

STAFF MANUAL

(Policies, rules, processes)



SCTR's PUNE INSTITUTE OF COMPUTER TECHNOLOGY



**Approved by A.I.C.T.E. and Government of Maharashtra. Affiliated to the
Savitribai Phule Pune University and Accredited by NBA [All UG
Programs] & NAAC.**

VISION

Pune Institute of Computer Technology aspires to be the leader in higher and technical education and research of international repute.

MISSION

To be the leading and most sought-after institute of education and research in emerging engineering and technology disciplines that attracts, retains, and sustains gifted individuals of significant potential.

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Disclaimer: This staff manual is only for the information of the PICT staff. Any of its content cannot be used as proof in any matter. This staff manual is subject to changes of rules and regulations of various authorities like AICTE, GoM, DTE, SPPU, etc from time to time.

Chapter 1

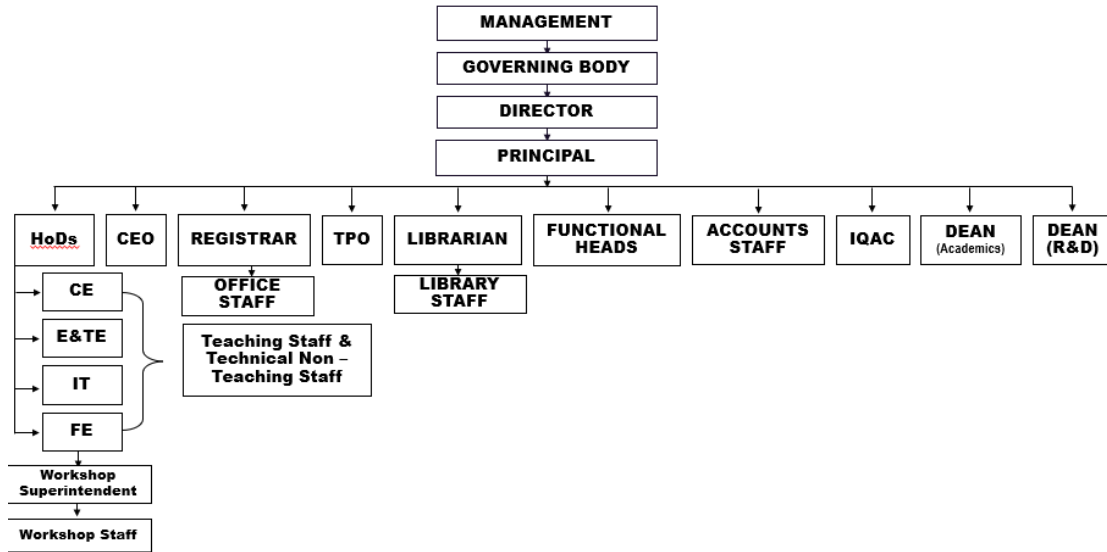
History

Pune Institute of Computer Technology (PICT) was established in the year 1983 by Society for Computer Technology and Research (SCTR) with a vision to be the leader in higher and technical education and research of international repute and to create versatile ICT professionals who are accepted globally by virtue of their knowledge and skills. PICT is considered to be one of the India's leading institutions of education and research in the field of Computer Engineering, Information Technology, and Electronics & Telecommunication Engineering.



Governance Structure

ORGANIZATION CHART



MANAGEMENT

1	Dr. Prabhakar B. Kore	Chairman
2	Mr. Rajkumar S. Kothavale	Managing Trustee
3	Mr. Swastik M. Sirsikar	Trustee Secretary
4	Mr. Amit P. Kore	Trustee
5	Ms. Priti K. Doddwad	Trustee
6	Ms. Sonal R. Kothavale	Trustee
7	Mrs. Ratnaprabha R. Kothavale	Trustee

GOVERNING BODY

1	Mr. R. S. Kothavale	Managing Trustee, SCTR
2	Mr. S. M. Sirsikar	Secretary, SCTR
3	Dr. P. T. Kulkarni	Director, PICT
4	Dr. S. T. Gandhe	Principal, PICT
5	Dr. Abhay Wagh	Nominee of State Government (Ex-Officio)
6	Mr. Tarun Malaviya	Industrialist
7	Mr. Mandar Agashe	Industrialist
8	Ms. Sonali Patwe	Industrialist
9	Dr. Arvind Deshpande	Educationalist
10	Dr. Y. Ravinder	Professor, PICT
11	Mrs. R. A. Kulkarni	Assistant Professor, PICT

SUB-COMMITTEES: Subcommittees consisting of staff members are formed for the functioning of various processes smoothly.

Facilities at PICT

PICT concentrates all round development of its employees and believes in teamwork. Efforts are being taken for the continuous improvement in the overall performance of the employees which leads to achieve the Institutional Goals as well as individual growth by providing them various facilities. Some of them are as under:

1. Pleasant Work Environment:

Each and every employee of this Institute is being provided a better work environment with all necessary equipment and amenities which motivate employees to boost the performance.

2. Training:

A well-defined plan for training in various domains is being prepared and implemented for the employees every year. Considering the dynamic scenario in the technical as well as non-technical field, the Annual Training Plan is being prepared which consist of identifying the areas where in the training is required and accordingly concerned staff are being sponsored for the Training. Assessment of the employees is being done after the training in order to evaluate the fruitfulness of the training. Many staff members are being sponsored and sent for STTP/Conference/Seminar/Webinar, etc as a part of this training activity.

3. Higher Studies:

PICT always motivates its staff to enhance the individual educational profile. The Institute believes that the staff should not just obtain the degrees for sake of enhancing their individual educational profile but also, they should convert the knowledge gained in their performance for the betterment of the Institute. Thus, the preference is always given for the quality education. Staff are being sponsored for the higher studies as per the policy framed for the same.

4. Library:

Central Library of the PICT is well known for its richest sources of information. The Library is committed to respond to the needs of users by providing well-organized and up-to-date collection of Books, Magazine, etc. The Library has a vary specious Reading hall with very good infrastructure which is quite comfortable and conducive to reading and learning.

5. Sports & Gym:

Each year Sports Event is being organized for the staff. The event consists of interdepartmental competition in various games like Cricket, Volleyball, Carrom, Table Tennis, Badminton, and Chess. Indoor Sports facilities are provided for the games like Carrom, Table Tennis, Chess, and Badminton. For outdoor sports like Basketball and Volleyball separate ground is available in Campus. Exclusive ground for Cricket and Hall for Badmintons is hired. A well-equipped gym is made available for the staff to induce them to be healthy.

Recruitment

1. **Recruitment and promotion of Teaching Staff:** Recruitment and promotion of teaching staff are being done as per the rules and procedure laid down by AICTE / Government of Maharashtra / Savitribai Phule Pune University (SPPU).

Through SPPU Selection Committee.

a) Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

- a. Chairperson of the Governing Body of the College or/his Institution nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- b. The Principal/ Director of the College.
- c. Head of the Department of the concerned subject in the College.
- d. Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert.
- e. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- f. An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

b) Procedure (Direct Recruitment)

- a. Upon finalization of roster by SPPU and Government of Maharashtra, vacant posts of the teachers are being widely advertised with particulars of reservation, minimum qualifications and experience, and emoluments. Reasonable time is being given to the applicants to submit their applications.
- b. Shortlisting of the applications is being done by the Scrutiny Committee after scrutiny of applications.
- c. The date of the meeting of the Selection Committee is being so fixed as to allow the notice of fifteen days to each member and to the shortlisted candidates. The particulars of each candidate called for interview; in consultation with the Scrutiny

Committee/Head of the Department/Principal of the College, are being supplied to each member, so as to reach him/her seven days before the date of the meeting.

