

**IPS Academy, Institute of Business Management and  
Research, Indore (M.P.)**

**Research Grant**

**2020-21**

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)



# 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: 14/05/2021

Institute of Business Management & research, IPS Academy, Indore (M.P)  
IPS Academy Knowledge Village, Rajendra Nagar A.B. Road, Indore  
MADHYA PRADESH

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

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 (Digital Media Marketing and Management) to Institute of Business Management & research, IPS Academy, Indore (M.P), IPS Academy Knowledge Village, Rajendra Nagar A.B. Road, Indore, 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.

*Director*  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 462014 (M.P.)

#### 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. Kiran Gehani, Coordinator ATAL Programme
2. ATAL Academy Cell AICTE HQ
3. Guard File

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)





# 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)

Annexure-I



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

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

To

Date: 16.06.2021

IPS Academy, Institute of Management and research  
Knowledge Village, Rajendra Nagar, A.B. Road, Indore  
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 (FinTech: Innovation and Transformation in Financial Market and Investment Strategies) to IPS Academy, Institute of Management and research, Knowledge Village, Rajendra Nagar, A.B. Road, Indore, 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.

**Director**  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)

#### 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. Neha sahu, Coordinator ATAL Programme
2. ATAL Academy Cell AICTE HQ
3. Guard File

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)



# Marvel's Café

Super Coffee Experience

Rajendra Nagar A.B. Road Indore (MP)  
Contact- 9713987855

## MOU

5 July, 2020

### Marvel's Café

Rajendra Nagar A.B. Road Indore (MP)

### AND

**IPS ACADEMY, Institute of Business Management and Research**

A B Road HukmaKheri Rajendra Nagar Indore

**Topic of Consultancy Project:** Consumer Retention Strategies and Techniques

**Duration:** 5 Months

**Consultancy Fee:** 50,000/- (Fifty Thousand Rupees)

**Target Area:** Indore District

#### **Terms and Conditions:**

1. All the internal data will be provided by Marvel's Café as per the requirement given by IPS Academy, Institute of Business Management and Research Indore.
2. Data will be strictly used for research and consultancy purpose and IPS Academy, Institute of Business Management and Research Indore will be responsible for its confidentiality.
3. Consultancy fees will be decided by both the parties mutually on a case to case basis.
4. Payment of fees would be as per the terms decided between both the parties.
5. In case of project time extension, no additional amount will be paid by Marvel's Cafe.

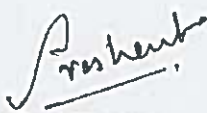


**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 462012 (MP)


**Objectives:**

1. To initiate an investigation that would provide necessary inputs on consumers' behavior, choices, spending attitude and product selection.
2. To develop the strategies for customer retention and satisfaction.
3. To establish industry-academia relationship for practical learning.
4. The MOU signed for stipulated time period in which purpose of the research must be fulfilled.
5. None of the provisions of this MOU shall be deemed to constitute a partnership between the parties hereto and no party shall have any authority to bind or shall be deemed to be agent of the other in any manner.
6. If the institute does not take effective steps in next three months, the MOU would void and null.

**Parties of the MOU must sign this documents in front of two witnesses.**


  
Prashant Verma

Marvel's Café, Indore  
A B Road Rajendra Nagar Indore

  
Dr. V. S. Kushwaha, my  
Director  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)  
Knowledge Village Rajendra Nagar  
A B Road Indore- 452012


**Witness 1**


Name- AJAY

Sign- 

**Witness 1**

Name- Sahil Jain

Sign- 

  
Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)

**IPS Academy, Institute of Business Management and  
Research, Indore (M.P.)**

**Research Grant**

**2019-20**

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)





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## Sixth Sense Technologies

44, Ahilya Nagar Extension, Annapurna Temple Road, Indore-9 (M.P.)  
Phone : 0731-2430022, Mobile : +91- 78689 68612, 97521 66811  
Email : hemendra@sixthsense techno.com, sixthsence1tech@gmail.com  
Web : www.sixthsense techno.com

Date- 25-08-2019

This document outlines a strategic understanding between Sixth Sense Technologies, Indore and IPS Academy, Institute of Business Management and Research, Indore, with research grant of Rs, 1,10,000/- (One Lakh Ten Thousand Rupees) to work together for using CRM technology for customer retention and satisfaction. The Institute will help Sixth Sense Technologies to understand, management and maintain CRM techniques for business growth and customer support. The MOU is being signed between the parties for 3 months tenure and during this all the required information and data related will be provided by Sixth Sense Technologies to the Institute. The institute shall ensure the data confidentiality and use only for research purpose.

