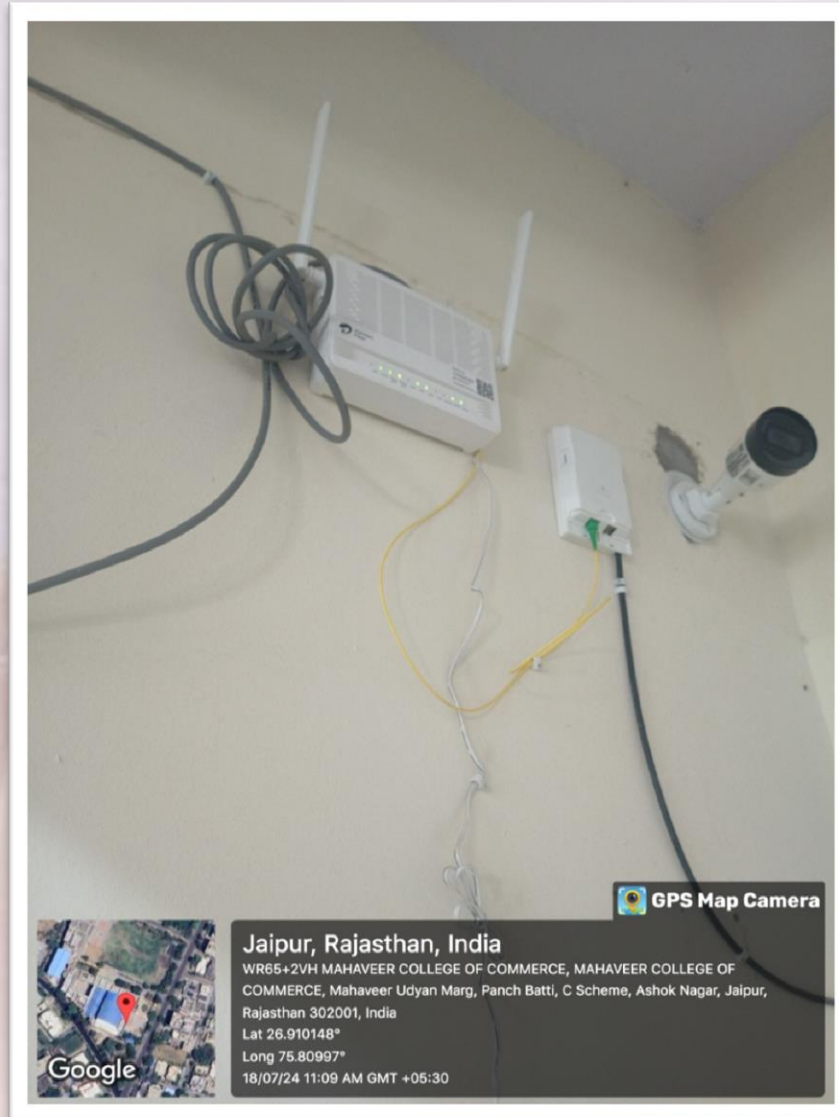
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GPS Map Camera



Google

Jaipur, Rajasthan, India

WR65+2VH MAHAVEER COLLEGE OF COMMERCE, MAHAVEER COLLEGE OF  
COMMERCE, Mahaveer Udyan Marg, Panch Batti, C Scheme, Ashok Nagar, Jaipur,  
Rajasthan 302001, India

Lat 26.910148°

Long 75.80997°

18/07/24 11:09 AM GMT +05:30

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## *Fee Waiver Policy for Employees Ward*

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## APPLICATION FOR FEE WAIVER

To

13

Sony Sharma  
Recommendation by  
Principal Sir

The Principal

Shri Mahaveer College  
C-Scheme  
Jaipur Rajasthan

AKC

Date: 22-6-2023

**Subject:** To Provide Scholarship to my Child seeking Admission in BCA.

Respected Sir,

I Mukesh Kumar Sharma have been working as a Fitness Trainer (Evening Shift) in your (PHYSICAL EDUCATION LAB) Mahaveer Public School & Shri Mahaveer College from last 7 years (Nov2017 onwards).

So here by I request you to please consider my application for providing my Son Scholarship seeking Admission in BCA in your College.

I hope to have a positive response from your side.