- d. To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- e. The Selection Committee interviews and adjudges the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect is being made. The Committee may recommend only one name if others are not found suitable.
- f. The Competent Authority appoints from amongst the persons so recommended the number of persons required to fill in the posts.

c) Procedure (Promotion)

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications and requirements as per G.R. Dated 11-9-2019. Interviews for the promotions of the faculty members shall be carried out before the committee constituted as per Annexure -II of G.R. Dated 11-9-2019.

All promotions are subject to availability of posts in the roster system and other conditions laid down from time to time. Also, approval from Savitribai Phule Pune University is mandatory.

d) Temporary Vacancy

Through Local Selection Committee.

Vacancy of a teacher is being filled in temporarily but not exceeding one term (i.e. six months), the Principal of the college / Head of the Institution shall fill in the temporary vacancy. If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Principal of the college / Head of the Institution on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the Competent Authority:

- a) The Chairman of the Governing Body or his nominee.
- b) The Director of the College.
- c) The Principal of the College.
- d) The Head of the Department of the College.
- e) Two experts in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the College shall be the Secretary of the Committee.

2. Recruitment and promotion / advancement in pay level of Non-Teaching Staff:

- a) Non-teaching staff are appointed on merit, through a Local Selection Committee of the Institute comprising of the Director, Principal, Head of the Department and one or two experts in the subject concerned. The recommended candidate will be put on probation for two years, on satisfactory completion of the temporary service period.
- b) Promotions / Advancement in pay level are being done as per Institute policy dated 22-7-2014.
- c) Non-teaching staff who wishes to be considered for promotion shall apply for promotion/advancement in pay level to the Director / Principal along with action plan, activities carried out in addition to routine work, upgraded qualification etc. through HoD with his/her recommendations.
- d) Advancement in pay level shall be based on the satisfactory evaluation of the performance.

General Service Conditions

1. Services of all staff will be governed by the Statutes, Ordinances and Rules of Savitribai Phule Pune University, Rules and Regulations of the Government of Maharashtra, U.G.C. guidelines and Rules, Policies & lawful orders and the procedures of P.I.C.T. Pune-411043, which are in existence and as amended/changed/ revised from time to time.
2. The Staff should not engage themselves in any other paid job / consultancy, full time, part time, honorary or otherwise during the continuance of service in this Institute.
3. The Staff should obtain prior permission of the Management to appear for any examination, interview, etc., while in the service of this Institute.
4. The Staff should not take any part in political activity and should not join or form any union or organization amongst themselves.
5. The Staff should not directly or indirectly involve themselves in any anti-Management activities.
6. Behavior with colleagues and entire college staff should be polite, co-operative and gentle.
7. The Staff should not process any letter on any issues against the Principal / Director / Management / Institute, to any Authorities and also should not personally approach any Authorities connected to the Institute / Society without prior permission of the Director/Principal. The staff should not write email / approach Authorities like AICTE, DTE, SPPU, GoM, UGC, in any matter without prior permission from Director/Principal.
8. The staff should put their grievances to the Management through Director, Principal and Grievance redressal cell only.
9. The staff should not accept any contribution or otherwise associate themselves with the raising of any funds or make any other collections whether in cash or in kind or accept or demand any object whatsoever or accept or demand any subscription from any association / staff/ student or from their guardians. The staff should not enter into any monetary transaction with any student or his/her parents or any pecuniary advantage for personal gains and should not misuse the position.

Rules, Regulations, and Procedures

1. Service Book:

A service book of each staff is maintained by the Registrar of the Institute and contain the information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and other information as the Competent Authority may prescribe. The entries in the service book are brought to the notice of the staff after the end of the year and his/her signature is obtained. All staff members are required to visit the Administration office for verification of the Service Records and its acknowledgement.

2. Performance based Appraisal System (PBAS):

In order to evaluate the work of the staff, he/she should prepare an out-line of his/her academic programme and Action plan in consultation with the Head of the Department (HoD) at the beginning of a session and then at the end of the academic year prepare a report of the work done by him/her which should be submitted to the Director / Principal in the prescribed Self Appraisal Form. HoD shall recommend accordingly after evaluation of Self Appraisal Form of each staff. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the Director / Principal by the HoD with a view to making improvement in the work, by the person concerned, if the report is adverse. The Assessment Report, Action plan, and Self Appraisal Form of each staff shall be maintained by the Director / Principal for the following purposes:

- a) For evaluation of six-monthly report during the period of probation.
- b) For confirmation in service.
- c) For consideration at the time of interview for a higher post.
- d) Once every three years for determining whether the staff continues to take his/her work seriously.
- e) For annual increment.
- f) On other occasions when required for specific purposes.

3. Salary and Annual Increment:

Salary is being paid as per the Policy / Guidelines / Norms for implementation of 7th Pay commission for Teaching and Non-Teaching Staff. Annual Increment is being released to all eligible staff members in the month of July every year after the recommendation by the HoD, Principal, Director, & the Management, based on the Performance based Appraisal System. Additional Increments may be given as a token of appreciation for exceptional, proactive, and extraordinary performance.

All the staff members are required to sign the Salary Register kept at Administrative Office, on receipt of the monthly pay slip on their official email ID.

4. Teaching Engagement:

The faculty members shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given below.

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor	14
Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean. Regarding work hour State Government seeks clarification from AICTE.

5. Mandatory Teacher Trainings:

Every teacher appointed / promoted to any position shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The requirement of completing these modules as mentioned in G. R. Dt.11-9-2019 is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career. Those who are eligible for promotions after the date of this Resolution, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc as per G.R. dated 11-9-2019.

6. Minimum Qualifications and Experience: As per AICTE Notification No. F. No. 61-1 / RIFD /7th CPC/2016-17, dated 1st March 2019 and Maharashtra Government Resolution dated 11-9-2019.

7. Casual Leave:

- a) The eligible staff entitled to 8 days casual leave in an academic year.
- b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required. An ex-post-facto sanction for the casual leave shall be ordinarily obtained by the staff in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed.
- c) The staff shall not be entitled for more than three days casual leave at a time

together with prefix and suffix Sundays/holidays. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave.

8. Earned Leave:

- a) Non-vacational staff having completed one year of continuous service in the Institute shall be entitled to earned leave at the rate of 30 days per year subject to his/her accumulating maximum of 240 days of leave.
- b) Staff other than included in point (a) above shall be entitled to one day earned leave for every two-and-half days of working during vacation period, for any additional work assigned during the vacation.
- c) Prior written permission of the HoD, Principal, and Director is required to be obtained by the staff, before proceeding on Earned leave.
- d) Earned leave shall be availed of minimum 02 days. However, if no Casual Leave is available on credit, 01 day Earned Leave can be availed as per point (c) above.
- e) The fraction in the earned leave shall be rounded off to the nearest day, that is fraction below half shall be ignored and half or more shall be reckoned as one day.

9. Medical Leave:

- a) Staff having completed one year of continuous service in the Institute shall be entitled to Medical Leave at the rate of 10 days per year.
- b) The staff can avail Medical Leave available on credit on submission of Medical (Sickness) Certificate in original from the Registered Medical Practitioner and he/she should submit Fitness certificate at the time of resuming the duty.
- c) Medical Certificate shall not be required for half day Medical Leave.

10. Extraordinary Leave / Leave without Pay:

Extraordinary Leave / Leave without pay shall be granted in case there is not any kind of leave balance is available on credit.

Staff members are required to submit leave application (sanctioned by concerned authorities) to the Administration Office before 25th day of every month, failing to which it shall be treated as Leave without Pay / available leave shall be debited.

11. Maternity leave:

- a) The lady staff with the minimum one year of continuous service, having not more than one living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 180 days, subject to production of Medical Certificate along with application for Maternity Leave.
- b) The lady staff may prefix or suffix this leave to other leave to her credit.