### Objectives:

- To learn various techniques of CRM in IT world.
- To bring industry and academia closer.
- To build and formulate strong platform for CRM.

### Termination

The MOU will be terminated automatically after 90 days from the date of MOU signed or the Institute doesn't carry out research work within 15 days from the date of MOU signed.

*Manish Patel*  
25/8/19

Party1- Director, Sixth Sense Technologies, Indore

*[Signature]*  
Director  
IPS

Party2- Director, IPS Academy, Institute of Business Management and Research, Indore

*[Signature]*

Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)

## 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)



### FDP- Sanction Letter

Ref. No. 34-67/144/FDC/FDP/P-1/2019-20

Date 09 OCT 2020

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education, Nelson  
Mandela Marg,  
Vasant Kunj, New Delhi - 110070

Sub: Release of grant for conduct of Faculty Development Programme (FDP) under AQIS 2019-20 during the financial year 2020-21 - reg.

Sir,

This is to convey the sanction of the Council for payment of Rs. 387667 /- (Rupees Three Lakh EightySeven Thousand Six Hundred SixtySeven Only) for conduct of Faculty Development Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.), HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE, 452011 Madhya Pradesh
2.	Permanent ID of Institute	1-3930783
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Dr. VIVEK KUSHWAHA
5.	Amount sanctioned	Rs 387667/-
6.	Amount to be released	Rs 387667/- Full & final payment
7.	Head of account	601.14(a) Gen. Faculty Development Programme (Plan)
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	Faculty Development Programme On Essentials of Successful Case based teaching

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
2. This grant-in-aid 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.
3. The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them along with the proposals, in which the grant is being released:-

Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)



IPS Academy  
Management & Research  
- 452012 (MP)

Institute PAN	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC
AAAT13186K	HDFC BANK LTD	INDORE	UPPER GRD FLB COMMERCE HOUSE 7 RACE COURSE ROAD	IPS ACADEMY	Current Account	50200012278632	HDFC0001240

### Instructions/Guidelines to be followed by the University/Institution

#### I. Disbursement of funds to University/Institutions

- a. The full amount of the grant sanctioned is being released as advance to the University/Institute.
- b. The amount spent by the institute on the conduct of FDP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- c. The above said amount of grant shall be refunded back to AICTE if the Letter of Approval (LOA) / Extension of Approval (EOA) is not issued by AICTE to the institute for the academic year 2020-21.

#### II Maintenance of Accounts

- a. The Institute shall strictly follow the provisions laid down in the scheme document as available on the portal.
- b. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- c. 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.
- d. The grant is intended to cover items of expenditure connected with the Faculty Development Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc).

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

A test shall be conducted by Program Monitoring Committee (PMC) at the end of the program and joint certificates shall be issued (by AICTE & conducting institute) to those participants who have attended the program and have scored minimum 60% marks in the test.

#### IV. Submission of Documents by the University/Institutions to AICTE

- 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) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Format for the same is available on AICTE web portal.

The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be retained by the institution.



- uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.
- (ii) Feedback form in the prescribed proforma.
  - (iii) Copy of the proceedings and completion report.
  - (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Monitoring Committee (PMC).
  - (v) Report submitted by Program Monitoring Committee (PMC).

- 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 adjusted.

#### V. General instructions

- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 02 participants shall be from the host institution/group of institutions.
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE as under:-

Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

- c. The FDP will be organized for 2 weeks with minimum 40 participants. The approved FDP shall be conducted within six months from the date of release of funds..
- d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.
- e. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.
- 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. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing FDP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-67/144/FDC/FDP/P-1/2019-20 in your future correspondence.
- h. **Steering Committee/Project Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PEC shall be as under:
  - (i) Principal/Director/Registrar of the Institution (Chairperson).
  - (ii) Coordinator of the program (Member Secretary).
  - (iii) Two HoDs and one subject expert (members).

The members of the said PMC shall not be below the rank of Associate Professor. A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test. The minutes of the meetings, along with PMC report, are to be submitted to the Council at end of the program along with other mandatory documents.