Yours's Sincerely  
Mukesh Kumar Sharma  
Fitness Trainer  
(Physical Education Lab)  
Mahaveer Public School

MKS

Reference:  
Mohit Sharma  
PGT: IP (KPS-UDAAN SCHOOL)  
(MHRM : FINAL Shri Mahaveer College)

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Co-ordinator  
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## SANCTION LETTER FOR FEE WAIVER

To,

Mr. Mukesh Kumar Sharma  
Fitness Trainer  
Shri Mahaveer College  
Jaipur

Subject: Approval of Fee Waiver for Employee's Ward

I am pleased to inform you that your request for fee waiver for your ward Yash Sharma seeking admission in BCA has been approved. This decision reflects our commitment to supporting the families of our dedicated employees.

The approved waiver covers a freeship of Rs. 13,000/- of the tuition fees for the academic year 2023-24. We trust this will ease the financial burden and enable him to focus on his studies.

Please ensure that all necessary documentation is submitted to the accounts office for processing. We wish your ward continued success in his academic endeavors.

Best regards,

Dr. Ashish Gupta  
Principal  
Shri Mahaveer College  
Jaipur

15/7/23

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## *Financial Support – Participation in Conferences/Workshops*

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## SAMPLE VOUCHERS 2023-24

श्री महावीर दिगम्बर जैन शिक्षा परिषद्  
महावीर मार्ग, सी-स्कीम, जयपुर-302001

---

डेबिट वाउचर

क्र.सं. 33/2023-24 दिनांक 22/2/2024

श्री ASHISH GUPTA  
को अक्षरे रूपये, ONE THOUSAND FIVE HUNDRED ONLY

---

बाबत बिल नंबर —  
दिनांक 22/2/2024 को FIN. SUPP. TO TEACHER खाते नाम  
लिखकर भुगतान किया जाये।

₹ 1500/-

श्री महावीर दिगम्बर जैन शिक्षा परिषद्, जयपुर से ₹ 1500/-  
अक्षरे रूपये ONE THOUSAND FIVE HUNDRED ONLY

---

बाबत बिल नंबर — नकद/चैक दिनांक 22/2/2024 से  
सधन्यवाद प्राप्त हुए है।

दिनांक 22/2/2024 हस्ताक्षर प्राप्तकर्ता

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श्री महावीर दिगम्बर जैन शिक्षा परिषद्

महावीर मार्ग, सी-स्कीम, जयपुर-302001

डेबिट वाउचर

क्र.सं. 11/2023-24

दिनांक 9/11/2023

श्री POONAM SOMANI  
को अक्षरे रूपये, ONE THOUSAND FIVE HUNDRED ONLY

बाबत बिल नंबर —  
दिनांक 9/11/2023 को FIN. SUPP. TO TEACHER खाते नाम  
लिखकर भुगतान किया जाये।

₹ 1500/-

*[Signature]*  
मंत्री

श्री महावीर दिगम्बर जैन शिक्षा परिषद्, जयपुर से ₹ 1500/-  
अक्षरे रूपये ONE THOUSAND FIVE HUNDRED ONLY

बाबत बिल नंबर — नकद/चैक दिनांक 9/11/2023 से  
सद्यन्यवाद प्राप्त हुए हैं।

दिनांक 9/11/2023

*[Signature]*  
हस्ताक्षर प्राप्तकर्ता

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## *Leave Policy*

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## SHRI MAHAVEER COLLEGE LEAVE POLICY

Leave policy is an important constituent of Institutional Policy Document and a feature highlighting welfare measure for the employees. As an extract from the Institutional Policy Document following are the kinds of leave permissible to an employee.

### Kinds of Leave

- Casual Leave
- Privilege Leave
- Academic Leave
- Maternity Leave
- Compensatory Leave
- Medical Leave

*Samples are attached to support kinds of leaves  
Availed by the Employees*

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## SHRI MAHAVEER COLLEGE LEAVE FORM FOR CL/PL/LWP/Others

**Shri Mahaveer College**  
**Leave Performa for Staff**

Leave applied ..... (CL/PL/LWP/Others)  
Name: .....  
Designation : .....  
Date:..... to ..... (No. of Days .....)  
Reason : .....  
Signature with Date .....  
No. if going out of Station .....

**For office use**

CL:..... (Availed) ..... (Due) Leave(S)  
Granted / Not Granted  
Principal:.....

