

# Shri G. S. Institute of Technology and Science, Indore

क्र./डीनSSAA./दासगुप्ता अवार्ड/2025/

दिनांक : 01/12/2025

## परिपत्र

डॉ. एस.एम. दासगुप्ता स्मृति शिक्षा समिति (एसजीएसआईटीएस, इन्दौर के पूर्व छात्रों द्वारा गठित) द्वारा वर्ष-2025 के लिए संस्थान के छात्रों, शिक्षकों एवं कर्मचारियों हेतु सात समूहों में निम्नानुसार दासगुप्ता-अवार्ड की घोषणा की गई है :-

1. Outstanding Student of the year (Female Category)
2. Outstanding Student of the year (Male Category)
3. Outstanding Teacher of the year (Associate Professor Category)
4. Outstanding Teacher of the year (Assistant Professor Category)
5. Outstanding Supporting Staff of the year (Class – III Clerical)
6. Outstanding Supporting Staff of the year (Class – III Technical)
7. Outstanding Supporting Staff of the year (Class – IV Staff)

यह सभी अवार्ड चयनित छात्रों, शिक्षकों एवं कर्मचारियों को एसजीएसआईटीएस-डे 22 दिसम्बर-2025 (सोमवार) को एलुमिनी कार्यक्रम के दौरान दिया जाएगा। अवार्ड हेतु नामांकन भरने की अंतिम तिथि 10/12/2025, शाम 6.00 बजे तक।

उपरोक्तानुसार दासगुप्ता अवार्ड हेतु संस्थान के छात्रों, शिक्षकों, टेक्निकल एवं सपोर्टिंग क्लेरीकल स्टाफ (तृतीय श्रेणी) एवं परिचरों (चतुर्थ श्रेणी) से नामांकन आमंत्रित है। इच्छुक शिक्षक एवं कर्मचारी जो भी इसके लिए अपना आवेदन/नामांकन देना चाहते हैं वे अपने विभागाध्यक्ष या अनुभाग प्रभारी के माध्यम से सभी दस्तावेजों के साथ दिनांक 10/12/2025, शाम 6.00 बजे तक डीन IPFA के कार्यालय में श्री दिलीप जाटव को जमा कर देंगे। फार्म एवं प्रोफार्मा की जानकारी [www.sgsits.ac.in](http://www.sgsits.ac.in) पर भी उपलब्ध है।

सभी विभागाध्यक्षों एवं अनुभाग प्रभारियों से अनुरोध है कि वे अधीनस्थ शिक्षक/स्टाफ के मध्य सकार्युलेट कर अवगत करावें।

डीन, एस एस ए ए

प्रतिलिपि :-

1. इंजी. सुधीर एरन, मानद सचिव, एस.एम. दासगुप्ता शिक्षण समिति, इन्दौर की ओर सूचनार्थ प्रेषित
2. सभी नोटिस बोर्ड
3. सभी विभागाध्यक्ष
4. सभी अनुभाग प्रभारी
5. अध्यक्ष/सचिव, शिक्षक/शिक्षकेत्तर कर्मचारी संघ
6. Web admin with a request to upload to portal
7. श्री दिलीप जाटव, डीन IPFA कार्यालय

## CONTENT:

1. Guidelines
2. Application format for Associate Professor category
3. Application format for Assistant Professor category
4. Application format for Class III Technical category
5. Application format for Class III Clerical category
6. Application format for Class IV Staff category
7. Application format for students of the year (Female category)
8. Application format for students of the year (Male category)

**DASGUPTA AWARD – 2025**

**Guidelines:**

1. Only full-time faculty members/Staff members are eligible to apply.
2. The application form should be submitted along with the supporting documents for the points claimed in the attached format on or before 10<sup>th</sup> Dec 2025.
3. Respective HOD/Section In-charge will forward the application with relevant document as a proof.
4. There should be no disciplinary proceedings/issue of memo and no adverse remark in the personal file of applicant.
5. Those who have received the DAS GUPTA AWARD in past, are not eligible to apply.
6. The decision of the committee constituted for the “DAS GUPTA AWARD” shall be final.