**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)  
**GOC - Sanction Letter for E-Conference**

To

The Director/ Principal/ Registrar  
IPS Academy, Institute of Business Management and  
Research, Indore, Hukmakhedhi Rajendra Nagar,  
A. B. Road, Indore, Madhya Pradesh-452011

**Subject: To organize Conference in online mode i.e. E-Conference under the scheme Grant for Organizing Conference (GOC)-reg.**

Sir/ Madam,

With reference to the proposal submitted by your institute, this is to convey that an amount of Rs. 1,60,650/- (Rupees One lakh sixty thousand six hundred fifty only) was sanctioned and released to your institute in the month of March-2020 for organizing Conference under the scheme Grant for Organizing Conference (GOC), as per details given below:

- |   |  |  |
|---|--|--|
| 1 | Name and address of the Beneficiary Institution: | Director/ Principal/ Registrar<br>IPS Academy, Institute of Business Management and Research,<br>Indore, Hukmakhedhi Rajendra Nagar, A. B. Road, Indore, Madhya Pradesh-452011 |
| 2 | Permanent ID of Institute:                       | 1-3930783  |
| 3 | Title of Conference:                             | International Conference on Industry 4.0 "Transforming Economy through Innovative Management Practices"  |
| 1 | Name of Coordinator:                             | Dr. Vivek Kushwaha   |

The grant was released to the institute's account as per details given in table below:

Institute PAN No.	Inst Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAAT 1116 6K	HDFC BANK LTD	INDORE	UPPER GRD FLB COMMERCE HOUSE 7 RACE COURSE ROAD	IPS ACADEMY	Current Account	4070001 2278632	11240

The grant was released to organize the conference in physical mode, but due to outbreak of COVID-19, the Council has decided to give option to the institutions to organize the conference in online mode only i.e. E-Conference with additional terms and conditions.

**Note:**

1. If your institute has organized the conference in the stipulated time, then you are intimated to submit the requisite documents along with balance amount, if any.
2. If your institute has not organized the conference after receipt of grant, then you are allowed to organize the conference in online mode i.e. E-Conference within 6 months of receipt of this letter.
3. If your institute does not want to organize the E-conference, then you are required to refund the complete grant along with the interest accrued thereon.
4. The grant from AICTE will be Rs. 50,000 or 1/3<sup>rd</sup> of the total expenditure incurred for organizing the E-Conference, whichever is lesser. Rest amount is required to be refunded to AICTE.



Dated: 24<sup>th</sup> June, 2020

F No.67-47/IDC/GOC/POLICY-5/2019-20

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

**I. Limit of Funding**

- a. The grant from AICTE will be Rs. 50,000 or 1/3<sup>rd</sup> of the total expenditure incurred for organizing the E-Conference, whichever is lesser.
- b. The balance amount should be immediately refunded to AICTE with interest accrued thereon.

There may be the following expenditure heads under E-Conference:

- a. Certificate/Brochure and other documents designing.
- b. Conference website designing & updating.
- c. Honorarium to Experts/ Resource Persons.
- d. Publication of proceedings.
- e. Miscellaneous.

**II. Submission of documents by college/institution to AICTE on receipt of this letter/grant**

- a. The Acceptance letter with dates for Organizing E-Conference should reach this office within 15 days from the date of receipt of this letter. The Sanction Letter duly signed and sealed by Coordinator and Head of the institution along with permission/clearance of Govt. of India for organizing E-Conference.

**III. Maintenance of accounts**

- a. The Institute shall strictly follow the provisions laid down in this Letter No. F No. 67-47/ IDC/GOC/Policy-5/2019-20 dated: 24-06-2020 issued by this office. All correspondence related to the conference must contain this number along with year of sanction of the conference failing which correspondence will not be entertained.
- b. Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.
- c. The University/College/Institute shall maintain proper accounts of the expenditure out of the grant.
- d. 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.

**IV. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)**

- a. In case the event is cancelled or institute does not want to organize the E-Conference, the fund released should be immediately refunded to AICTE with interest accrued thereon.
- b. The grant shall be refunded to AICTE if the Letter of Approval (LOA) or Extension of Approval is not issued by AICTE to the institute for the academic year 2019-20.
- c. The proposed/approved E-Conference shall be conducted within 6 months from the date of receipt of this letter. If E-conference is not conducted within stipulated time period, the released amount, along with interest accrued thereon, has to be necessarily returned to AICTE within one month, failing which penalty @ 18% will be levied.
- d. Interest accrued on the grant released, shall be refunded to AICTE.
- e. No payment is permissible against the conference already conducted before the receipt of grant. Institutions are liable to refund the grant if received after the conduct of conference and have no plan of conducting the E-conference ahead.
- f. As AICTE needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

**V. Submission of documents by college/institution to AICTE 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:

Page 2  
Director  
IPS Academy  
of Business Management & Research  
Nagar, Indore - 452012 (M.P.)