12. Sabbatical Leave:

- a) The Professor of the Institute shall be entitled to Sabbatical Leave, on full pay and allowances, for a period of one semester, at the end of continuous service of six semesters, or two semesters after continuous service of twelve semesters, on the post of Professor in the Institute, for undertaking study/research and/or writing purpose, within the country or abroad. The Professor shall not be entitled to the Sabbatical Leave if he/she has less than three years of service in the Institute before the age of superannuation. The Professor shall be allowed to draw the normal increments on the due dates and the period of Leave shall count as continuous service for purpose of retirement benefits, provided that the Professor rejoins the Institute on the expiry of his/her leave. The Professor shall report to the Institute on return from such leave the nature of study/research/writing-work undertaken during such leave.
- b) The programme to be followed during sabbatical leave shall be submitted to the Institute for approval along with the application for grant of leave.
- c) On return from leave, the teacher shall report to the Institute the nature of studies, research work or other work undertaken during the period of leave.

13. Study Leave (Teaching Staff):

1. The faculty is permitted to pursue only Full time Ph.D. while in service. In order to maintain quality, no permission will be granted to peruse part-time Ph.D. program.
2. At any given time, a maximum of 8 candidates will be permitted to carry out Ph.D., all departments put together.
3. A maximum of 2 candidates per department per academic year will be permitted to take admission for Ph.D. in the following Institutes:

A) QIP Research Center / Institute.

1) Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10)

2) Terms & Conditions:

- The candidate must complete his/her Ph.D. within three years from the date of Admission/Registration. If they fail to do so, he/she must refund the entire salary paid during that period. Also, she/he must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate permitted, must take admission in that Academic Year only.

- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The sponsored candidate must submit Quarterly progress report to the Director/Principal through HoD.
- After completion of Ph.D. within stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.

B) PICT Research Center.

1. Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10)

2. Terms & Conditions:

- The candidate must complete his/her Ph.D. within five years from the date of Admission/Registration or the stipulated period (as fixed by the University/Institute), whichever is earlier. If they fail to do so, he/she must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate must ensure that no academic work or any other work assigned by the department/Institute will suffer/affected.
- The candidate selected for admission should be ready to do research related to his/her Ph.D. work in the research center by staying at least for 2 hours beyond the working hours, daily (except on Holidays).
- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The permitted candidate must submit Quarterly progress report to the Director/Principal through HoD & also demonstrate the research work.
- After completion of Ph.D. within the stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.

C) Other than PICT/QIP Research Center.

1. Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10).

2. Terms & Conditions:

- The candidate must complete his/her Ph.D. within five years from the date of Admission/Registration or the stipulated period (as fixed by the University/Institute), whichever is earlier. If they fail to do so, he/she must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate must ensure that no academic work or any other work assigned by the department/Institute will suffer/affected.
- The candidate selected for admission should be ready to do research related to his/her Ph.D. work in the designated research center (by working on holidays & Vacation) without affecting the work in the parent institute & produce the certificate to that effect from the Guide.
- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The permitted candidate must submit Quarterly progress report to the Director/Principal through HoD & also demonstrate the research work.
- After completion of Ph.D. within the stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.

D) Other terms and conditions

- a) The paid period of study leave should be two/three years for Master/ Doctorial level respectively. Two years may be given in the first instance, extendable by one more year for Ph. D program, if there is satisfactory progress report by the Research Guide. Care should be taken by concerned HoDs that the regular academic work is not disturbed while recommending the staff for study leave.
- b) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty.
- c) Study leave may be granted not more than twice during one's career. The maximum study leave admissible during the entire service should not exceed five years.
- d) No staff, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior

- permission of the Head of the Institution. Any extension beyond the stipulated period shall be treated as leave without Pay.
- e) The amount of scholarship, fellowship or other financial assistance that a staff is granted during the study leave by any other agency, shall not preclude his/her being granted study leave with Pay and allowances but the scholarship etc., so received shall be taken into account in determining the Pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against Pay only if the fellowship is above a specified amount, which shall be determined according to Government of India rules, from time to time applicable and based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - f) A staff granted study leave shall on his/her return and re-joining the service of the Institute be eligible to the benefit(s) of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No staff shall however, be eligible to receive arrears of increments.
 - g) Study leave shall count as service for pension/contributory provident fund purposes, provided the staff joins back in the Institute on the expiry of his/her study leave.
 - h) Study leave granted to a staff shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the staff may apply again for such leave.

14. Study Leave (Non-Teaching Staff):

Non-Teaching staff is permitted to pursue higher studies subject. Study leave for improvement of qualification shall be granted with following criteria:

- a) Probation period must be completed satisfactorily.
- b) Annual Confidential Reports must be satisfactory.
- c) Maximum 2 staff from the respective department at any given time will be considered.
- d) The staff member availing study leave must complete the course satisfactorily within stipulated time, failing to which they will have to repay the entire fees (if any paid by Institute) / salary. During the study leave, if the staff resigns, the concern staff must pay entire fees (if any paid by Institute) /salary paid by the Institute during study leave.
- e) After satisfactory completion of the course staff should not resign within 7 years.

15. Vacation:

- a) Teacher and Technical staff who have completed one year continues service in the Institute shall be entitled for vacation of 70 days per academic year as per schedule for vacation declared by Savitribai Phule Pune University in Academic Calendar and notice published by the Institute.
- b) Teacher and Technical staff shall be expected to undertake such work in the University/College during the vacation, relevant to his/her duties as a teacher/staff, as may be assigned to him/her by the Competent Authority.
- c) Teacher and Technical staff shall be entitled to one day earned leave for every two-and-half days of working during vacation period, for any additional work assigned during the vacation. Provided further that such work does not yield extra remuneration to him/her.
- d) Teacher and Technical staff shall remain present on the first and the last day of each term unless otherwise permitted by the Director / Principal.

16. Combination of different kinds of leave:

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave except casual leave with prior permission of Director / Principal.

17. Minimum qualification for Non-Teaching staff

Laboratory Assistant: B.E. or Diploma in relevant branch.

Technical Assistant: B.E. + 7 Year Experience

Administrative Staff & other staff: Graduate + skills / qualification required for concerned post.

18. Provident Fund

- a) P.F. is applicable to eligible staff members @12% on wages as per wage limit para 2 (f) of EPF Scheme 1952 declared by EPFO on its web portal and as amended from time to time.
- b) Newly joined staff shall submit the duly filled Form No. 11 into administration office along with the required KYC documents mentioned in the form, immediately after joining the Institute.
- c) Staff contributing for P.F. shall submit the online / offline nomination form for P.F. along with necessary documents mentioned in it.

- d) Staff contributing for P.F. shall activate the allotted UAN number immediately using EPFO web portal and keep updating profile.

19. Gratuity

- a) Gratuity shall be applicable to the staff who have completed minimum five years of continuous service and as per Gratuity Act.
- b) Eligible staff should submit gratuity nomination form to Administration office.
- c) Eligible (resigned /retired) Staff member should submit written application for gratuity.

20. Group Personal Accident Policy

- a) Life cover of Rs. 5 lakh + other benefits are provided to each eligible staff under this policy.
- b) Staff members should submit nomination form in prescribed format.

21. Advance against salary

- a) Advance against salary is sanctioned to confirmed employees for a) Self marriage ii) Medical Treatment of self/wife/husband, children, dependent parents.
- b) An undertaking of two confirmed employees as guarantors shall be submitted by the applicant staff along with the application.
- c) The amount of advance against salary shall be 2 times of sum of current B.P. and D.A.
- d) The amount of advance against salary shall be recovered in 6 equal monthly installments. The recovery shall be started after 1 month of advance against salary deposited.

