

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 23/11/2020

Dear Sir,

Please sanction myDL..... Leave from Dt.....24.11.20 To Dt..... of
Days for under given reason.

Reason of Leave: Phd presentation vidhyanagar

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Dipika Patel 2) _____

Yours Faithfully,

J Tadvi

Shri Jyoti Tadavi.....

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

Date: 23/11/2020

H32
Sign of sanctioning officer (with stamp)



Institute of Language Teaching

Ref :

Date :

Date : 9/8/21

To

Nehal Shingola

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 5/8/21 for
Book Publication of Rs. 13600/-
was received.

As per our policy Amount of Rs. 6800/- is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...

Dr. Nidatt Barot
Principal

LEAVE REPORT

Name of Faculty: Jyoti TadviDesignation: Adhyapak sahayak Date: 22/9/21

Dear Sir,

Please sanction myD.L..... Leave from Dt.....25/9/21 To Dt.....29/9/21 of2 Days for under given reason.Reason of Leave: Phd presentation (vidhyanagen)


Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			

My workload has been assigned to: 1) Nehalshingara

Yours Faithfully,

J. TadviShri Jyoti Tadvi

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned. ✓

Date: 22/9/22

 Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika patel

Designation: Adhyapak Sahayak Date: 9/12/21

Dear Sir,

Please sanction my DL Leave from Dt. 10/12/21 To Dt. of
Days for under given reason.

Reason of Leave: Phd RAC Gurus Govindsinh zhi - Gadkhara

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						DL						

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,

Shri Dipika patel.....

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 9/12/21.....



Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 8/2/22

Dear Sir,

Please sanction my DL Leave from Dt. 9/2/22 To Dt. of 1.....

Days for under given reason.

Reason of Leave: presentation of phd course work

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) nehal shingara

Yours Faithfully,

J. Tadvi

Shri Jyoti Tadvi.....

Your above mentioned Leave/s for 1 Day/s is/are sanctioned/ not sanctioned.

Date: 8/2/22.....

H. B. S.

Sign of sanctioning officer (with stamp)



Institute of Language Teaching

Ref :

Date :

Date : 24/3/22

To

Jyoti Todvi

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 3/2/22 for
PhD Present. Vno & date of of Rs. 3000/-
was received.

As per our policy Amount of Rs. 3000/- is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...


Dr. Nidatt Barot
Principal

LEAVE REPORT

Name of Faculty: Dipika patel

Designation: Adhyapak Sahayak Date: 4/7/22

Dear Sir,

Please sanction my D.L. Leave from Dt. 5/7/22 To Dt. of

Days for under given reason.

Reason of Leave: Phd presentation - 1

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

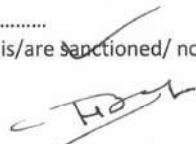
My workload has been assigned to: 1) nehal shingde (2)

Yours Faithfully,

Shri Dipika patel

Your above mentioned Leave/s for Day/s is/are ~~sanctioned~~ / not sanctioned.

Date: 4/7/22



Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadavi

Designation: Adhyapak sahayak Date: 8/7/22

Dear Sir,

Please sanction myDL..... Leave from Dt. 9/7/22 To Dt..... of
Days for under given reason.

Reason of Leave: Phd presentation vidhyanagar.

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Dipika patel 2) Smita chadhavi

Yours Faithfully,

J. Jadhav

Shri Jyoti Tadavi

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

Date: 8/7/22

HB
Sign of sanctioning officer (with stamp)



Institute of Language Teaching

Ref :

Date :

Date : 18/7/22

To

Siten Udas

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/7/22 for
ELT@I Membership for of Rs. 4000/-
was received. You + N.S + SP + JT

As per our policy Amount of Rs. 4000/- is approved.

Zankhana Ashar will give the cheque of the same.

Best wishes...