**Shri Mahaveer College**  
**Leave Performa for Staff**

Leave applied ..... (CL/PL/LWP/Others)  
Name: .....  
Designation : .....  
Date:..... to ..... (No. of Days .....)  
Reason : .....  
Signature with Date .....  
No. if going out of Station .....

**For office use**

CL:..... (Availed) ..... (Due) Leave(S)  
Granted / Not Granted  
Principal:.....

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**Leave Performa for Staff**

Leave applied ..... (CL/PL/LWP/Others)  
Name: .....  
Designation : .....  
Date:..... to ..... (No. of Days .....)  
Reason : .....  
Signature with Date .....  
No. if going out of Station .....

**For office use**

CL:..... (Availed) ..... (Due) Leave(S)  
Granted / Not Granted  
Principal:.....

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## APPLICATION FOR MEDICAL LEAVE

27/08/2022, 09:44      email\_1638292951497.jpg      20 h/2 e02

S. Sri Umrao Mat Sanghiji (121722)  
President  
Mahaveer Digamber Jain Shiksha Parishad,  
Jaipur

Through:  
Principal  
Mahaveer College of Commerce  
Mahaveer Marg, C-Scheme,  
Jaipur

Subject: To grant medical leave from 4<sup>th</sup> July, 22 to  
23<sup>rd</sup> July, 22

Respected Sir,

This is to bring to your kind notice that on Sunday 3<sup>rd</sup> July, 2022 I felt severe abdominal pain. On 5<sup>th</sup> July, 2022, I was admitted in Eternal Hospital, Malviya Nagar. The concerned doctor operated the blast gall bladder and Hernia. I was discharged on 8<sup>th</sup> July and to take rest from 9<sup>th</sup> July 22 to 23<sup>rd</sup> July 22.

I request your goodself to sanction 20 days medical leave from 4<sup>th</sup> July 22 to 23<sup>rd</sup> July, 22.

Thanking you

Yours truly  
D. N. S.  
(Dr. D. N. Sharma)  
Asst. Professor, ABST  
Mahaveer College of Commerce  
Jaipur

Encl.: Copy of Medical and  
Fitness certificate of  
E.H.CC

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## APPROVAL FOR MEDICAL LEAVE

15/07/2022, 13:37 IMG-20220715-WA0000.jpg

Principal  
Mahaveer College of Commerce  
Mahaveer Marg, C-Scheme  
Jaipur

Date of admission = 1/7/22  
Date of discharge = 23/7/22  
116-120  
Princip  
Princip

Subject: To grant medical leave from 4<sup>th</sup> July 2022 to 23<sup>rd</sup> July 2022.

Respected Sir,

This is to bring to your kind notice that on Sunday 3<sup>rd</sup> July 2022 I felt severe abdominal pain. On 5<sup>th</sup> July 2022, I was admitted in Eternal Hospital, Malviya Nagar. The Concerned doctor operated the blast gall bladder and Hernia. I was discharged on 8<sup>th</sup> July and advised to take rest for seven days. When visited doctor, he advised to continue rest for next seven days.

I request your goodself, to sanction 20 days medical leave from 4<sup>th</sup> July 2022 to 23<sup>rd</sup> July, 2022.

Thanking you  
Yours sincerely,  
D. N. L.  
(Dr. Durgu Narayan Sharma)  
Assistant Professor

REDMI NOTE 8A B. 5T  
AI QUAD CAMERA

Neelima  
IQAC  
Co-ordinator  
Shri Mahaveer College



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## APPLICATION FORM FOR MATERNITY LEAVE

(24)

To  
Principal  
Mahaveer College of Commerce  
Mahaveer Udyan Marg,  
Panch Batti, C Scheme,  
Ashok Nagar, Jaipur- 302001

*Achish J.*  
Dated: 17<sup>th</sup> Jan 2022  
Princ. on File  
Achish  
17/1/22

Subject: Application for Maternity Leave

Dear Sir,

As you may know, I am approaching the end of my pregnancy. My due date is in Feb 2022 and now, I intend to use my maternity leave as suggested by the doctor for the upcoming 3 Months starting from 10<sup>th</sup> Feb 2022.