22. Age of Superannuation

Principal: 65 Years

Teaching Staff: 60 Years.

Non-Teaching Staff: 58 Years.

23. Attendance

- i. All Staff members must mark biometric attendance 15 minutes before the time schedule allotted to them and report to their workplace.
- ii. All Staff members should mark biometric attendance as well as make entry in Register kept at main gate while going outside the campus during working hours with permission of Principal.
- iii. Three late reporting/early going (not exceeding 30 minutes) will be treated as one CL/LWP.

- iv. For every one-hour deviation i.e, late reporting/early going, will be treated as one day CL/LWP. However, in case of exigency of work, every staff member may also have to work beyond working hours.
- v. Only 2 ODs may be permitted with prior permission for any remunerative work related to SPPU etc.

24. Disciplinary Action-As per SPPU Statute 431.

On following grounds, appropriate disciplinary action shall be initiated against the concerned staff:

- 1) Misconduct
- 2) Act or omission involving moral turpitude.
- 3) Willful and persistent neglect of duty.
- 4) Incompetence.
- 5) Engaging in/and or conducting private tuitions/coaching.
- 6) Non-compliance of the terms and conditions of the appointment order, any anti-Management / Institute activity, breach of protocol.

25. Penalties -As per SPPU Statute 432.

A) Minor Penalties:

- 1. Reprimand, Warning or Censure
- 2. Withholding of Increments

B) Major Penalties:

- 1. Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.
- 2. Termination of service
- 3. Compulsory retirement
- 4. Removal / Dismissal from the service of the Institution

26. New Staff - Induction Training (Instructions to new staff)

- 1. **Action Plan:** Action Plan is to be submitted within a week from date of joining to the Director/Principal through HoD incorporating points like Value Addition, Cost Reduction, Fund generation, and Continual Improvement.
- 2. **Attendance:** All staff should report 10 minutes before the scheduled time. For each 3 late, 1 CL will be deducted or LWP will be made.
- 3. **Submission various forms/documents:** PF Form No.11, PF Nomination form, One page Bio-Data are required to be submitted in Administration office within 2 days from date of joining and Medical Fitness Certificate, relieving letter from earlier employer are required to be submitted at the time of joining.

4. **Official Email ID(PICT):** Each staff member will be allotted official email ID (i.e abc@pict.edu) for all sort of official communication. New staff should approach webmaster for the same.
5. **I-Card:** I-Card will be issued in Central Library.
6. **SPPU BoD Teacher Profile:** The profile shall be 100% completed and new faculty should provide necessary documents for transfer of profile.
7. **Bank Account:** A Salary Bank Account is to be opened in Janata Sahakari Bank and copy of the passbook is required to be submitted to Administration office within 10 days from date of joining.
8. **Photo:** A softcopy of passport size photograph is required to be sent to registrar@pict.edu.
9. **Uniform:** Uniform shall be followed on each Friday and on special occasions / activities as directed. Contact respective HoD for the same.
10. **Parking:** Only Two-Wheeler parking is available in the college campus.

Duties and Responsibilities

1. Teachers:

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Teachers shall monitor the respective group of students who are attached to them.
4. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out R&D Activity, other academic, co-curricular and organizational activities that assigned to them from time to time.

2. Technical supporting staff:

1. To help students analyze, evaluate, & create themselves through experiments, what they learn in the classroom.
2. To maintain the Dead Stock Register and Consumable Registers and to maintain history card of the Lab. equipment.
3. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
4. To organize the laboratory for oral and practical examinations.
5. To ensure the cleanliness of the lab and switch off all equipment after use.
6. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
7. The Lab. Assistants are required to assist the respective Lab. in-charge for smooth functioning of the laboratories.
8. Lab. Assistants and Lab. In-charge shall be available for maintenance and care of resources/services of the Institute
9. Lab. Assistants in coordination with Lab. In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab. Timetable (iv) Names of Lab. In-charge / Lab. Assistants etc. on the Lab. Notice board.
10. Any other duty as may be assigned by the faculty in-charge of lab /HOD/Principal/Director from time to time.

3. Administrative Staff

1. Maintaining Service Records of all staff including attendance, leave record, Salary register, Service Books, personal files.
2. Follow the procedure for appointment of staff as per the AICTE/UGC/GoM/SPPU guidelines.
3. Salary, Annual increments, D.A. Rise etc. calculations as per directions.
4. All Statutory Compliances of Authorities like AICTE, DTE, GoM, SPPU, FRA, ARA, EPFO, etc. within stipulated time.
5. Maintain all approvals and permissions received from various authorities.
6. Maintain confidentiality.
7. Maintenance of Central Dead Stock Register.
8. Attend Inward/Outward correspondence, E-mails, Faxes, Telephone messages.
9. Work closely with the Samaj Kalyan office, for reimbursement of fees from time to time.
10. Arranging various meetings such as C.D.C., Governing body, Student Welfare, Parents, etc. from time to time and to maintain the minutes of the meetings & ATR.
11. Attend court cases and do the necessary follow up in consultation with the concerned Advocate.
12. Always keep in touch with the Director / Principal & follow his/her instructions, for smooth functioning.
13. Submission of Scholarship, Free-ship, & EBC forms without any deficiency/discrepancy to Samaj Kalyan Office & Tribal office.
14. Issue various certificates to the students like bonafied, fee structure, L.C, Transcript, CGPA.
15. All necessary activities and compliances related to First Year, Direct Second Year, ME, and Ph.D Admission.
16. Distribution of hall tickets, marksheets.
17. Ex-Student and Ex-employee Verification
18. Maintain Student admission and result record.
19. Exam form and Fee Collection.
20. Examination work at administrative level.
21. Any other work assigned by Principal/Director/Management, other than the work mentioned above.

4. Accounts Staff

1. Bank Reconciliation.
2. TDS Payment, Income Tax Payment, Profession Tax Payment, PF payment within time limit.
3. Salary calculation, Form 16/16A, Salary Sheet preparation/verification.
4. Finalization of Account. Annual Report.
5. Income Tax assessment matters.
6. Budget monitoring and updation.
7. Verification of all bills and other documents before making payment.
8. Keep record of all expenses of different heads to avoid duplicate payment.
9. To provide necessary information/ explanation to the queries raised by various committees visiting PICT campus.
10. Digitization of all payments and implementation of other schemes announced by competent authorities from time to time.
11. Record/Follow-up of online payment/grant/advances received from various authorities like AICTE, DTE, SPPU, UGC, LIC etc.
12. Status Report of Fee receivable from various Govt. Authorities like SWO, ITDPO, DTE etc.
13. All type of online/off-line payments to various authorities like AICTE, DTE, SPPU, FRA, LIC, EPFO etc. and students.
14. All types of fee collection (online/off-line) and fee reconciliation in co-ordination with Administrative Dept.
15. Fee fixation proposal as per Fee Regulating Authority Norms/guidelines.
16. Provide Accounts related information to various authorities like AICTE, DTE, SPPU, PICT Office etc., after consultation with Principal/Management.
17. Any other work assigned by Principal/Director/Management, other than the work mentioned above.