Dr. Nidatt Barot

Dr. Nidatt Barot

Principal



Institute of Language Teaching

Ref :

Date :

Date: 21/8/22

To

Nehal Srivastava + 1

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,


Your Application for Financial Support Dt. 4/8/22 for UGC HRDC Special Pay of Rs. 6000/- was received.

As per our policy Amount of Rs. 6000/- is approved.

Zankhana Ashar will give the cheque of the same.

*Discussed with
President of Trust*

Best wishes...


Dr. Nidatt Barot
Principal 21/8/22

LEAVE REPORT

Name of Faculty: Smita Gnadhni

Designation: Adhyapak Sahayak Date: 25/8/2022

Dear Sir,

Please sanction my DL Leave from Dt. 29/8/22 To Dt. 1/9/22 of 4 Days for under given reason.

Reason of Leave: Course work Presentation & Exam

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Nehal Shingala 2) _____

Yours Faithfully,
S. Gnadhni

Shri Smita Gnadhni

Your above mentioned Leave/s for 4 Day/s is/are sanctioned/ not sanctioned.

Date: 25/8/22



Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Smita Chadhri

Designation: Adhyapak Sahayak Date: 8/1/23

Dear Sir,

Please sanction my D.L. Leave from Dt. 9/1/23 To Dt. of 1

Days for under given reason.

Reason of Leave: DRDC of Ph.D in English Bhamnagar

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,
S. Chadhri

Shri Smita Chadhri.....

Your above mentioned Leave/s for 1 Day/s is/are sanctioned/ not sanctioned.

Date: 8/1/23

Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 10/1/23

Dear Sir,

Please sanction my Leave from Dt. 11/1/23 to Dt. of

Days for under given reason.

Reason of Leave: DRDC of PHD.

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Smita (adhvr) Mehal Shirgata

Yours Faithfully,

J. Tadvi

Shri Jyoti Tadvi

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

[Signature]

Date: 10/1/23

Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika Patel

Designation: Adhyapak Sahayak Date: 20/3/23

Dear Sir,

Please sanction myD.L...... Leave from Dt.....21/3/23..... To Dt..... of

Days for under given reason.

Reason of Leave: Phd RAC (SUGU) 2.

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

My workload has been assigned to: 1) Mehal shingal-2)

Yours Faithfully,

Shri Dipika Patel

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 20/3/23

HS

Sign of sanctioning officer (with stamp)



Institute of Language Teaching

Ref :

Date :

Date : 27/3

To

Dipika Patel

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/3/23 for
PhD RAC & Presentation of Rs. 11907
was received.

As per our policy Amount of Rs. 11907 is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...


Dr. Nidatt Barot
Principal

Institute of Language Teaching (English Medium) B.Ed. College, RAJKOT

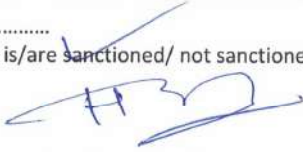
LEAVE REPORT

Name of Faculty: Smita GadhariDesignation: Adhyapak Sahayak Date: 8/6/23

Dear Sir,

Please sanction myDL..... Leave from Dt...9/6/23 To Dt..... of ...1.....
Days for under given reason.Reason of Leave: DRDC Ph.D in English Bhamagar uni.

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	

My workload has been assigned to: 1) Dipika patel 2) _____Yours Faithfully,
S. GadhariShri Smita Gadhari.....Your above mentioned Leave/s for ...1..... Day/s is/are sanctioned/ not sanctioned.Date: 8/6/23.....

Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika Patel

Designation: Adhyapak Sahayak Date: 30/7/23

Dear Sir,

Please sanction myDL..... Leave from Dt.....11/8/23..... To Dt..... of

Days for under given reason.

Reason of Leave: Phd RAC (Schoo) 3

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,

Shri Dipika Patel

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 30/7/23



Sign of sanctioning officer (with stamp)



Institute of Language Teaching

Ref :

Date :

Faculty Financial Support and Duty Leave Policy

Purpose and Scope:

The Institute of Language Teaching (ILT) recognizes the importance of fostering a culture of research, academic development, and professional growth among its faculty members. This policy outlines the provisions for providing financial support to faculties engaged in research work, paper publication, book publication, faculty development programs, and the allocation of duty leave for various academic activities.