Dated: 21<sup>st</sup> June, 2020

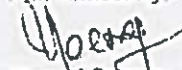
F.No.67-47/IDC/GOC/POLICY-5/2019-20

- a. Feedback form in the prescribed proforma.
- b. Original Statement of actual Expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.
- c. Copy of the proceedings/Project completion report
- d. Attested photocopies of supporting vouchers/bills of expenditure incurred for Organizing Conference.
- e. Soft copy of photographs of conference.
- f. One video of 1-minute duration mentioning: (i). Introduction of the Coordinator mentioning the name and state of institute. (ii). Conference details and achievements attained through Conference (iii). How the Conference was beneficial to students, faculty and institute? (iv). Thanking message for AICTE support.

#### VI. General instructions


- a. Any Change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected with 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 All India Council for Technical Education'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 All India Council for Technical Education.
- 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 grantee 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 during utilization of grant.

Yours sincerely,

  
Neeraj Saxena  
Advisor (IDC)

Copy forwarded for information and necessary action to:

1. Name and Address of the Coordinator  
Dr. Vivek Kushwaha,  
IPS Academy, Institute of Business Management and  
Research, Indore, Hukmakhedi Rajendra Nagar,  
A. B. Road, Indore, Madhya Pradesh-452011
2. Guard File

  
**Director**  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)

Page-3

## 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)



### STTP Sanction Letter

Ref. No. 34 G6/198/FDC/STTP/Policy-1/2019-20

Date 10 AUG 2020

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi - 110070

Sub: Release of grant for conduct of Short Term Training Programme (STTP) under AQIS 2019-20 during the financial year 2020-21- reg.

Sir,

This is to convey the sanction of the Council for payment of Rs. 242267/- (Rupees Two Lakh FortyTwo Thousand Two Hundred SixtySeven Only) for conduct of Short Term Training Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.) HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE Madhya Pradesh 452011
2.	Permanent ID of Institute	1-3930783
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Dr. VIVEK KUSHWAHA
5.	Amount sanctioned	Rs. 242267/-
6.	Amount to be released	Rs. 242267/- Full & final payment
7.	Head of account	601.15(a) Gen. Short Term Training Programme (Plan)
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	STTP on Financial Analytics

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/Director/Principal of the institute through RTGS.
2. This grant-in-aid 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.
3. The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them alongwith the proposals, in which the grant is being released:-

Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 462012 (M.P.)



Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
WANTED	HDFC BANK	INDORE	UPPER GRD. FLB. COMMERCE HOUSE 7 RACE COURSE ROAD	IPS ACADEMY	Current Account	5020012278631	HDFC0001240

#### Instructions/Guidelines to be followed by the University/Institution

##### I. Disbursement of funds to University/Institutions

- The full amount of the grant sanctioned is being released as advance to the University/Institute.
- The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- The above said amount of grant shall be refunded back to AICTE if the Letter of Approval (LOA) / Extension of Approval (EOA) is not issued by AICTE to the institute for the academic year 2020-21.

##### II Maintenance of Accounts

- The Institute shall strictly follow the provisions laid down in the scheme document as available on the portal.
- Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- 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 grant is intended to cover items of expenditure connected with the Short Term Training Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc.

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

A test shall be conducted by Program Monitoring Committee (PMC) at the end of the program and joint certificates shall be issued (by AICTE & conducting institute) to those participants who have attended the program and have scored minimum 60% marks in the test.

##### IV. Submission of Documents by the University/Institutions to AICTE

- The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of the program.
  - Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Format for the same is available on AICTE web portal.



**Director**  
**IPS Academy**  
 Institute of Business Management & Research  
 Raizada Nagar, Indore - 462012  
 Ph: 4321211

(6)



The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) Feedback form in the prescribed proforma.
- (iii) Copy of the proceedings and completion report.
- (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Monitoring Committee (PMC).
- (v) Report submitted by Program Monitoring Committee (PMC).