**श्री जी.एस. प्रौद्योगिकी एवं विज्ञान संस्थान, इंदौर**  
**दासगुप्ता पुरस्कार – 2025**

**दिशानिर्देश:**

1. केवल पूर्णकालिक संकाय सदस्य/कर्मचारी ही आवेदन करने के पात्र हैं।
2. आवेदन पत्र संलग्न प्रारूप में दावा किए गए अंकों के सहायक दस्तावेजों के साथ 10 दिसंबर 2025

तक या उससे पहले जमा किया जाना चाहिए।

3. संबंधित विभागाध्यक्ष/अनुभाग प्रभारी प्रमाण के रूप में प्रासंगिक दस्तावेज के साथ आवेदन अग्रेषित करेंगे।
4. आवेदक की व्यक्तिगत फाइल में कोई अनुशासनात्मक कार्यवाही/ज्ञापन जारी नहीं होना चाहिए और कोई प्रतिकूल टिप्पणी नहीं होनी चाहिए।
5. जिन लोगों ने पूर्व में दास गुप्ता पुरस्कार प्राप्त किया है, वे आवेदन करने के पात्र नहीं हैं।
6. "दास गुप्ता पुरस्कार" के लिए गठित समिति का निर्णय अंतिम होगा।

**SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE**  
**FACULTY EVALUATION FORM (DASGUPTA AWARD – 2025)**

**Name of Faculty:**

**Dept:**

**CATEGORY: ASSOCIATE PROFESSOR**

S.No.	Criteria	Marks	Marks claimed	Marks given by committee (leave blank)	Supporting Documents with page no.
Organization of Training Program(Max Marks :10)					
1	AICTE/DST/UGC/Govt. approved STC/FDP/Workshop/Training Program /seminar conducted during service (Coordinator/Co-coordinator)	≥ One week : 2.5 Marks One day : 1 Marks			
Publications (Max Marks: 20)					
2	Papers Published/ Accepted for publication in International Journals(SCI/SCIE/SSCI/HSCI)	5 marks each paper			
3	Papers Published/ Accepted for publication in International Journals (SCOPUS INDEX/Web of Science)	2 marks each paper			
4	Paper published in proceedings of Scopus indexed International Conference	1 marks each paper			
Books/Book chapter (Max Marks: 05)					
5	Published Book with reputed publisher	2.5 Marks/book			
6	Book Chapter( with ISBN No)	1 mark/chapter			
Patents(Max Marks : 04)					
7	Patent(Published & Granted) with author's association with SGSITS	2 Per patents			
R&D Project(Max Marks: 10)					
8	Research Projects( MODROBS, AICTE,UGC,DST,MPCOST,CSIR RPS etc) Principal Investigator/Co-investigator	≥10 Lacs: 06 Marks/project 5 to 9.99 Lacs: 04 Marks/project 2 to 4.99 Lacs: 02 Marks/project < 2 Lacs : 01 Mark/project			
Testing & Consultancy(Max Marks: 10)					
9	Testing & Consultancy ( Co-ordinator/Co-coordinator)	≥15 Lacs: 06 Marks/T&C 5 to 9.99 Lacs: 04			

		Marks/T&C 2 to 4.99 Lacs: 02 Marks/T&C < 2 Lacs : 01 Mark/T&C			
Ph.D. Guidance (Max Marks: 10)					
10	Ph.D. Guidance(Supervisor/Co-supervisor)	Completed : 5/Candidate Ongoing/Registered: 02/Candidate			
Interactions with outside world (Max Marks: 06)					
11	Expert lecture/talk delivered (outside Institute)/Session Chair in national /International Conference (outside Institute)/Reviewer of SCI journals only(10)	01 marks for each			
Awards/Achievements/Fellowship Received (Max Marks: 05)					
12	Awards/Achievements/Fellowship Received	National level: 05 each University level: 02 each			
Additional Qualifications(Max Marks: 05)					
13	Additional Qualifications Earned	Ph.D. : 03 Marks Post-Doc: 02 Marks			
Major Administration responsibilities/Mentors/advisor of various manch/mandal (Max Marks: 05)					
14	Major Administration responsibility Mentor/Advisor of various manch/mandal(Previously Club)	05 Marks 02 Marks(Central level club) 01 Mark( Dept. club)			
Feedback/Confidential report (2 years)( Max Marks: 05)					
15	Feedback given by the students /Confidential report given by HOD/Section-in charge (2 years)	05 Marks			
16	Evaluation by committee	05 Marks			
<b>TOTAL MARKS</b>		<b>100</b>			

I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature of applicant

Head of the Dept.

**SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE**  
**FACULTY EVALUATION FORM (DASGUPTA AWARD – 2025)**

**Name of Faculty:**

**Dept:**

**CATEGORY: ASSISTANT PROFESSOR**

S.No.	Criteria	Marks	Marks claimed	Marks given by committee (leave blank)	Supporting Documents with page no.
Organization of Training Program(Max Marks :10)					
1	AICTE/DST/UGC/Govt. approved STC/FDP/Workshop/Training Program /seminar conducted during service (Coordinator/Co-coordinator)	≥ One week : 2.5 Marks One day : 1 Marks			
Publications (Max Marks: 20)					
2	Papers Published/ Accepted for publication in International Journals(SCI/SCIE/SSCI/HSCI)	5 marks each paper			
3	Papers Published/ Accepted for publication in International Journals (SCOPUS INDEX/Web of Science)	2 marks each paper			
4	Paper published in proceedings of Scopus indexed International Conference	1 marks each paper			
Books/Book chapter (Max Marks: 05)					
5	Published Book with reputed publisher	2.5 Marks/book			
6	Book Chapter( with ISBN No)	1 mark/chapter			
Patents(Max Marks : 04)					
7	Patent(Published & Granted) with author's association with SGSITS	2 Per patents			
R&D Project(Max Marks: 10)					
8	Research Projects( MODROBS, AICTE,UGC,DST,MPCOST,CSIR RPS etc) Principal Investigator/Co-investigator	≥10 Lacs: 06 Marks/project 5 to 9.99 Lacs: 04 Marks/project 2 to 4.99 Lacs: 02 Marks/project < 2 Lacs : 01 Mark/project			
Testing & Consultancy(Max Marks: 10)					
9	Testing & Consultancy ( Co-ordinator/Co-coordinator)	≥15 Lacs: 06 Marks/T&C 5 to 9.99 Lacs: 04			

		Marks/T&C 2 to 4.99 Lacs: 02 Marks/T&C < 2 Lacs : 01 Mark/T&C			
Ph.D. Guidance (Max Marks: 10)					
10	Ph.D. Guidance(Supervisor/Co-supervisor)	Completed : 5/Candidate Ongoing/Registered: 02/Candidate			
Interactions with outside world (Max Marks: 06)					
11	Expert lecture/talk delivered (outside Institute)/Session Chair in national /International Conference (outside Institute)/Reviewer of SCI journals only(10)	01 marks for each			
Awards/Achievements/Fellowship Received (Max Marks: 05)					
12	Awards/Achievements/Fellowship Received	National level: 05 each University level: 02 each			
Additional Qualifications(Max Marks: 05)					
13	Additional Qualifications Earned	Ph.D. : 03 Marks Post-Doc: 02 Marks			
Major Administration responsibilities/Mentors/advisor of various manch/mandal (Max Marks: 05)					
14	Major Administration responsibility Mentor/Advisor of various manch/mandal(Previously Club)	05 Marks 02 Marks(Central level club) 01 Mark( Dept. club)			
Feedback/Confidential report (2 years)( Max Marks: 05)					
15	Feedback given by the students /Confidential report given by HOD/Section-in charge (2 years)	05 Marks			
16	Evaluation by committee	05 Marks			
<b>TOTAL MARKS</b>		<b>100</b>			

I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature of applicant

Head of the Dept.

**SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE****DASGUPTA AWARD – 2025****Name:****Dept/Section:****CATEGORY : NON TEACHING Class-III (Technical)**

S.No.	Appraisal Category (Marks)	Maximum marks (50)	Marks claimed by the applicant	Marks given by HOD/ Section-Incharge	Proof/documents with page no.
01	Date of appointment (service length) at SGSITS (2.5)	>= 5 Yrs: 2.5 < 5 Yrs: 01			
02	Additional qualification (Degree/advanced Certification course) earned (2.5)	Ph.D: 2.5 PG: 2.0 UG: 1.5 Cert : 01			
03	Contribution to R&D/consultancy/Testing(05)	05			
04	Discipline & Professional Conduct (12.5) <b>Behaviour:</b> Polite, courteous, cooperative with staff, students, faculty, and visitors.(2.5) <b>Integrity:</b> Maintains confidentiality, transparency, and ethical work practices. (2.5) <b>Compliance:</b> Adheres to institutional norms and regulations. (2.5) <b>Willingness &amp; capability to assume responsibility</b> (2.5) <b>Punctuality</b> (Lab conduction on time/working hours) (2.5)	12.5			
05	Record Management & Documentation(5) Filing & tracking: Maintains accurate records, files, and stock registers. Data management	05			
06	Technical knowledge of concerned field/Equipment handling(7.5)	7.5			
07	Ensuring cleanness of lab/lab equipment, regular maintenance and up gradation of equipment's	5			
08	Computer Knowledge	2.5			
09	Contribution in the growth of the institute <b>Event support:</b> Active involvement in organizing conferences, workshops, examinations, or	7.5			



	cultural/technical events(2.5) <b>Campus upkeep:</b> Assistance in maintaining cleanliness, safety, and orderliness(2.5) <b>Special assignments:</b> Effective completion of additional duties beyond the routine role(2.5)				
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I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature of applicant