Financial Support:

Research Work:

- a. ILT encourages faculty engagement in research activities. Financial support may be provided for research projects, including data collection, analysis, and conference attendance.
- b. Faculty members are eligible to apply for research grants by submitting a detailed proposal outlining the objectives, methodology, and expected outcomes of the research.

Paper Publication:

- a. ILT supports the publication of research papers in reputable journals. Faculty members may apply for financial assistance to cover publication fees, membership fees, or any other associated costs.
- b. Applications for paper publication support should include details about the journal, the significance of the paper, and the expected contribution to the field.



Institute of Language Teaching

Ref :

Date :

Book Publication:

- a. Faculty members engaged in writing and publishing books are eligible for financial assistance. This support may cover publication costs, editing services, or any other related expenses.
- b. Book publication proposals should provide an overview of the book, its relevance, and the expected impact on the academic community.

Faculty Development Programs:

- a. ILT encourages continuous professional development. Financial support is available for faculty members attending workshops, conferences, seminars, and other faculty development programs.
- b. Requests for financial support should include details about the program, its alignment with the faculty member's professional goals, and the expected benefits for ILT.

Academic Duty Leave:

Research Activity:

- a. Faculty members engaged in significant research projects may apply for duty leave. The application should outline the purpose, duration, and expected outcomes of the research.
- b. The duration of duty leave granted will be determined based on the nature and scope of the research project.

RDC Presentation:

- a. Faculty members presenting their research at Research and Development Committee (RDC) meetings are eligible for duty leave. Even during course work and written exam of Ph.D. are supported and their workload is adjusted accordingly.
- b. Duty leave for RDC presentations will be granted for the specific date and time of the presentation.



Institute of Language Teaching

Ref :

Date :

Data Collection:

- a. Faculty members involved in off-campus data collection activities may apply for duty leave. The application should provide details about the location, duration, and purpose of the data collection.
- b. Duty leave for data collection will be granted based on the specific requirements of the research activity.

Other Activities:

- a. Duty leave may be granted for other academic activities deemed essential for faculty members professional development.
- b. Faculty members should submit a detailed request, specifying the nature of the activity and its relevance to their academic and professional growth.

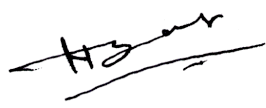
Review and Approval:

1. All applications for financial support and duty leave will be reviewed by the Research and Development Committee (RDC) or an appointed committee.
2. Decisions on approval will be based on the merit, significance, and alignment with ILT's academic goals.
3. Faculty members will be notified of the decision within a reasonable timeframe.

This policy aims to create a supportive environment for faculty members, fostering a commitment to research, publication, and continuous academic development at the Institute of Language Teaching.

Note:

The above policy is approved by the Management of ILT.


Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE

3.1.3 Details of Financial Support / Study leave / other activities supported to the faculties						
Sr. No.	Name of Faculty	Financial Support for	Amount	Payment Detail	Date	Duty Leave Granted
1	Jyoti Tadvi	Ph.D. RAC Presentation			24/1/2020	Granted for 1 day
2	Nehal Shingala	Book Publication	6800	Cheque No.771347	12/8/2021	
3	Jyoti Tadvi	Ph.D. RAC Presentation			25/9/2021 to 27/9/2021	Granted for 2 day
4	Dipika Patel	Ph.D. RAC Presentation			10/12/2021	Granted for 1 day
5	Jyoti Tadvi	Ph.D. RAC Presentation			9/2/2022	Granted for 1 day
6	Tadvi Jyoti	Ph.D. Presentation Viva and Data Collection	3000	Cash	31/3/2022	Granted for 1 day
7	Dipika Patel	Ph.D. RAC Presentation			5/7/2022	Granted for 1 day
8	Jyoti Tadvi	Ph.D. RAC Presentation			9/7/2022	Granted for 1 day
9	Jiten Udhas, Nehal Shingala, Dipika Patel, Jyoti Tadvi	Membership at English Language Teachers Association of India	4000	Cheque No.884450	21/7/2022	
10	Dr. Nidatt Barot & Nehal Shingala	UGC HRDC Special Faculty Development Program	6000	Cheque No.884465	5/8/2022	Granted for 6 days
11	Smita Gadhvi	Course work presentation & Exam			29/8/2022 to 1/9/2022	Granted for 4 day
12	Smita Gadhvi	Ph.D. RAC Presentation			9/1/2023	Granted for 1 day
13	Jyoti Tadvi	Ph.D. RAC Presentation			11/1/2023	Granted for 1 day
14	Dipika Patel	Ph.D. RAC Presentation			21/3/2023	Granted for 1 day
15	Patel Dipika	Ph.D. RAC Presentation	1190	Cheque No.521640	29/3/2023	Granted for 1 day
16	Smita Gadhvi	Ph.D. RAC Presentation			9/6/2023	Granted for 1 day
17	Dipika Patel	Ph.D. RAC Presentation			1/8/2023	Granted for 1 day

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 23/11/2020

Dear Sir,

Please sanction myDL..... Leave from Dt.....24.11.20 To Dt..... of
Days for under given reason.

Reason of Leave: Phd presentation vidhyanagar

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Dipika Patel 2) _____

Yours Faithfully,

J Tadvi

Shri Jyoti Tadavi.....

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

Date: 23/11/2020

H32
Sign of sanctioning officer (with stamp)

INSTITUTE OF LANGUAGE TEACHING

Saurashtra B.Ed. College, Rajkot (Grant-in-aid College)

VOUCHER

Shri <u>Nehal Shingala</u>		V. No.	
Debit / Credit		C.B.F.	
		Date : <u>12/8/2021</u>	
PARTICULARS		Rs.	Ps.
બાબત. ડૉ. નેહલ શિંગલા ને લુપ્ત અનાકેરી કરવાના ચુકવણી. Cheque. 771347.		6800	
<u>Six thousand eight hundred only/-</u>		6800	
Accountant/ Clerk <u>[Signature]</u>		Principal <u>[Signature]</u>	
		Receiver's Signature	



Institute of Language Teaching

Ref :

Date :

Financial Support Application Form

Name of Faculty

1021 Nehal K Shingal

Date : 5/8/21

To
The Principal
ILT B.Ed. College
Rajkot

Sub : Application for Financial Support

Respected Sir,

I Dr Nehal K Shingal
would like to request you to give Financial Support of Rs. 73,600 for
Book Publication.

Thanking you

Yours

Nehal K Shingal

It is to inform you that your application was discussed with the President of the trust and Rs. 6800/- was approved. The Cheque No. 771347
Date 12/8/2021 is attached herewith.

Zankhana Ashar

Zankhana Ashar

Dr. Nidatt Barot
Dr. Nidatt Barot



Institute of Language Teaching

Ref :

Date :

Date : 9/8/21

To

Nehal Shingola

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 5/8/21 for
Book Publication of Rs. 13600/-
was received.

As per our policy Amount of Rs. 6800/- is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...

Dr. Nidatt Barot
Principal

LEAVE REPORT

Name of Faculty: Jyoti TadviDesignation: Adhyapak sahayak Date: 22/9/21

Dear Sir,

Please sanction myD.L..... Leave from Dt. 25/9/21 To Dt. 29/9/21 of2..... Days for under given reason.Reason of Leave: Phd presentation (vidhyanagen)


Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			

My workload has been assigned to: 1) Nehalshingara

Yours Faithfully,

J. TadviShri Jyoti Tadvi

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned. ✓

Date: 22/9/22

 Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika patel

Designation: Adhyapak Sahayak Date: 9/12/21

Dear Sir,

Please sanction my DL Leave from Dt. 10/12/21 To Dt. of
Days for under given reason.