As I will be away for a considerably long period, I submit as follows

1. I will be completing course curriculum of my subjects for this session.
2. I would be available on phone call to my students and management for any doubts or support needed during examinations.
3. I will join back in new session starting in 9<sup>th</sup> May 2022.

Thank you for your kind attention to this matter. I look forward to your positive reply.

Yours Sincerely,  
*Minal Sharma*  
Dr. Minal Sharma  
Assistant Professor

*Neelima*  
IQAC  
Co-ordinator  
Shri Mahaveer College



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## EMPLOYEE ON MATERNITY LEAVE

Staff Attendance Register		कर्मचारी उपस्थिति पंजीक																																
Name & Address of Establishment Mahaveer College of Commerce		For the month of April 2021-2022																																
Sr. No.	Name & Qualification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days Present	Days Absent	Remarks
01	Dr. Anishkanta Principal																														06	05	03	
02	Dr. Neelima Pareek																														03	06	09	
03	Dr. Vaishali Purohit																														01	05	06	
04	Dr. Simmi Chahal																														00	03	01	
05	Dr. Komari Somani																														03	07	10	
06	Dr. Titendra S. Balaunt																														01	10	11	
07	Dr. D.N. Sharma																														03	07	10	
08	Dr. Neha Patilwal																														01	05	06	
09	Dr. Minal Sharma																														00	03	05	

*Neelima*  
**IQAC**  
Co-ordinator  
Shri Mahaveer College



*Anish*  
**SHRI MAHAVEER COLLEGE**  
(Affiliated to the University of Rajasthan)  
Mahaveer Marg C-Scheme Jaipur  
Phone: 0141-2372139, 8955840261  
Website: [shri mahaveer college.org](http://shri mahaveer college.org)





# Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

*Flexible Working Hours*

*Neelima*  
IQAC  
Co-ordinator  
Shri Mahaveer College



*Ashish*  
SHRI MAHAVEER COLLEGE  
(Affiliated to the University of Rajasthan)  
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# Shri Mahaveer College

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## BIOMETRIC ATTENDANCE SHOWING DIFFERENT TIME-SLOTS

Daily Performance Report For : Sat 01-Jul-2023													
SHRI MAHAVEER COLLEGE													
Dept# 01		Department: PRINCIPAL											
Sr.No.	EmpCode	CardNo.	Name	Shift	Shift Time	Arr.Time	LatIn	DepTime	ExitIn	WorkIn	Q.Time	Status	Remarks
1	0000004	0000004	Dr Ashish Gupta	F1	08.30 - 13.30	8.18	0.00	14.47	0.00	7.28	0.00	P	--
Dept# 02		Department: TEACHING STAFF											
Sr.No.	EmpCode	CardNo.	Name	Shift	Shift Time	Arr.Time	LatIn	DepTime	ExitIn	WorkIn	Q.Time	Status	Remarks
2	0000001	0000001	Dr Nandini Pareek	G	08.30 - 14.30	8.21	0.00	14.31	0.00	6.07	0.00	P	--
3	0000007	0000007	Dr Neta Palwal	F2	09.00 - 13.00	8.49	0.00	13.01	0.00	6.12	0.00	P	--
4	0000008	0000008	Dr Suresh Choudh	G	08.30 - 14.30	8.21	0.00	14.31	0.00	6.03	0.00	P	--
5	0000009	0000009	Dr Vinod Kumar	F1	08.30 - 13.30	9.24	0.00	16.31	0.00	7.07	0.00	P	--
6	0000010	0000010	Dr Anshu Singh Bidawat	G	08.30 - 14.30	8.31	0.00	14.44	0.00	6.06	0.00	P	--
7	0000011	0000011	Dr Pooja Sonari	F1	08.30 - 13.30	9.15	0.00	16.34	0.00	7.19	0.00	P	--
8	0000014	0000014	Dr D.D Sharma	G	08.30 - 14.30	8.25	0.00	14.31	0.00	6.07	0.00	P	--
9	0000015	0000015	Dr Manoj Sharma	G	08.30 - 14.30	8.28	0.00	14.31	0.00	6.02	0.00	P	--
10	0000017	0000017	Dr Vinod Sharma	G	08.30 - 14.30	8.17	0.00	14.32	0.00	6.14	0.11	P	--
11	0000021	0000021	Dr Neta Gangwal	G	08.30 - 14.30	8.24	0.00	13.46	0.44	5.22	0.00	P	Dr
12	0000024	0000024	Dr Vani Jain	G	08.30 - 14.30	8.28	0.00	14.30	0.00	6.01	0.02	P	--
13	0000027	0000027	Dr Manish Kumar	F1	08.30 - 13.30	8.17	0.00	15.32	0.00	6.15	0.11	P	--
14	0000028	0000028	Dr Khandoo Sengh	G	08.30 - 14.30	8.23	0.00	0.00	0.00	0.00	0.00	P	OldPass
15	0000028	0000028	Dr Vinita Jain	G	08.30 - 14.30	8.28	0.00	14.30	0.00	6.01	0.02	P	--
16	0000029	0000029	Mrs. Bhavna Sharma	F1	09.00 - 13.00	12.29	3.29	11.30	0.00	1.01	0.00	P	LI
17	0000035	0000035	Dr Indu Singh Laxwari	G	08.30 - 14.30	8.41	0.21	14.33	0.00	5.51	0.00	P	LI
18	0000040	0000040	Dr Neta Agarwal	F2	09.00 - 13.00	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
19	0000043	0000043	Dr Kaji Jain	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
20	0000046	0000046	Harendera Prabhakar	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
21	0000049	0000049	Gajendra Dahi	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
22	0000052	0000052	Prakash Jain	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
23	0000053	0000053	Kaushal Anand	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
24	0000054	0000054	Shivani	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
25	0000055	0000055	Taruna Shekhar	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs
26	0000058	0000058	Aparna Singhal	X	08.00 - 17.45	0.00	0.00	0.00	0.00	0.00	0.00	A	--Abs