Certification & Recommendation by the HOD/Section In-charge  
Evaluation by Committee (50 Marks):

**SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE****DASGUPTA AWARD – 2025****Name:****Dept/Section:****CATEGORY : NON TEACHING Class-III (Clerical)**

<b>S.No.</b>	<b>Appraisal Category (Max Marks)</b>	<b>Maximum marks (50)</b>	<b>Marks claimed by the applicant</b>	<b>Marks given by HOD/ Section-In charge/Committee</b>	<b>Proof/documents with page no.</b>
<b>01</b>	Date of appointment (service length) at SGSITS (2.5)	>= 5 Yrs: 05 < 5 Yrs: 03			
<b>02</b>	Additional qualification (Degree/Adv. Certification course) earned (2.5)	Ph.D/PG: 2.5 UG: 2.0 Certi: 01			
<b>03</b>	Administration Effective in planning, organizing and efficiently handling the assigned task Timely completion of tasks and ensuring work is processed efficiently to avoid backlogs (7.5)	7.5			
<b>04</b>	Knowledge and understanding of all phases of assigned work/job (05)	05			
<b>05</b>	Ability to work as individually and team member (2.5)	2.5			
<b>06</b>	<b>Discipline &amp; Professional Conduct (12.5)</b> <b>Behaviour:</b> Polite, courteous, cooperative with staff, students, faculty, and visitors.(2.5) <b>Integrity:</b> Maintains confidentiality, transparency, and ethical work practices. (2.5) <b>Compliance:</b> Adheres to institutional norms and regulations (2.5) <b>Willingness &amp; capability to assume responsibility (2.5)</b> <b>Punctuality (2.5)</b>	12.5			
<b>07</b>	Record Management & Documentation Filing & tracking: Maintains accurate records, files, and stock registers. handling of official correspondence Data management(05)	05			
<b>08</b>	Computer Proficiency (05)	05			

09	Contribution in the growth of the institute <b>Event support:</b> Provide support in organizing conferences, workshops, examinations, or cultural/tech. events(2.5) <b>Campus upkeep:</b> Assistance in maintaining cleanliness, safety, and orderliness(2.5) <b>Special assignments:</b> Effective completion of additional duties beyond the routine role(2.5)	7.5			
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I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature of applicant

Certification & Recommendation by the HOD/Section In-charge

Evaluation by Committee (50 Marks):

श्री जी.एस. प्रौद्योगिकी एवं विज्ञान संस्थान, इंदौर

दासगुप्ता पुरस्कार – 2025

नाम:

विभाग/अनुभाग:

श्रेणी: Class - IV

क्र.सं.	मूल्यांकन श्रेणी (अंक)	अधिकतम अंक  (50)	आवेदक द्वारा दावा किए गए अंक	विभागाध्यक्ष/अनु भाग प्रभारी द्वारा दिए गए अंक	पृष्ठ संख्या सहित प्रमाण/दस्ता वेज।
01	एसजीएसआईटीएस में नियुक्ति की तिथि (सेवा अवधि) (2.5)	>= 5 Yrs: 2.5 < 5 Yrs: 1.0			
02	अर्जित अतिरिक्त योग्यता (डिग्री/प्रमाणन) (2.5)	PG: 2.5 UG: 2.0 Certi: 01			
03	प्रशासनिक सहायता • विभाग या संस्थान के भीतर दस्तावेजों, फाइलों आदि का वितरण और स्थानांतरण, आधिकारिक पत्राचार का संचालन • प्रशासनिक कर्मचारियों को बुनियादी लिपिकीय कार्यों जैसे रिकॉर्ड रखना/फाइल करना, फोटोकॉपी करना, मुद्रण और रिकॉर्ड व्यवस्थित करना। • बैठक कक्षों की व्यवस्था करना और आवश्यक दस्तावेज सुनिश्चित करना • संबंधित अधिकारी/कर्मचारियों के आदेश का पालन करना	10			
04	विभाग/कार्यालय रखरखाव और सफाई का ध्यान रखना • निर्दिष्ट कार्यालय परिसर और उपकरणों की सामान्य स्वच्छता और व्यवस्थितता बनाए रखना। • कार्यालय सामग्री और अन्य	10			