Reason of Leave: Phd RAC Gurus Govindsinh zhi - Gadkhara

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						DL						

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,

Shri Dipika patel

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 9/12/21



Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 8/2/22

Dear Sir,

Please sanction my DL Leave from Dt. 9/2/22 To Dt. of 1.....

Days for under given reason.

Reason of Leave: presentation of phd course work

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) nehal shingara

Yours Faithfully,

J. Tadvi

Shri Jyoti Tadvi.....

Your above mentioned Leave/s for 1 Day/s is/are sanctioned/ not sanctioned.

H. B. S.

Date: 8/2/22.....

Sign of sanctioning officer (with stamp)

INSTITUTE OF LANGUAGE TEACHING

Saurashtra B.Ed. College, Rajkot (Grant-in-aid College)

VOUCHER

Shri Jyoti K. Tadvri

V. No.

Debit / Credit

C.B.F.

Date: 31/3/2022

PARTICULARS

આવક: Ph.D પ્રોસેન્ડેશન બાઈબાઈમાં
ડે. કલેક્શન ના રૂ 3000/-
રોડી સુકવના બાબત

Rs.

Ps.

3000/-

૨૧૦૨૨૨૨૨૨૨

3000/-

[Signature]

Accountant/ Clerk

Principal



Receiver's Signature



Institute of Language Teaching

Ref :

Date :

Financial Support Application Form

Name of Faculty

Talvi Jyotiben K.

Date : 3/2/2022

To
The Principal
ILT B.Ed. College
Rajkot

Sub : Application for Financial Support

Respected Sir,

I Talvi Jyotiben K.

would like to request you to give Financial Support of Rs. 3000/- for
Ph.D presentation viva & data collection.

Thanking you

Yours

J. Ashar

It is to inform you that your application was discussed with the President of the trust
and Rs. 3000 was approved. The Cheque No. cash
Date 31/3/2022 is attached herewith.

Zankhana Ashar

Zpshar

H. B. B.
Dr. Nidatt Bārot



Institute of Language Teaching

Ref :

Date :

Date : 24/3/22

To

Jyoti Todvi

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 3/2/22 for
PhD Present. Vno & date of of Rs. 3000/-
was received.

As per our policy Amount of Rs. 3000/- is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...


Dr. Nidatt Barot
Principal

LEAVE REPORT

Name of Faculty: Dipika patel

Designation: Adhyapak Sahayak Date: 4/7/22

Dear Sir,

Please sanction my D.L. Leave from Dt. 5/7/22 To Dt. of

Days for under given reason.

Reason of Leave: Phd presentation - 1

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

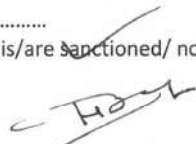
My workload has been assigned to: 1) nehal shingde (2)

Yours Faithfully,

Shri Dipika patel

Your above mentioned Leave/s for Day/s is/are ~~sanctioned~~ / not sanctioned.

Date: 4/7/22



Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadavi

Designation: Adhyapak sahayak Date: 8/7/22

Dear Sir,

Please sanction myDL..... Leave from Dt. 9/7/22 To Dt..... of
Days for under given reason.

Reason of Leave: Phd presentation vidhyanagar.

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Dipika patel 2) Smita chadhavi

Yours Faithfully,

J. Jadhav

Shri Jyoti Tadavi

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

Date: 8/7/22

HB
Sign of sanctioning officer (with stamp)

INSTITUTE OF LANGUAGE TEACHING

Saurashtra B.Ed. College, Rajkot (Grant-in-aid College)

VOUCHER

Shri Jiten - R. Udhas.		V. No.	
Debit / Credit		C.B.F.	
		Date : 21/7/22	
PARTICULARS		Rs.	Ps.
		4000	
આવક : શ્રી. જીતેન રાજુ ઉદાસ ની કોલેજના અરુણીયાની બાદ ELT (English Language Teachers Association of India) ની શ્રી (મરાઠી) સુસુનિભા (1) Jiten udhas (2) Dipika patel (3) Jyoti Tadi (4) Nehal Shingda Cheque no - 884450			
Four thousand only/-		4000	