5. Director of Physical Education

1. Management of Physical Education and Sports Program for students (Planning, executing and evaluating the policies in Physical Education and Sports).
2. Organization of Lecture cum practice-based athlete / sports classes, seminars.
3. Extending services, sports facilities and training on holidays to the students and staff.
4. Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels.
5. Organizing and conducting coaching camps / sports person development / training programs.
6. Up-gradation of scientific and technological knowledge in Physical Education and Sports.
7. Identifying sports talents and mentoring sports excellence among students.
8. Development and maintenance of play fields, gym, and other sports facilities.
9. Student related co-curricular, extension, and field based activities (such Cultural exchange and Sports Programs (Various level of extramural and intramural programs, extension work through NSS/NCC and other channels).
10. Maintenance and servicing of sports and Gym equipments.
11. Keeping Record of sports and Gym equipments.
12. Compliances (online as well as offline) in respect of sports & physical education of various authorities like AICTE, GoM, DTE, SPPU and keeping relevant records / documents/files.
13. Obtaining funds/grants from various authorities like AICTE, GoM, DTE, SPPU etc. in respect of Sports & Physical Education activities.
14. Providing information related to sports and physical education to various authorities like AICTE, GoM, DTE, SPPU, and College authorities, whenever required.
15. N.S.S. activity & its compliances.
16. Conduction of various sports activities in PICT, for students as well as staff.
17. Compositions of teams and arrangement of practice sessions for the various sports activities available in the PICT campus.
18. Participation of students in various sports competitions as per directives from SPPU, PCZSC, and other authorities and process thereof.
19. Overall arrangement of Independence Day and Republic Day celebration; and ensuring active participation of student & staff.

20. Conduction of Physical Examination for students as per requirement from SPPU and other authorities, and compliances thereof.
21. Organization of various DAYS like Environmental Day, National Tree Day, Yoga Day, Swachha Bharat Abhiyan, etc. as directed by various authorities like AICTE, GoM, DTE, SPPU etc.
22. Attending various meeting at SPPU and other authorities in respect of sports and Physical education, and compliance thereof.
23. Maintenance and preparation of the Ground for various sports activities
24. Promoting importance/awareness of physical fitness amongst staff and student and taking necessary action in this respect.
25. Organization of various events like, Blood Donation Camp, Annual Social gathering, etc.
26. Any other work assigned by Director/Principal/Management, other than the routine work.

The Code of Professional Ethics

1. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

2. Teacher should:

(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community; (ii) Manage their private affairs in a manner consistent with the dignity of the profession; (iii) Seek to make professional growth continuous through study and research; (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge; (v) Maintain active membership of professional organizations and strive to improve education and profession through them; (vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication; (vii) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research; (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition; (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

3. Teachers and Students

Teachers should: (i) Respect the rights and dignity of the student in expressing his/her opinion; (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics; (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare; (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace; (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason (vii) Pay attention to only the attainment of the student in the assessment of merit; (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; (ix) Aid students to develop an understanding of our national heritage and national

goals; and (x) Refrain from inciting students against other students, colleagues or administration.

4. Teachers and Colleagues:

Teachers should: (i) Treat other members of the profession in the same manner as they themselves wish to be treated; (ii) Speak respectfully of other teachers and render assistance for professional betterment; (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

5. Teachers and Authorities:

Teachers should: (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest; (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities; (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices; (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession; (vi) Adhere to the terms of contract; (vii) Give and expect due notice before a change of position takes place; and (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

6. Teachers and Non-Teaching Staff:

Teachers should : (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

7. Teachers and Guardians :

Teachers should: (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. Teachers and Society:

Teachers should: (i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided; (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ; (iii) Be aware of social problems and take part in such

activities as would be conducive to the progress of society and hence the country as a whole; (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

9. Being a full-time employee of this institute:

1. The Staff should not conduct or engage private coaching classes, private consultancy.
2. The Staff should not engage themselves in any other paid job, full time, part time, honorary or otherwise.
3. The Staff should not accept any contribution or otherwise associate themselves with the raising of any funds or make any other collections whether in cash or in kind or accept or demand any object whatsoever for personal gains from any association/company/vendor/ staff/ student or from their guardians.
4. The Staff should not accept or demand any subscription for personal gains in whatsoever manner, from any association/company/vendor/ staff/ student or from their guardians.
5. The Staff should not use your position for personal gains in whatsoever manner by influencing association/company/vendor/ staff/ student and their guardians.
6. If spouse / Children / parents / sibling of the staff having any Business/Company/Institution that may directly or indirectly associated / connected with PICT, the staff should declare the same.

Various Committees for Staff

1. Internal Complaint Committee (ICC):

The **Internal Complaint Committee** (ICC) is constituted as under as per All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations.

Sr.	Name of Member	Position	Designation	Contact No.
1	Dr. Shweta C. Dharmadhikari	Presiding Officer	Associate Professor	9011042683
2	Dr. Mukta S. Takalikar	Member	Associate Professor	9860076259
3	Dr. Archana S. Ghotkar	Member	Associate Professor	9422357775
4	Mrs. Usha S. Bhosale	Member Secretary	I/c Registrar	9822776123
5	Ms. Maneesha H. Hasurkar	Member	Senior Clerk	9822684818
6	Ms. Gayatri V Godbole	Member	Student - Third Year	9420480204
7	Mr. Mihir N Gujarathi	Member	Student - Third Year	7507226169
8	Mr. Om P. Jain	Member	Student - Third Year	8275974453
9	Adv. Mrs. K. S. Kolhatkar	Outside member familiar with sexual harassment issues	Member NGO	9822391011

2. Committee for SC/ST

The Committee for SC/ST (prevention of Atrocities) is constituted as under as per rules and regulations.

Sr. No.	Name of Member	Contact No.
1	Dr. B. A. Sonkamble	8975948710
2	Mr. S. V. Gaikwad	9763858666
3	Mr. A. S. Ramteke	7387791480
4	Mr. P. J. Jambhulkar	9945676843
5	Mrs. J. B. Jagdale	8308800278

3. Grievance Redressal Committee

The **Grievance Redressal Committee** for **Staff** is constituted as under as per All India Council for Technical Education Regulations 2021.

Sr.	Name of Member	Position	Designation	Contact No.
1	Dr. Sanjay T. Gandhe	Chairperson	Principal	9892286864
2	Dr. Shireesh B. Kedare	Member	Senior Professor of Savitribai Phule Pune University	
3	Dr. S. C. Dharmadhikari	Member	Associate Professor	9011042683

The **Grievance Redressal Committee** for **Students** is constituted as under as per All India Council for Technical Education Regulations 2019.

Sr.	Name of Member	Position	Designation	Contact No.
1	Dr. Sanjay T. Gandhe	Chairperson	Principal	9892286864
2	Dr. K C. Waghmare	Member	Assistant Professor	8975284900
3	Dr. S. K. Moon	Member	Associate Professor	9822314570
4	Dr. A. G. Phakatkar	Member	Assistant Professor	9822648639
5	Mrs. J. A. Beke	Member	Librarian	9822399059
6	Mrs. U. S. Bhosale	Member Secretary	I/c Registrar	9822776123
7	Ms. Shreya U. Chaudhary	Member	Student	9527915300
8	Mr. Kaustubh P. Chavan	Member	Student	7040094025

Policy Documents and Circulars

27-09-2018

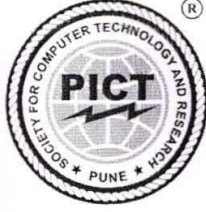
Circular

It is hereby informed to all staff members that being a full time employee of this institute:

1. You should not conduct or engage directly or indirectly in private coaching classes, private consultancy, private product development/Marketing, and any other work of income that may result in personal benefit from your official position leading to conflict of interest.
2. You should not engage yourself in any other paid job, full time, part time, honorary, or otherwise.
3. You should not accept any contribution or otherwise associate yourself with the raising of any funds or make any other collections whether in cash or in kind or accept or demand any object whatsoever for personal gains from any association/company/vendor/ staff/ student or from their guardians.
4. You should not accept or demand any subscription for personal gains in whatsoever manner, from any association/ company/vendor/ staff/ student or from their guardians.
5. You should not use your position for personal gains in whatsoever manner by influencing association/company/vendor/ staff/ student and their guardians.
6. If your spouse/Children/Parents/Siblings having any business/company/Institution that may directly or indirectly associated/connected with PICT, you should declare the same.