*Neelima*  
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 Co-ordinator  
 Shri Mahaveer College



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# Shri Mahaveer College

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A Co-educational English Medium PG College

## *Employees Provident Fund (EPF)*

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## PROVIDENT FUND CHALLAN - 2023

  
कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 15/04/2023 12:56:

**Payment Confirmation Receipt**

TRRN No :	4002304014098
Challan Status :	Payment Confirmed
Challan Generated On :	13-APR-2023 17:54:48
Establishment ID :	RJRAJ1646459000
Establishment Name :	MAHAVEER COLLEGE OF COMMERCE
Challan Type :	Monthly Contribution Challan
Total Members :	21
Wage Month :	MAR-2023
Total Amount (Rs) :	77,380
Account-1 Amount (Rs) :	48,492
Account-2 Amount (Rs) :	1,548
Account-10 Amount (Rs) :	25,792
Account-21 Amount (Rs) :	1,548
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002150423518985
Payment Date :	15-APR-2023
Payment Confirmation Date :	15-APR-2023
Total PMRPY Benefit :	0



Page 1 of 1

*Neelima*  
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## PROVIDENT FUND CHALLAN – 2024

 कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 13/06/2024 09:06:

**Payment Confirmation Receipt**

TRRN No :	4002406004330
Challan Status :	Payment Confirmed
Challan Generated On :	06-JUN-2024 17:01:39
Establishment ID :	RJRAJ1646459000
Establishment Name :	MAHAVEER COLLEGE OF COMMERCE
Challan Type :	Monthly Contribution Challan
Total Members :	27
Wage Month :	MAY-2024
Total Amount (Rs) :	86,584
Account-1 Amount (Rs) :	54,262
Account-2 Amount (Rs) :	1,732
Account-10 Amount (Rs) :	28,858
Account-21 Amount (Rs) :	1,732
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002130624937131
Payment Date :	13-JUN-2024
Payment Confirmation Date :	13-JUN-2024
Total PMRPY Benefit :	0



Page 1 of 1

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# Shri Mahaveer College

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## *Employees' State Insurance (ESI)*

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# Shri Mahaveer College

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## ESI CHALLAN - 2023



**ESIC**  
Employees' State Insurance Corporation

**Insurance**

Monthly Contribution > Online Challan Form

Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	15000535230001303	
Employer's Name:	MAHAVEER COLLEGE OF COMMERCE	
Challan Period:	Mar-2023	
Challan Number :	01523113413299	
Challan Created Date	13-04-2023 15:22:58	
Challan Submitted Date	15-04-2023 13:15:48	
Amount Paid:	400.00	
Transaction Number:	CHM3061254	