Accountant/ Clerk

Jeshal

Principal



Receiver's Signature



Institute of Language Teaching

Ref :

Date :

Financial Support Application Form

Name of Faculty

Dr. Jiten Udhas

Date : 15/7/2022

To
The Principal
ILT B.Ed. College
Rajkot

Sub : Application for Financial Support

Respected Sir,

I **Dr. Jiten Udhas** would like to request you to give Financial Support of Rs. **4000/-** for **ELT@I (English Language Teachers Association of India)**. I am paying fees of Dr. Jiten Udhas, Dr. Nehal Shingala, Dipika Patel & Jyoti Tadvi each Rs.1000/- for three years.

Thanking you

Yours

It is to inform you that your application was discussed with the President of the trust and Rs. 4000/- was approved. The Cheque No. 884450
Date 21/7/2022 is attached herewith.

Zankhana Ashar

Dr. Nidatt Barot



Institute of Language Teaching

Ref :

Date :

Date : 18/7/22

To

Siten Ushar

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/7/22 for
ELT@I Membership for of Rs. 4000/-
was received. You + N.S + SP + JT

As per our policy Amount of Rs. 4000/- is approved.

Zankhana Ashar will give the cheque of the same.

Best wishes...

Dr. Nidatt Barot

Dr. Nidatt Barot

Principal

INSTITUTE OF LANGUAGE TEACHING

Saurashtra B.Ed. College, Rajkot (Grant-in-aid College)

VOUCHER

Shri Nehal. K. Shingala

V. No.

Debit / Credit

C.B.F.

Date : 5/8/2022

PARTICULARS

Rs.

Ps.

બાબત: શ્રી નેહલ કે શિંગલા નો
પુજીસી, રમેશ ચારડીયા સંયોજીત
ઈન્સ્ટીટ્યુટ ડેવલોપમેન્ટ પ્રોગ્રામમાં
આવડેલ બાબત.

6000

Cheque no - 884465

₹ હજાર પચીસ /-

6000

Jpshaj

Accountant/ Clerk

Principal



Receiver's Signature



Institute of Language Teaching

Ref :

Date :

Financial Support Application Form

Name of Faculty

Dr. Nehal K. Shingal

Nidatt Barot

Date: 1/8/22

To

The Principal
ILT B.Ed. College
Rajkot

Sub : Application for Financial Support

Respected Sir,

I Dr. Nehal K. Shingal

would like to request you to give Financial Support of Rs. 6000 for

VOC HRDC special faculty development program

Thanking you

Yours

Dr. Shingal

It is to inform you that your application was discussed with the President of the trust

and Rs. 6000 was approved. The Cheque No. 884465

Date 5/8/2022 is attached herewith.

Zankhana Ashar

Zankhana Ashar

Dr. Nidatt Barot

Dr. Nidatt Barot



Institute of Language Teaching

Ref :

Date :

Date: 2/8/22

To

Nehal Srivastava + 1

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,


Your Application for Financial Support Dt. 4/8/22 for UGC HRDC Special Pay of Rs. 6000/- was received.

As per our policy Amount of Rs. 6000/- is approved.

Zankhana Ashar will give the cheque of the same.

*Discussed with
President of Trust*

Best wishes...


Dr. Nidatt Barot
Principal 2/8/22

LEAVE REPORT

Name of Faculty: Smita Gnadhni

Designation: Adhyapak Sahayak Date: 25/8/2022

Dear Sir,

Please sanction my DL Leave from Dt. 29/8/22 To Dt. 1/9/22 of 4

Days for under given reason.