Please note that if any staff is found involved in any such activities, while in service (since the day of joining this institute), then his /her services shall be terminated with immediate effect without holding any Inquiry.

Managing Trustee



Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY
(Approved by AICTE & Government of Maharashtra, affiliated to the Savitribai Phule
Pune University & Accredited by NBA [All UG Programs] & NAAC)
DTE Code : 6271, AICTE permanent ID :1-5592509, AISHE code : C-42072
Survey No. 27, Near Trimurti Chowk, Dhankawadi, Pune- 411043 (INDIA)

Date: 23-08-2022

Policy / Guidelines / Norms for implementation of 7th Pay commission for Teaching and Non-Teaching Staff of SCTR's Pune Institute of Computer Technology (PICT)

Preamble:

The question of implementing revisions of pay scales as per Notification F. No. 61-1 / RIFD /7th CPC/2016-17, dated 1st March 2019 of AICTE to all teachers and equivalent cadres working in Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed be University, All Government and Non-Government Aided institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses, was under consideration of State Government. After considering all the aspects of the scheme and approval of State Cabinet, the State Government has decided to implement and revise Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff as per Government of Maharashtra G.R. dated 11-9-2019 (Annexure-I) and Notification dated 30-1-2019 (Annexure-II).

Resolution:

After considering all the aspects, the PICT Management has decided to implement 7th Pay Scales to all Teaching and Non-Teaching staff of PICT on similar lines, with the following Terms and Conditions.

1. Date of implementation of 7th Pay Scale: From 01-08-2022, without arrears.
2. Date of pay Fixation: From 1-1-2016 or from date of joining, whichever is later, without arrears.
3. Other Allowances: As decided by the Management from time to time (Initially, 2% D.A. and 8% HRA is considered, CCA & TA is also maintained).
4. Date of Annual Increment: 1st July of every year.
5. Pay Matrix and Fixation of Revised Pay: As per G.R. dated 11-9-2019 (for Teaching Staff) & Notification dated 30-1-2019 (for Non-Teaching Staff)

6. Revised Designations and Mode of Appointments:

Sr. No.	Designations of Teaching Faculty	Entry pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Principal	144200	14	Direct Recruitment


Director

SCTR's Pune Institute of Computer Technology

Pg.1/2


(R. S. KOTHAVALA)
Managing Trustee



Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY

(Approved by AICTE & Government of Maharashtra, affiliated to the Savitribai Phule Pune University & Accredited by NBA [All UG Programs] & NAAC)
DTE Code : 6271, AICTE permanent ID :1-5592509, AISHE code : C-42072
Survey No. 27, Near Trimurti Chowk, Dhankawadi, Pune- 411043 (INDIA)

7. **Process of Promotion – Teaching Staff:** A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications and requirements as per G.R. Dated 11-9-2019. Interviews for the promotions of the faculty members shall be carried out before the committee constituted as per Annexure -II of G.R. Dated 11-9-2019. All promotions are subject to availability of posts in the roster system and other conditions laid down from time to time. Also, approval from Savitribai Phule Pune University is mandatory.
8. **Process of Promotion – Non - Teaching Staff:** As per policy dated 22-7-2014.
9. **Teaching Engagement:** The faculty members shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given below.

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor	14
Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean. Regarding work hour State Government seeks clarification from AICTE.

10. **Mandatory Teacher Trainings:**

Every teacher appointed / promoted to any position here onwards shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.

No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules.

The requirement of completing these modules as mentioned in G. R. Dt.11-9-2019 is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.

Those who are eligible for promotions after the date of this Resolution, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc as per G.R. dated 11-9-2019.

11. **Minimum Qualifications and Experience:** As per AICTE Notification No. F. No. 61-1 / RIFD /7th CPC/2016-17, dated 1st March 2019 and Maharashtra Government Resolution dated 11-9-2019.



Date : 22-7-2014

Policy for advancement in pay level suggested by Shri.P.N.Kulkarni

1. Staff, who have worked for more than 10 continuous years should be considered for advancement in the pay level as per letter No.:
 - a) 1109/TC/44/Service3 Dt.1-4-2010
 - b) Annexure II of Government Notification Dt.October 7, 2009
 - c) Letter Dt. July 28, 2001, Government of Maharashtra.
2. Every 10 years the revised pay structure should be adopted and corresponding G.P.be given for a maximum of 3 stages/times.
3. Staff members who are promoted in the last 10 years cannot be considered for advancement. Staff member may be considered for advancement in pay level under this policy only after 10th years of the appointment or last promotion.
4. Also those who have worked on same designation for more than 7 years and
 - (a) Improved the qualification and used it for the benefit of the institute or (b) contributed by taking initiative / additional responsibilities, can also be considered for revised pay structure as mentioned in point No.2.

Policy Document regarding Consultancy Provisions and opportunities in PICT
(Revision year 2011-12)

Motivation: To involve faculty members to study and get exposed to industrial needs to exploit consultancy opportunities to generate knowledge, know-how and skills in the field of ICT sector.

Objectives:

- To encourage and motivate faculty members for the active consultancy.
- To meet the Vision statement requirements.
- To update knowledge, skill, and thereby improve competency and Research abilities.
- To develop industry-institute interaction and attract funding.
- To earn consultancy for the self and the College.
- To earn point for AICTE/NBA/UoP inspections.

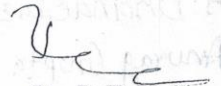
The consultancy has become one of the important paradigms for the recognition of international repute. The XIth plan of knowledge commission has given importance to research and consultancy practices in educational institutes and thereby developing knowledge, skills resulting in manpower development and productive research. PICT has already placed the policy for the consultancy activities and it is revised taking into account current need to strengthen the activity.

The earning from the consultancy shall be shared using three different heads as follows

Consultancy earning = Teachers earning + Institute Expenditure + Research Development Fund

Out of the consultancy earned per year, 20% of the total earning will be deposited in research development fund. The deduction of the amount towards PICT resource utilization expenses is 30% and the remaining 50% will be the teachers share. The appointments and expenses of experts and other man-power requirements agreed as per the agreement with the funding agency and costs like contingencies, stationary, TA etc. will be the responsibility of teachers earning.

Teachers are required to update the records with Dean R&D regarding such agreements, NDA, and consultancy earned.


Dr. P. T. Kulkarni

Principal


Anil
9/6/12

Anurag
RS
9-05-12


Anil
10/05/2012

Policy for faculty sponsorship to conferences/ Seminars/ Workshops

Objectives:

- To motivate the faculty for research, consultancy and acquiring higher qualifications for knowledge enhancement and capacity building
- To increase the interaction with academia and industry for collaborative efforts for academic development
- To update their knowledge in thrust areas & cutting edge technology and decimate the so acquired knowledge & Skills to the students & colleagues

1. There will be two separate committees for monitoring the sponsorship activity;
 - (a) National / International Conferences: - Principal, Dean R &D, and respective HOD.
 - (b) Seminar /Workshops /Short-term courses: Principal, Dean R &D, and respective HOD.
2. The total budget allocation (Central) for these activities may be made as follows:
 - (a) Rs 4 Lakhs for Conference
 - (b) Rs 2 Lakhs for Seminar /Workshops /Short-term courses
3. The amount sanctioned for individual events is as below:
 - (i) International conference (Abroad): Rs 50,000/- or actual (whichever is minimum)
 - (ii) International conference (India): Rs 30,000/- or actual (whichever is minimum)
 - (iii) National conference : Rs 20,000/- or actual (whichever is minimum)
 - (iv) Seminar /Workshops /Short-term courses: Rs 3,000/- or actual (whichever is minimum)
4. The amount will be sanctioned from the allocated budget (on First-Come-First-Serve basis) to all the departments and the expenses should not exceed the budgeted amount.
5. The application complete in all respects forwarded through proper channel and received 6 week prior to date of conference will only be accepted for scrutiny.