Print      Close

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# Shri Mahaveer College

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## ESI CHALLAN - 2024

ESIC  
Employees' State Insurance Corporation

Insurance

Monthly Contribution - Online Challan Form

Transaction Details		* Required Fields
Transaction status:	Completed successfully	
Employer's Code No:	1500053230001303	
Employer's Name:	MAHAVEER COLLEGE OF COMMERCE	
Challan Period:	May-2024	
Challan Number :	01524120430294	
Challan Created Date	06-06-2024 16:12:25	
Challan Submitted Date	13-06-2024 09:09:39	
Amount Paid:	2982.00	
Transaction Number:	CHQ1898421	

Print Close

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# Shri Mahaveer College

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*Gratuity*

*Neelima*  
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# Shri Mahaveer College

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## SHRI MAHAVEER COLLEGE GROUP GRATUITY SCHEME FOR EMPLOYEES 2023

invest\_104002674\_192023 (1).prn

**LIFE INSURANCE CORPORATION OF INDIA**  
Pension and Group Schemes Department  
P&GS UNIT, JAIPUR  
2nd FLOOR, JEEVAN PRAKASH BLDG.  
BHAWANI SINGH MARG, JAIPUR  
Pin Code - 302005

Ref : PNGS/144424/104002674  
Version : 23.17/17  
Date : 25/01/2024

Phone No: 2747057, 2747351 to 2747371  
Email : bo\_g104@licindia.com

The Trustees, **MAHAVEER COLLEGE OF COMMERCE**  
MAHAVEER MARG  
C SCHEME  
JAIPUR  
RAJASTHAN  
302001

Dear Sir/Madam,

RE: Group Gratuity Scheme of Your Employees

1 Policy no : 104002674  
ARD : 01/09/2023

2 MEMBERSHIP DATA  
Number Of Members : 17  
Average age : 42.29  
Average Monthly Salary : 48752.41  
Average Past Service : 8.59

3 VALUATION METHOD : Projected Unit Credit Method

4 ACTUARIAL ASSUMPTIONS  
Mortality Rate : LIC(2008-08) ultimate  
Withdrawal Rate : 1% to 3% depending on age  
Discount rate : 7.25% p. a.  
Salary Escalation : 7%

5 RESULTS OF VALUATION  
a. PV of Past Service Benefit : 4199518  
b. Current Service Cost : 438598  
c. Total Service Gratuity : 12789925  
d. Accrued Gratuity : 4348598  
e. LCSA : 5441335  
f. LC Premium : 21722  
g. GST @18% : 3918

Page 1

9/21/2023 10:07 AM

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# Shri Mahaveer College

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Invest\_10402674\_10/09/2023 (1)

(S Tax + Ec / SB Cess + ... 3900000 + 0 + 0)

6 RECOMMENDED CONTRIBUTION RATE ;

a. Fund Value as on Renewal Date : 4014465

b. Additional Contribution for existing fund : 185053

c. Current Service Cost : 438698

7 Total Amount Payable (Rs) : 640383  
(6.h + 6.c + 5.f + 5.g)

.....Contd 2<sup>nd</sup>

.....prn

.....

Policy No : 104002674

ARD : 01/09/2023

8 Benefits Valued

A R D	Category	NRA	Grty Ceiling	Slab	Rate	LCSA Ceiling	RTA TABLE
01/09/2023	1	50	2000000	99	15	2000000	X3
01/09/2023	2	70	2000000	99	15	2000000	X3

Please note that the contribution rate may change in future depending upon the experience of the scheme. It is necessary to carry out the Actuarial Valuation periodically. It may be noted that the above results are as per the Actuarial Valuation which is based upon certain assumptions about future experience of the scheme. Further, the results are particularly sensitive to the difference between assumed valuation rate of discount and the assumed rate of escalation in salary. The valuation is done on the basis of members data.