Reason of Leave: Course work Presentation & Exam

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Nehal Shingala 2) _____

Yours Faithfully,
S. Gnadhni

Shri Smita Gnadhni

Your above mentioned Leave/s for 4 Day/s is/are sanctioned/ not sanctioned.

Date: 25/8/22


Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Smita Chadhri

Designation: Adhyapak Sahayak Date: 8/1/23

Dear Sir,

Please sanction my D.L. Leave from Dt. 9/1/23 To Dt. of 1

Days for under given reason.

Reason of Leave: DRDC of Ph.D in English Bhamnagar

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,
S. Chadhri

Shri Smita Chadhri.....

Your above mentioned Leave/s for 1 Day/s is/are sanctioned/ not sanctioned.

Date: 8/1/23

Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Jyoti Tadvi

Designation: Adhyapak Sahayak Date: 10/1/23

Dear Sir,

Please sanction my Leave from Dt. 11/1/23 to Dt. of

Days for under given reason.

Reason of Leave: DRDC of PHD.

Previous Leave taken					Leave for sanction					Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.			
						<u>DL</u>								

My workload has been assigned to: 1) Smita (adhvr) Nehal Shingara

Yours Faithfully,

J. Tadvi

Shri Jyoti Tadvi.....

Your above mentioned Leave/s for 1..... Day/s is/are sanctioned/ not sanctioned.

[Signature]

Date: 10/1/23.....

Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika Patel

Designation: Adhyapak Sahayak Date: 20/3/23

Dear Sir,

Please sanction myD.L...... Leave from Dt.....21/3/23..... To Dt..... of

Days for under given reason.

Reason of Leave: Phd RAC (SUGU) 2.

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

My workload has been assigned to: 1) Mehal shingel 2) _____

Yours Faithfully,

Shri Dipika Patel.....

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 20/3/23

HS

Sign of sanctioning officer (with stamp)

INSTITUTE OF LANGUAGE TEACHING

Saurashtra B.Ed. College, Rajkot (Grant-in-aid College)

VOUCHER

Shri Dipika Patel.		V. No.	
Debit / Credit		C.B.F.	
		Date : 29/3/23	
PARTICULARS		Rs.	Ps.
		1190	
બાબત : પુસ્તકો અને નો Ph.D. RAC 4 પ્રોસેસરશી માટે નો ચાલુ બાબત Cheque no - 521640/-			
One thousand one hundred & ninety		1190	
Accountant/ Clerk <i>Zeshas</i>		Receiver's Signature	
Principal			



Institute of Language Teaching

Ref :

Date :

Financial Support Application Form

Name of Faculty

Patel Dipika N.Date : 15/3/23

To
The Principal
ILT B.Ed. College
Rajkot

Sub : Application for Financial Support

Respected Sir,

I Patel Dipika N.

would like to request you to give Financial Support of Rs. 2000/- for
Ph.D. RAC and Presentation.

Thanking you

Yours

DDP

It is to inform you that your application was discussed with the President of the trust and Rs. 1190/- was approved. The Cheque No. 521640
Date 29/3/2023 is attached herewith.

Zankhana Ashar

Zshar

Dr. Nidatt Barot



Institute of Language Teaching

Ref :

Date :

Date : 27/3

To

Dipika Patel

Assistant Professor

Institute of Language Teaching

Rajkot

Sub : Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/3/23 for
PhD RAC & Presentation of Rs. 11907
was received.

As per our policy Amount of Rs. 11907 is approved.
Zankhana Ashar will give the cheque of the same.

Best wishes...


Dr. Nidatt Barot
Principal

Institute of Language Teaching (English Medium) B.Ed. College, RAJKOT

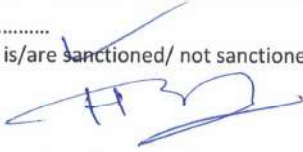
LEAVE REPORT

Name of Faculty: Smita ChadhriDesignation: Adhyapak Sahayak Date: 8/6/23

Dear Sir,

Please sanction myDL..... Leave from Dt...9/6/23 To Dt..... of ...1.....
Days for under given reason.Reason of Leave: DRDC Ph.D in English Bhamagar uni.