- 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 adjusted.

#### V. General instructions

- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 2 participants shall be from the host institution/group of institutions.
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE are as under:-

Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

- c. The STTP is a residential program of a duration of six days with minimum 40 participants. The approved STTP shall be conducted within six months from the date of release of funds.
- d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.

~~d. The expenditure under the STTP shall be borne by the institute from their own resources. But the quality of the activities should not be compromised. The expenditure shall not exceed 10% of the total sanctioned grant for the programme. However, overall expenditure shall not exceed the funds sanctioned for the programme.~~

- g. 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.
- h. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-66/198/FDC/STTP/Policy 1/2019-20 in your future correspondence.
- i. Steering Committee/Project Monitoring Committee (PMC) is required to be constituted at institutional level. The constitution of the PEC shall be as under:

- (i) Principal/Director/Registrar of the institution (Chairperson).
- (ii) Coordinator of the program (Member Secretary).
- (iii) Two HoDs and one subject expert (members).

  
**IPS Academy**  
 State of Business Management & Research  
 Gurgaon Nagar, Indore - 452012 (M.P.)

The members of the said PMC shall not be below the rank of Associate Professor. A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test. The minutes of the meetings, along with PMC report, are to be submitted to the Council at end of the program along with other mandatory documents.

- j. GoI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- k. This Sanction Order may be treated as Offer Letter for all purposes.


NOTE:- Any deviation from the above will invoke serious action against the Institute.

Yours sincerely,

(Col. B Venkat)  
Director (FDC)  
10 AUG 2020

Copy forwarded for information and necessary action to:-

1. Name and Address of the Coordinator  
Dr. VIVEK KUSHWAHA  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
2. The Registrar / Director / Principal  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
3. Guard File

  
Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)  
(8)



**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)



**STTP- Sanction Letter**

Ref. No. 34-66/197/FDC/STTP/Policy-1/2019-20

Date 10 AUG 2020

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi - 110070

Sub: Release of grant for conduct of Short Term Training Programme (STTP) under AQIS 2019-20 during the financial year 2020-21- reg.

Sir,

This is to convey the sanction of the Council for payment of Rs. 322667 /- (Rupees Three Lakh TwentyTwo Thousand Six Hundred SixtySeven Only) for conduct of Short Term Training Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.) HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE Madhya Pradesh 452011
2.	Permanent ID of Institute	1-3930783
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Dr. VIVEK KUSHWAHA
5.	Amount sanctioned	Rs. 322667/-
6.	Amount to be released	Rs. 322667/- Full & final payment
7.	Head of account	601.15(a) Gen. Short Term Training Programme (Plan)
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	MANAGEMENT 4.0

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
2. This grant-in-aid 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.
3. The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them alongwith the proposals, in which the grant is being released:-

*[Handwritten Signature]*

**Director**  
IPS Academy  
Institute of Business Management and Research  
Rajendra Nagar, Indore-452011 (M.P.)





The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) [REDACTED]
- (iii) Copy of the proceedings and [REDACTED]
- (iv) [REDACTED] completed the program on the basis of the test conducted by Program Monitoring Committee (PMC).
- (v) Report submitted by Program Monitoring Committee (PMC).

b. The amount of the grant shall be adjusted on submission of utilization certificate & [REDACTED] 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 adjusted.

#### V. General instructions

- a. [REDACTED]
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE are as under:-

Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

c. The STTP is a residential program of a duration of [REDACTED] 40 participants. The approved STTP shall be conducted within six months from the date of release of funds.

d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.

d. The expenditure under the Heads [REDACTED] and [REDACTED] shall not exceed 1% and 10% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.

g. 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.

h. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-66/197/FOC/STTP/Policy 1/2019-20 in your future correspondence.

i. Steering Committee/Project Monitoring Committee (PMC) is required to be constituted at institutional level. The constitution of the PEC shall be as under:

- (i) Principal/Director/Registrar of the institution (Chairperson).
- (ii) (ii) Coordinator of the program (Member Secretary).
- (iii) Two HoDs and one subject expert (members).



  
IPS Academy  
Institute of Business Management  
Gurgaon, Haryana, India - 122002



conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.

- j. Govt GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- k. This Sanction Order may be treated as Offer Letter for all purposes.

NOTE:- Any deviation from the above will invoke serious action against the Institute.