6. The following documents are to be forwarded: (i) One copy of the completed Application form and Bio-data. (ii) Invitation from organisers.(iii) Detailed announcement of the conference (iv)Letter of acceptance of paper for presentation (v)Abstract of the paper to be presented by the applicant at the conference. (vi) A copy of letter from other national or international agency committing to bear partial cost of TRAVEL. (vii) Detailed break-up of expenses
7. Outstanding Faculty who have been actively involved in Research and who have an accepted single authored paper or is the first author of the paper will be given preference. Further, an additional financial support, if required will be provided in the deserving cases, which is at the discretion of the respective committee.
8. The faculty should apply for other sources for financial support like university, UGC, DST, AICTE, CSIR, Corporate, etc.
9. The Institution in the event of selection will initially issue a commitment letter agreeing to the support. The committed amount will be reimbursed to the faculty only on their return to India after participation in the conference and on submitting a detailed report, a copy of air ticket etc. within ten days from the date of the conference.
10. In the case of more number of applications and shortage of funds, preference will be given to the faculty who has not availed this facility earlier.
11. The institute will also sponsor the faculty to participate in the workshop/seminars to upgrade his/her knowledge about the specific domain/subject, upon recommendation of the respective HOD.
12. As far as possible, the faculty will be sponsored for workshops/short term training programs to the institutes of higher learning like IIT, IISc, etc. (preferably during vacation).
13. For any workshop/seminar only one faculty will be sent from a department.



Dr. P. T. Kulkarni

Principal

OK 

APPLICATION FORM

1. Name and Address _____

2. Designation _____

3. Field of specialization: Major _____ Ancillary _____

4. Academic Record

- (i) UG
- (ii) PG
- (iii) Ph.D.
- (iv) Post Doctoral
- (v) Any other

5. Publications (Mention only No. of publications during the last five years)

6. Awards/Prizes

7. Employment Record (from present to past)

8. Experience Details

- i) Teaching
- ii) Research
- iii) Industry
- iv) Any other

6. Conference Details

- (i) Name of the Conference
- (ii) Theme
- (iii) Venue & Date
- (iv) Nature of conference/Symposium
- (v) No. of Papers to be presented
- (vi) Title of the paper to be presented
- (vii) Nature of Paper (Single/Co-authored)

7. Travel Plan (from the place of working to the Conference & back)

8. Details of Expenditure

- (i) Local Travel
- (ii) Air fare (excursion/economy class only)
- (iii) Registration fee Equivalent in Rs. @ Rs.
- iv) Per diem
- (v) Total Expenditure

9. Particulars of Financial Assistance acquired/being acquired from other funding agencies:

- (i) Funding Agency (UGC, DST, INSA, CSIR, Organizers, Univ./Inst. & others)
- (ii) Head (Travel, Air fare, Reg. Fee & per diem)
- (iii) Amount requested
- (iv) Amount sanctioned
- (v). Assistance required from PICT

10. Details of International Conference attended in the last three years, if any (Name of Conf., Venue, date, funding agency and amount)

11. Any other information



Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY
(Affiliated to the University of Pune & Accredited by NBA [all UG Programs])
Sr.No. 27, PUNE SATARA ROAD, DHANKAWADI, PUNE - 411043 (INDIA)
ID NO.: PU/PN/Engg./054 (1983)

Tel.: (091) 20 24371101/8063
Website: www.pict.edu

Fax : (091) 20 24364741
E-mail: principal@pict.edu

Date: 15/04/2015

Notice

Management SCTR Pune Institute of Computer Technology has prepared the following conditions for improvement of qualification of the supporting staff.

1. Probation Period must be completed satisfactorily.
2. The confidential and self appraisal report must be satisfactory.
3. Maximum 2 persons from the respective department at any given time will be considered.
4. The staff member availing the above facility must complete the course satisfactorily within stipulated time, failing which they will have to repay the amount. However, in between if he/she resigns, he/she has to pay the entire fees paid by the college.
5. After satisfactory completion of the course he/she cannot resign within 7 years.

Principal
Pune Institute of Computer Technology



SUBJECT : ADVANCE AGAINST SALARY

Guidelines for advance against salary :-

Advance against salary to be sanctioned to confirmed employees only for

- a) Self marriage
- b) Medical treatment of self, wife/husband, children, dependent parents.
- c) Undertaking from two confirmed employees as guarantors.
- d) Amount to be sanctioned : 2 time (basic + D.A.)
- e) To be recovered in max six equal monthly installments after gap of one month.

Principal
PICT, Pune-43.

Submitted for approval

on
13/12 on
Anand

Received
14/12/99

C I R C U L A R

It is observed that some of the faculty/staff report late, go early, & go out frequently during working hours (exceeding the break-time). Hence, it is decided to continue strict implementation of earlier circular No. Principal/097/2011 dated 12.1.2011, with some modifications.

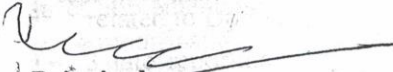
As a part of the attendance policy and to inculcate the virtue of discipline & punctuality among all the teaching & non-teaching staff members, a separate attendance account for defaulters shall be maintained and appropriate debit would be made from the leave account after suitable intervals (For details, contact office). In addition, suitable disciplinary action would be taken against habitual defaulters.

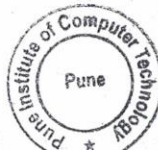
Please note that:

1. 3 late reporting/early going (Three put together should not exceed 30 minutes) will be treated as one CL/LWP.
2. For every one hour deviation (late reporting/early going), will be treated as one day CL/LWP. However, in case of exigency of work, every staff member may also have to work beyond working hours.
3. Only 2 ODs may be permitted with prior permission for any remuneratory work related to UoP etc.
4. All the staff members must report 15 minutes before the scheduled time.

This will be effective from April, 2014.

Hope majority of you appreciate that irregular attendance & indiscipline is detrimental to the progress.


Principal
Principal
Pune Institute of Computer Technology




Managing Trustee
(R. S. KOTHAVALE)
Managing Trustee

Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY
S. No. 27, Dhankawadi, Pune Satara Road, PUNE 411 043

Ref No: Principal/2015/ 002

Date: 02.08.2015

CIRCULAR

To : All Staff Members :

It is observed that few staff members go out without prior permission, sometimes more frequently.

Any staff member leaving the premises during college /office hours for any work should take prior approval from the Principal. Further, they are required to make entry at security gate each time while leaving and entering the college.

The In & Out bio-metric entry must be done as per scheduled timings only. However, anybody willing to stay & work beyond working hours, must obtain written approval of their respective HoD, with due reasons/work assigned.

All are requested to co-operate.


Principal
Principal
Pune Institute of Computer Technology





Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY
(Affiliated to the Savitribai Phule Pune University & Accredited by NBA [All UG Programs])
S.No.27, PUNE SATARA ROAD, DHANKAWADI, PUNE- 411043 (INDIA)
ID No. : PU/PN/Engg./054(1983)

Tel. (091) 20 24371101/8063 Fax No.: (091) 20 24364741
Website : www.pict.edu E-mail : principal@pict.edu

Ref: PICT/DSK/RGTR/5068/2015

Date : 18 / 08 / 2015

CIRCULAR

All the staff members (Teaching & Non Teaching) are hereby informed that the Management and Principal of PICT have observed that some staff members (Teaching & Non Teaching) are directly contacting the University Officials , University appointed Committee Members, LIC Members without prior permission of the Management and Principal. This action is in controversial with the service conditions and amounts to breach of protocol. Therefore it is informed to all concerned that no staff members (Teaching & Non Teaching) are expected to contact the University Officials, University appointed Committee Members, LIC Members, Government/Semi Government/DTE/AICTE officials without prior permission of the Management and Principal. Also, no staff members (Teaching & Non Teaching) are expected to write letters/e-mails to any of these officials without prior permission of the Management and Principal. Any violation of this will attract disciplinary action.