	<p>आवश्यक वस्तुओं का पर्याप्त भंडार न होने पर सूचित करना।</p> <ul style="list-style-type: none"> <li>• आवश्यकता पड़ने पर कार्यालय उपकरणों की मरम्मत और रखरखाव का समन्वय करना।</li> <li>• कार्यदिवस के अंत में यह सुनिश्चित करना कि सभी प्रणालियाँ (लाइट, पंखे और कंप्यूटर) ठीक से बंद हों और दरवाजे/खिड़कियाँ बंद हों।(10)</li> </ul>				
05	<p>समयनिष्ठा:</p> <p>जिस कार्यालय में वह काम करता है, वहां कार्य समय से आधा घंटा पहले ड्यूटी पर आ जाए और अपना कार्यालय समय के पश्चात ही जाते हैं ।</p> <p>(7.5)</p>	7.5			
06	<p>अनुशासन और व्यावसायिक आचरण (7.5)</p> <p>व्यवहार: कर्मचारियों, छात्रों, शिक्षकों और आगंतुकों के साथ विनम्र, शिष्ट और सहयोगात्मक। (2.5)</p> <p>ईमानदारी: गोपनीयता, पारदर्शिता और नैतिक कार्य व्यवहार बनाए रखना। (2.5)</p> <p>अनुपालन: संस्थागत मानदंडों और विनियमों का पालन करना (2.5)</p>	7.5			
08	कंप्यूटर प्रवीणता (2.5)	2.5			
09	<p>संस्थान के विकास में योगदान कार्यक्रम सहायता: परीक्षाओं, प्रवेश गतिविधियों या सांस्कृतिक/तकनीकी कार्यक्रमों/कार्यालय समारोहों के आयोजन में सहायता प्रदान करना।(2.5)</p> <p>परिसर रखरखाव: स्वच्छता,</p>	7.5			

	सुरक्षा और व्यवस्था बनाए रखने में सहायता।(2.5) विशेष कार्य: नियमित भूमिका से परे अतिरिक्त कर्तव्यों का प्रभावी ढंग से निर्वहन।(2.5)				
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मैं एतद्वारा घोषणा करता/करती हूँ कि इस फॉर्म में दी गई सभी जानकारी और प्रस्तुत किए गए सभी अतिरिक्त दस्तावेज़ मेरी जानकारी के अनुसार सत्य हैं। मैं पुरस्कार समिति के निर्णय का पालन करने का भी वचन देता/देती हूँ, जो अंतिम और बाध्यकारी होगा।

आवेदक के हस्ताक्षर

विभागाध्यक्ष/अनुभाग प्रभारी द्वारा प्रमाणन एवं अनुशंसा

Evaluation by Committee (50 Marks):

# **SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE**

## **DASGUPTA AWARD – 2025**

### **CATEGORY: Student (Female)**

<b>S.No.</b>	<b>Criteria</b>	<b>Description</b>	<b>Documents</b>
1	Till date CGPA		Attach the marksheets
2	<b>NSS</b> (No. of hours/Camp participation level)/ <b>NCC</b> (Certification exam/camp participation level)		Relevant document signed by concerned person/office
3	Games & Sports (Participation at institute/ university/national level)		Relevant document signed by concerned person/office
4	Award/Achievement (Bringing laurels or awards to the institution)		Relevant document signed by concerned person/office
5	Attendance and Punctuality (Min 75% required)		Relevant document signed by concerned person/office
6	Research Paper (Reputed conference and journals only)		Relevant document signed by concerned person/office
7	Placement Activity		Relevant document signed by concerned person/office
8	Extra-curricular activities Lead Role in the organization of Activities like Arohan/Aayaam/dept level activity		Relevant document signed by concerned person/office
9	Creativity/Innovation/Startup/Patent		Relevant document signed by concerned person/office
10	Add. Skills certificate/NPTEL/Extra courses		Relevant document signed by concerned person/office

I hereby declare that all the information provided in this form and any additional documents submitted are true to the best of my knowledge. I also undertake to abide by the decision of the award committee, which will be final and binding.

Signature of applicant

Forwarded & Recommendation by the HOD

# **SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE**

## **DASGUPTA AWARD – 2025**

### **CATEGORY: Student (Male)**

<b>S.No.</b>	<b>Criteria</b>	<b>Description</b>	<b>Documents</b>
1	Till date CGPA		Attach the marksheets
2	<b>NSS</b> (No. of hours/Camp participation level)/ <b>NCC</b> (Certification exam/camp participation level)		Relevant document signed by concerned person/office
3	Games & Sports (Participation at institute/ university/national level)		Relevant document signed by concerned person/office
4	Award/Achievement (Bringing laurels or awards to the institution)		Relevant document signed by concerned person/office
5	Attendance and Punctuality (Min 75% required)		Relevant document signed by concerned person/office
6	Research Paper (Reputed conference and journals only)		Relevant document signed by concerned person/office
7	Placement Activity		Relevant document signed by concerned person/office
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