Yours Faithfully,

MANAGER(PNGS) T

Page 2

9/23/2022 10:07 AM

*Neelima*  
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# Shri Mahaveer College

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## PAYMENT OF GRATUITY TO AN EMPLOYEE 2023

LIC Life Insurance Corporation of India  
Branch Office : P & C S, Unit 1st Floor, Jaipur Mahaveer, Shri Mahaveer Marg, Jaipur-302005

PARTICULARS FOR CLAIM UNDER GROUP GRATUITY ( CASH ACCUMULATION SCHEME )

1. Master Policy No.	104002474
2. Name of Policy Holder	SHRI MAHAVEER COLLEGE
3. Name of the Member	ASHISH JAIN
4. Sr. No. in the Data List	17
5. Type of withdrawal	LEAVING SERVICE Retirement/Leaving Service/Death
6. Date of Joining the organization	1-10-2015
7. Date of Leaving	2-7-2022
8. Last Monthly Salary for Gratuity purpose	25000/-
9. Total Gratuity Payable	180362/-
10. Wages on Last ARD	-
11. Retirement Age	60
12. Category of Employee	A ACCOUNTANT
13. Date of Birth	25-12-1962

SECRETARY  
Jaipur Branch Office of LIC

LIC LIC Insurance Corporation of India  
Branch Office : P & C S, Unit 1st Floor, Jaipur Mahaveer, Shri Mahaveer Marg, Jaipur-302005

Discharge Receipt

Amount of Gratuity Payable: 180362/- Rupees One Lakh Eight Thousand Three Hundred Sixty Two Only

Signature of the insured/signatory: Ashish Jain  
Name: Ashish Jain  
Designation: ACCOUNTANT  
Address: Shri Mahaveer College, Jaipur

Signature of the authorized signatory: Sanil Bakshi  
Name: SANIL BAKSHI  
Designation: HOD SECRETARY  
Address: SHRI MAHAVEER COLLEGE

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# Shri Mahaveer College

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## *Faculty Group Insurance*

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# Shri Mahaveer College

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## INSURANCE POLICY - 2023

**STUDENT SAFETY POLICY**  
UIN NO. IRDAI/HLT/UII/P-P/V.1/23/2015-16  
SCHEDULE

Policy No.	1403014222P106795891		
Name Of Insured/ID	M/s MAHAVEER COLLEGE OF COMMERCE /23173159620		
Tel. (O)	Fax	Tel. (R)	Mobile
Business/Occupation	None	Email	
Period Of Insurance	From 00:00 Hrs of 15/10/2022 To Midnight of 14/10/2023		

Coinsurance	UIIC 140301 : 100%
PREMIUM:	Thirty-one thousand eight hundred eight rupees only

**INSURED DETAILS:**  
As Per Annexure Attached.

Total No of Students: 568 and 27 Staffs	Total Suminsured: ₹ 56800000
Risks Covered: DEATH & PERMANENT TOTAL & PARTIAL DISABILITY & HOSPITALIZATION EXPENSES DUE TO ACCIDENT FOR 568 STUDENTS, 27 STAFFS AS PER LIST ATTACHED	
Special Conditions: 541 students 27 staff, correct details of dob is as per mail dated 14/10/2022 done by Mahaveer College of Commerce	

Premium:	31,808.00
CGST(9%):	2,863.00
SGST(9%):	2,863.00
Stamp Duty:	5.00
Total (Rounded Off):	37,539.00
Receipt Number :	10114030122107809661
Receipt Date:	14/10/2022
Debit Note Number:	
Agency or Broker Code:	KHUSHBOO SOGANI
Dev. Officer Code:	
Direct Business :	

Customer GST/UIN No.:	Office GST No.:	08AAACU5552C123
SAC Code:	997133	Invoice No. & Date:
Amount Subject to Reverse Charges-NIL		4222106795891 & 14/10/2022

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

**Anti Money Laundering Clause:** -In the event of a claim under the policy exceeding ₹ 1 lakh or a claim for refund of premium exceeding ₹ 1 lakh, the insured will comply with the provisions of AML policy of the company. The AML policy is available in all our operating offices as well as Company's web site.

**LET US JOIN THE FIGHT AGAINST CORRUPTION. PLEASE TAKE THE PLEDGE AT <https://pledge.cvc.nic.in>.**

Date of Proposal and Declaration: 15/10/2022  
IN WITNESS WHEREOF, the undersigned being duly authorised has hereunto set his/her hand at BO 1 JAIPUR 140301 on this 14th day of October 2022.

For and On behalf of  
United India Insurance Co. Ltd.

Affix Policy Stamp here.