Yours sincerely,

(Col. B Venkat)  
Director (FDC)

Copy forwarded for information and necessary action to:-

10 AUG 2020

1. Name and Address of the Coordinator  
Dr. VIVEK KUSHWAHA  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
2. The Registrar / Director / Principal  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
3. Guard File

  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)  


## 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)



### STTP- Sanction Letter

Ref. No. 34-66/199/FDC/STTP/Policy-1/2019-20

Date 10 AUG 2020

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi - 110070

Sub: Release of grant for conduct of Short Term Training Programme (STTP) under AQIS 2019-20 during the financial year 2020-21- reg

Sir,

This is to convey the sanction of the Council for payment of Rs. 309167 /- (Rupees Three Lakh Nine Thousand One Hundred SixtySeven Only) for conduct of Short Term Training Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.) HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE Madhya Pradesh 452011
2.	Permanent ID of Institute	1-3930783
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Dr. VIVEK KUSHWAHA
5.	Amount sanctioned	Rs. 309167/-
6.	Amount to be released	Rs. 309167/- Full & final payment
7.	Head of account	601.15(a) Gen. Short Term Training Programme (Plan)
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	STTP on Econometrics

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/Director/Principal of the institute through RTGS.
2. This grant-in-aid 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.
3. The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them alongwith the proposals, in which the grant is being released:-

Director  
IPS Academy  
Institute of Business Management & Research  
Vasant Kunj, New Delhi - 110070  
(S)



IFSC	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAAT1386K	[REDACTED]	INDORE	UPPER GRD FLB COMMERCE HOUSE 7 RACE COURSE ROAD	[REDACTED]	Current Account	[REDACTED]	[REDACTED]

**Instructions/Guidelines to be followed by the University/Institution**

**I. Disbursement of funds to University/Institutions**

- a. The full amount of the grant sanctioned is being released as advance to the University/Institute.
- b. The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- b. The above said amount of grant shall be refunded back to AICTE if the Letter of Approval (LOA) / Extension of Approval (EOA) is not issued by AICTE to the institute for the academic year 2020-21.

**II. Maintenance of Accounts**

- a. The Institute shall strictly follow the provisions laid down in the scheme document as available on the portal.
- b. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- c. 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.
- d. The grant is intended to cover items of expenditure connected with the Short Term Training Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc).

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

A test shall be conducted by Program Monitoring Committee (PMC) at the end of the program and joint certificates shall be issued (by AICTE & conducting institute) to those participants who have attended the program and have scored minimum 60% marks in the test.

**IV. Submission of Documents by the University/Institutions to AICTE**

- 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) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Format for the same is available on AICTE web portal.

  
**Director**  
 IPS Academy  
 Institute of Business Management & Research  
 Rajendra Nagar, Indore - 452012 (MP)  
6

The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) Feedback form in the prescribed proforma.
- (iii) Copy of the proceedings and completion report.
- (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Monitoring Committee (PMC).
- (v) Report submitted by Program Monitoring Committee (PMC).

- 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 adjusted.

#### V. General instructions

- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 2 participants shall be from the host institution/group of institutions.
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE are as under:-

Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

- c. The STTP is a residential program of a duration of six days with minimum 40 participants. The approved STTP shall be conducted within six months from the date of release of funds.
- d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.

d. The expenditure under the Heads of Honorarium to Course Coordinator and Honorarium to Resource Persons shall not exceed 1% of the total sanctioned grant for the Programme. However overall expenditure shall not exceed the funds sanctioned for the Programme.

- g. 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.
- h. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in-favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-66/199/FDC/STTP/Policy 1/2019-20 in your future correspondence.
- i. Steering Committee/Project Monitoring Committee (PMC) is required to be constituted at Institutional level. The constitution of the PEC shall be as under:

- (i) Principal/Director/Registrar of the institution (Chairperson).
- (ii) Coordinator of the program (Member Secretary).
- (iii) Two HoDs and one subject expert (members).

  
**Director**  
IPS Academy  
Institute of Business & Research  
Tambha Nagar, Indore - 462012 (M.P.)



The members of the said PMC shall not be below the rank of Associate Professor. A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test. The minutes of the meetings, along with PMC report, are to be submitted to the Council at end of the program along with other mandatory documents.

- j. GoI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- k. This Sanction Order may be treated as Offer Letter for all purposes.

NOTE:- Any deviation from the above will invoke serious action against the Institute.