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	

My workload has been assigned to: 1) Dipika patel, 2) _____Yours Faithfully,
S. ChadhriShri Smita Chadhri.....Your above mentioned Leave/s for ...1..... Day/s is/are sanctioned/ not sanctioned.Date: 8/6/23.....

 Sign of sanctioning officer (with stamp)

LEAVE REPORT

Name of Faculty: Dipika Patel

Designation: Adhyapak Sahayak Date: 30/7/23

Dear Sir,

Please sanction myDL..... Leave from Dt.....11/8/23..... To Dt..... of

Days for under given reason.

Reason of Leave: Phd RAC (Schoo) 3

Previous Leave taken					Leave for sanction			Total Leaves				
C.L.	S.L.	E.L.	D.L.	L.W.P.	C.L.	S.L./E.L./D.L./L.W.P	C.L.	S.L.	E.L.	D.L.	L.W.P.	
						<u>DL</u>						

My workload has been assigned to: 1) Jyoti Tadvi 2) _____

Yours Faithfully,

Shri Dipika Patel

Your above mentioned Leave/s for Day/s is/are sanctioned/ not sanctioned.

Date: 30/7/23



Sign of sanctioning officer (with stamp)

3.1.3 In-house support is provided by the institution to teachers for research purposes during the last five years in the form of

1. Seed money for doctoral studies / research projects
2. Granting study leave for research field work
3. Undertaking appraisals of institutional functioning and documentation
4. Facilitating research by providing organizational supports
5. Organizing research circle / internal seminar / interactive session on research

Year	Name of the teacher	Kind of support									
		Seed money		Study leave		Undertaking appraisals		Organizational supports		Research circle/seminar	
		Purpose	Amount	Purpose	Duration From - To	Purpose	Amount/Kinds	Purpose	Kinds	Activity	Date/s
24/1/2020	Jyoti Tadvi			Ph.D. RAC Presentation	24/1/2020						
12/8/2021	Nehal Shingala	Book Publication	6800							Book Publication	
25/9/2021 to 27/9/2021	Jyoti Tadvi			Ph.D. RAC Presentation	25/9/2021 to 27/9/2021						
10/12/2021	Dipika Patel			Ph.D. RAC Presentation	10/12/2021						
9/2/2022	Jyoti Tadvi			Ph.D. RAC Presentation	9/2/2022						
31/3/2022	Tadvi Jyoti	Ph.D. Presentation Viva and Data Collection	3000	Ph.D. Presentation Viva and Data Collection	31/3/2022						
5/7/2022	Dipika Patel			Ph.D. RAC Presentation	5/7/2022						
9/7/2022	Jyoti Tadvi			Ph.D. RAC Presentation	9/7/2022						
21/7/2022	Jiten Udhas, Nehal Shingala, Dipika Patel, Jyoti Tadvi	Membership at English Language Teachers Association of India	4000							Membership at English Language Teachers Association of India	

5/8/2022	Dr. Nidatt Barot & Nehal Shingala	UGC HRDC Special Faculty Development Program	6000	UGC HRDC Special Faculty Development Program	5/8/2022						
29/8/2022 to 1/9/2022	Smita Gadhvi			Course work presentation & Exam	29/8/2022 to 1/9/2022						
9/1/2023	Smita Gadhvi			Ph.D. RAC Presentation	9/1/2023						
11/1/2023	Jyoti Tadv			Ph.D. RAC Presentation	11/1/2023						
21/3/2023	Dipika Patel			Ph.D. RAC Presentation	21/3/2023						
29/3/2023	Patel Dipika		1190	Ph.D. RAC Presentation	29/3/2023						
9/6/2023	Smita Gadhvi			Ph.D. RAC Presentation	9/6/2023						
1/8/2023	Dipika Patel			Ph.D. RAC Presentation	1/8/2023						