Duly Constituted Attorney(s)  
Underwritten By - VAR42482 ( BO UW CUM CASHIER )

2 / 16

*Neelima*  
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## INSURANCE POLICY - 2024

Office Copy

**STUDENT SAFETY POLICY**  
UIN NO. IRDAI/HLT/UII/P-P/V.I/23/2015-16  
SCHEDULE

Policy No.	1403014223P108934457				
Name Of Insured/ID	M/s MAHAVEER COLLEGE OF COMMERCE /23173159620				
Tel. (O)	Fax	Tel. (R)	Mobile		
Business/Occupation	None	Email			
Period Of Insurance	From 00:00 Hrs of 18/10/2023 To Midnight of 17/10/2024				
Coinsurance	UIIC 140301 : 100%				
PREMIUM:	Forty-four thousand one hundred eighty-four rupees only				

**INSURED DETAILS:**  
As Per Annexure Attached.

Total No of Students:	568 and 27 Staffs	Total Sum Insured:	₹ 56800000
Risks Covered:	DEATH & PERMANENT TOTAL & PARTIAL DISABILITY & HOSPITALIZATION EXPENSES DUE TO ACCIDENT FOR 568 STUDENTS & 27 STAFFS AS PER LIST ATTACHED		
Special Conditions:	TOTAL NO. OF STUDENTS - 765, TOTAL NO. OF STAFF - 24, TOTAL INSURED, 789, TOTAL SUM INSURED : 78900000; RENEWED ON THE BASIS OF PAST POLICY AS CURRENT DETAILS MISSED FEW COLUMNS OF INFORMATION SUCH AS AGE OF INSURED; CORRECT DETAILS OF INSURED NAME, AGE AND NOMINEE DETAILS (STUDENTS & STAFF) ARE AS PER EXCEL RECEIVED ON EMAIL DATED 18/10/2023 RECEIVED FROM INSURANCE ADVISOR MRS KHUSHBOO SOGANI (prateekjainsogani@gmail.com); LIST PRINT ATTACHED WITH DOCKET, STUDENT/STAFF DETAILS WILL BE VERIFIED AS PER INSTITUTION RECORDS AT THE TIME OF CLAIM AND ALL STUDENTS/STAFF NEEDS TO BE COVERED AS PER LIST PROVIDED.		

Premium:	44,184.00
CGST(9%):	3,977.00
SGST(9%):	3,977.00
Stamp Duty:	5.00
Total (Rounded Off):	52,138.00
Receipt Number :	10114030123110135554
Receipt Date:	26/10/2023
Debit Note Number:	
Agency or Broker Code:	KHUSHBOO SOGANI
BDIS Code:	BD29126
Direct Business :	

Customer GST/UIN No.:	997133	Office GST No.:	08AAACU552C12J
SAC Code:		Invoice No. & Date:	42231108934457 & 26/10/2023
Amount Subject to Reverse Charges-NIL			

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

**Anti Money Laundering Clause:** In the event of a claim under the policy exceeding ₹ 1 lakh or a claim for refund of premium exceeding ₹ 1 lakh, the insured will comply with the provisions of AML policy of the company. The AML policy is available in all our operating offices as well as Company's web site.

**LET US JOIN THE FIGHT AGAINST CORRUPTION. PLEASE TAKE THE PLEDGE AT <https://pledge.cvc.nic.in>.**

Date of Proposal and Declaration: 18/10/2023  
IN WITNESS WHEREOF, the undersigned being duly authorised has hereunto set his/her hand at BO 1 JAIPUR 140301 on this 25th day of October 2023.

For and On behalf of  
United India Insurance Co. Ltd.

Affix Policy Stamp here.

Duly Constituted Attorney(s)  
Underwritten By - DIV29126 ( BO UW CUM CASHIER ), Approved By -  
BHA42456 (RO UNDERWRITER NEW)

*Neelima*  
**IQAC**  
Co-ordinator  
Shri Mahaveer College



*Ashish*  
**SHRI MAHAVEER COLLEGE**  
(Affiliated to the University of Rajasthan)  
Mahaveer Marg C-Scheme Jaipur  
Phone: 0141- 2372139, 8955840261  
Website: [shri mahaveer college.org](http://shri mahaveer college.org)



# Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

*Centralized Reprography facility (Xerox) for  
Teaching & Non-Teaching Staff*

*Neelima*  
**IQAC**  
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