Yours sincerely,

(Col. B Venkat)  
Director (FDC)

10 AUG 2023

Copy forwarded for information and necessary action to:

1. Name and Address of the Coordinator  
Dr. VIVEK KUSHWAHA  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
2. The Registrar / Director / Principal  
IPS ACADEMY, INSTITUTE OF BUSINESS MANAGEMENT AND RESEARCH, INDORE, (M.P.)  
HUKMAKHEDI RAJENDRA NAGAR A B ROAD INDORE  
Madhya Pradesh 452011
3. Guard File

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)



**IPS Academy, Institute of Business Management and  
Research, Indore (M.P.)**

**Research Grant**

**2018-19**



**IPS Academy**  
Institute of Business Management & Research  
Bapna Nagar, Indore - 452012 (M.P.)





## Red Maple Hotel Mashal

JhoomerGhat, Rasulpura Rau, Indore- 453446

[www.theredmaple.in](http://www.theredmaple.in), Email- [info@theredmaple.in](mailto:info@theredmaple.in)

Phone- 0731-4020300

### MEMORANDUM OF UNDERSTANDING

This MOU is executed at Indore on 06/01/2019 between:

Party No. 1            Red Maple Mashal Hotel, Indore

AND

Party No. 2            IPS Academy, Institute of Business Management & Research,  
Indore, having its Premises at Rajendra Nagar A.B. Road  
Indore (Hereinafter referred to as 'Institute' which expression  
shall unless repugnant to context include its successors and  
permitted assigns) as party No. 2

**Project Title:** "Building Internal Strength through Employee Branding"

**Duration:** 4 Months

**Consultancy Fee:** 1,20,000/- (One Lakh Twenty Thousand Rupees)

**Target Area:** Indore District

**Terms and Conditions:**

1. All the internal data will be provided by Red Maple Hotel as per the requirement given by Party 2.
2. Data will be strictly used for research and consultancy purpose and Party 2 will be responsible for its confidentiality.
3. Consultancy fees will be decided by both the parties mutually on a case to case basis.
4. Payment of fees would be as per the terms decided between both the parties.

  
**Director**  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)



## Red Maple Hotel Mashal

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This MOU is executed at Indore on 06/01/2019 between:

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AND

Party No. 2 IPS Academy, Institute of Business Management & Research, Indore, having its Premises at Rajendra Nagar A.B. Road Indore (Hereinafter referred to as 'Institute' which expression shall unless repugnant to context include its successors and permitted assigns) as party No. 2

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**Duration:** 4 Months

**Consultancy Fee:** 1,20,000/- (One Lakh Twenty Thousand Rupees)

**Target Area:** Indore District

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Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (M.P.)  
Page 1 of 2



# POWER TRAIN

**Draft MOU on Tech-Management for Business Growthdt.05-02-2019**

**Introduction:**The MOU stands legal bounding to **Power Train and IPS Academy, Institute of Business Management and Research**, Indore for adhere partnership norms for the term mentioned in this MOU and perform task as stated.

**Partnership:** The partnership is set for 2 months (60 days) between the said parties with sum of Rs. 80.000/- (Eighty Thousand Rupees).

**Purpose:**The institute would provide assistance to **Power Train** for successive use of various digital platforms for branding, promotion and customer connect. **IPS Academy, Institute of Business Management and Research**, shall conduct a market research and submit findings in a prescribed report format suggesting **Power Train** to adopt new methods of technology management for brand building and competitiveness.

## **Roles and responsibilities:**

IPS Academy, IBMR will be responsible for conducting marketing research and submit report to Power Train.

Power Train shall provide information and data for research.

**The Duration of Contract:**2 months (60 days)

**Research Grant:** Rs. 80.000/- (Eighty Thousand Rupees).

**Date-** 05-02-2019 to 06-04-2019

## **Authorized Signatory:**

**1-Director, Power Train**

**2-Director, IPS Academy, Institute of Business Management and Research**  
Rajendra Nagar, Indore - 462012 (MP)

**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 462012 (MP)

**IPS Academy, Institute of Business Management and  
Research, Indore (M.P.)**

**Research Grant**

**2017-18**

  
**Director**  
**IPS Academy**  
**Institute of Business Management & Research**  
**Rajendra Nagar, Indore - 462012 (M.P.)**





## Red Maple Hotel Mashal

JhoomerGhat, Rasulpura Rau, Indore- 453446

[www.theredmaple.in](http://www.theredmaple.in), Email- [info@theredmaple.in](mailto:info@theredmaple.in)

Phone- 0731-4020300

### MEMORANDUM OF UNDERSTANDING

This MOU is executed at Indore on 01/12/2017 between:

Party No. 1 Red Maple Mashal Hotel, Indore

AND

Party No. 2 IPS Academy, Institute of Business Management & Research, Indore, having its Premises at Rajendra Nagar A.B. Road Indore (Hereinafter referred to as 'Institute' which expression shall unless repugnant to context include its successors and permitted assigns) as party No. 2

**Project Title:** "Front Desk Management and Employee Training"

**Duration:** 3 Months

**Consultancy Fee:** 1,20,000/- (One Lakh Twenty Thousand Rupees)

**Target Area:** Indore District

**Terms and Conditions:**

1. All the internal data will be provided by Red Maple Hotel as per the requirement given by Party 2.
2. Data will be strictly used for research and consultancy purpose and Party 2 will be responsible for its confidentiality.
3. Consultancy fees will be decided by both the parties mutually on a case to case basis.
4. Payment of fees would be as per the terms decided between both the parties.


Part of  
Director  
IPS Academy  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)

5. In case of project time extension, no additional amount will be paid by party 1.

**Objectives:**

1. Whereas in order to analyze internal system of quality assurance, customer service and service quality parameters being considered, Party 1 herein assigning a consultancy assignment to Party 2 on above said topic.
2. Herein Party 2 agrees to cover following areas: Deep investigation of service delivery process, internal quality management program, pointing out the key loopholes and suggesting a strong framework for restructure it.
3. Accordingly, both the parties agree that the Party 2 will prepare a detailed project report for the same.
4. In no event, any party shall be liable to the other for any special, indirect, consequential or punitive damages arising out of this MOU.
5. None of the provisions of this MOU shall be deemed to constitute a partnership between the parties hereto and no party shall have any authority to bind or shall be deemed to be agent of the other in any manner.
6. If the institute (Party 2) does not take effective steps in next three months, Party 1 will have a right to come out of the MOU with Party 2.

Party 1   
Mr. Nishit Jain  
Executive Director  
Red Maple Hotel Mashal

Party 2   
Dr. Vivek Singh  
Director  
IPS Academy, Institute of Business Management and Research, Indore

Date: 21/10/2016

Place: Indore (MP)

Witness 1 

Witness 2 



**IPS Academy, Institute of Business Management and  
Research, Indore (M.P.)**

**Research Grant**

**2016-17**

  
**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajnagar, Indore - 452012 (M.P.)



## Red Maple Hotel Mashal

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Phone- 0731-4020300

### MEMORANDUM OF UNDERSTANDING

This MOU is executed at Indore on 21/10/2016 between:

Party No. 1      Red Maple Mashal Hotel, Indore

AND

Party No. 2      IPS Academy, Institute of Business Management & Research,  
Indore, having its Premises at Rajendra Nagar A.B. Road  
Indore (Hereinafter referred to as 'Institute' which expression  
shall unless repugnant to context include its successors and  
permitted assigns) as party No. 2

**Project Title:** "Internal Quality Assessment"

**Duration:** 5 Months

**Consultancy Fee:** 1,10,000/- (One Lakh Ten Thousand Rupees)

**Target Area:** Indore District

**Terms and Conditions:**

1. All the internal data will be provided by Red Maple Hotel as per the requirement given by Party 2.
2. Data will be strictly used for research and consultancy purpose and Party 2 will be responsible for its confidentiality.

Page 1 of 2

**Director**  
**IPS Academy**  
Institute of Business Management & Research  
Rajendra Nagar, Indore - 452012 (MP)



3. Consultancy fees will be decided by both the parties mutually on a case to case basis.
4. Payment of fees would be as per the terms decided between both the parties.
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**Objectives:**

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Party 1  
Mr. Nishit Jain  
Executive Director  
Red Maple Hotel Mashal

Date: 21/10/2016  
Place: Indore (MP)

Witness 1

Party 2  
Dr. Vivek Singh Kushwaha  
Director  
IPS Academy  
Institute of Business Management  
and Research, Indore

Witness 2

Director  
IPS Academy  
Institute of Business  
Management and Research  
Rajendra Nagar, Indore - 452012 (MP)