Principal
Principal

Pune Institute of Computer Technology

Cc. The Managing Trustee
All HODs
All Staff





Society for Computer Technology & Research's
PUNE INSTITUTE OF COMPUTER TECHNOLOGY

(Affiliated to the Savitribai Phule Pune University & Accredited by NBA [All UG Programs])
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Fax No.: (091) 20 24364741
E-mail : principal@pict.edu

Ref : PICT/DSK/RGTR/506A/2015

Date : 18 / 08 / 2015

CIRCULAR

All the staff members (Teaching & Non Teaching) / Students / Persons are hereby informed that the Management and Principal of PICT have observed that some staff members (Teaching & Non Teaching) / Students are smoking and chewing tobacco in the college premises. This is a violation of the rules, regulations and service conditions. Further, this is a criminal offence and is liable for punishment. It is hereby informed to all concerned that smoking and chewing tobacco in the college premises is not allowed and a penal action will be taken against the same

Principal
Principal

Pune Institute of Computer Technology



- Cc. The Managing Trustee
All HODs
All Staff
Boys Hostel
Girls Hostel
Canteen
Boys Common Room
Girls Common Room
Main Notice Board
Departmental Notice Board



SCTR's Pune Institute of Computer Technology

Policy for granting permission to Teaching Staff to pursue Ph.D.

1. The faculty is permitted to pursue only Full time Ph.D. while in service. In order to maintain quality, no permission will be granted to peruse part-time Ph.D. program.
2. At any given time, a maximum of 8 candidates will be permitted to take carry out Ph.D., all departments put together.
3. A maximum of 2 candidates per department per academic year will be permitted to take admission for Ph.D. in the following Institutes:

A) QIP Research Center / Institute.

1) Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10)

2) Terms & Conditions:

- The candidate must complete his/her Ph.D. within three years from the date of Admission/Registration. If they fail to do so, he/she must refund the entire salary paid during that period. Also, she/he must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate permitted, must take admission in that Academic Year only.
- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The sponsored candidate must submit Quarterly progress report to the Director/Principal through HoD.
- After completion of Ph.D. within stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.



Pg.1/3

Director

SCTR's Pune Institute of Computer Technology

B) PICT Research Center.

1. Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10)

2. Terms & Conditions:

- The candidate must complete his/her Ph.D. within five years from the date of Admission/Registration **or** the stipulated period (as fixed by the University/Institute), whichever is earlier. If they fail to do so, he/she must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate must ensure that no academic work or any other work assigned by the department/Institute will suffer/affected.
- The candidate selected for admission should be ready to do research related to his/her Ph.D. work in the research center by staying at least for 2 hours beyond the working hours, daily (except on Holidays).
- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The permitted candidate must submit Quarterly progress report to the Director/Principal through HoD & also demonstrate the research work.
- After completion of Ph.D. within the stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.



Pg.2/3


Director
SCTR's Pune Institute of Computer Technology

C) Other than PICT/QIP Research Center.

1. Eligibility Criteria:

- Fulltime regular /permanent / probational faculty members are eligible to apply.
- A minimum of Five-year teaching experience in PICT.
- A Master's degree in the appropriate branch having passed with First class (or CGPA>7/10).

2. Terms & Conditions:

- The candidate must complete his/her Ph.D. within five years from the date of Admission/Registration **or** the stipulated period (as fixed by the University/Institute), whichever is earlier. If they fail to do so, he/she must go on lien (LWP) till the completion of Ph.D. so that he/she can fully concentrate on his/her Ph.D. work.
- The candidate must ensure that no academic work or any other work assigned by the department/Institute will suffer/affected.
- The candidate selected for admission should be ready to do research related to his/her Ph.D. work in the designated research center (by working on holidays & Vacation) without affecting the work in the parent institute & produce the certificate to that effect from the Guide.
- In addition to the eligibility criteria, the selection of candidates will be based upon
 - i) Significant Contribution at the department as well as at Institute level, since their date of joining in PICT.
 - ii) Seniority
 - iii) Recommendation by HoD/Principal/Director.
- The permitted candidate must submit Quarterly progress report to the Director/Principal through HoD & also demonstrate the research work.
- After completion of Ph.D. within the stipulated time, the candidate must serve PICT for a minimum of 6 years. He/She must sign the bond to that effect.



Pg.3/3

A handwritten signature in blue ink, appearing to be "V. V. V.", written over the printed name "Director".

Director

Director

SCTR's Pune Institute of Computer Technology

Format of Various Forms

SCTR's PUNE INSTITUTE OF COMPUTER TECHNOLOGY, PUNE - 411043

FACULTY- SELF APPRAISAL FORM for A.Y.

(1) Staff Details

Name (Full) :
Date of Birth :
Designation :
Department :
Date of Joining :
Category : General/SC/ST/DT/NT/OBC/SBC -
Marital Status :
Mobile :
Email :
Employee Code :

Affix Your Digital
Photograph

Correspondence Address	Permanent Address

(2) Qualifications

Name of the Degree	Specialization	Month & year of Passing	Marks(%) /Grade	Institute / University	Remark
Ph.D.					
M.Tech/ M.E /M.Sc /M.Phil					
B.E./ B.Tech/B.Sc					
Other					

Enrolled for PhD

Research Topic/Area	Date of Enrollment	Guide Name	Name of the University	Status of Progress

(3) Experience (Teaching): Starting from the current employer

Sr. No.	Institute / University	Designation	Nature of Appointment	Duration		Last Salary
				From	To	
1.						
2.						
3.						
4.						
5.						

(4) Experience (Industry/Research)

Sr. No.	University/Organization	Designation	Nature of Appointment	Duration		Major Contribution
				From	To	
1.						
2.						
3.						
4.						

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (AY: _____)

Sr. No.	Lectures, Seminars, tutorials, practical, contact hours undertaken (50)	Class	Results	Students Feedback	Remark
1.					
2.					
3.					
4.					

Sr. No.	Lectures or other teaching duties in excess of norms (10).	Class	Hours	Response	Remark
1.					
2.					
3.					
4.					

Sr. No.	Enrichment by providing the additional resources to students (20).	Class	Resources	Remark
1.				
2.				
3.				
4.				

Sr. No.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc (20)	Class	Details	Remark
1.				
2.				
3.				
4.				

Sr. No.	Examination duties (invigilation; paper setting, evaluation/ assessment of answer scripts) (25).	Subject	Number	Remark
1.				
2.				
3.				
4.				
Total Score (out of 125)				

* Lectures & tutorials allocation to add up to the UGC norms for particular category of teacher.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES (AY: _____)

Sr. No.	CO-CURRICULAR AND EXTENSION ACTIVITIES	Details*	Remark
1.	Student related co-curricular, extension and field based activities (20)		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (15).		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (15)		
Total Score (out of 50)			

- If required, use additional sheets (annex).

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS(Last 3 years)

Research Publication(Journals)	Total Publications	Remark
Refereed Journals (N) (15 / publication)		
No. of Papers in indexed journals [out of N] (5 / publication)		
No. of Papers with impact factor between 1 and 2 [out of N] (10/ publication)		
No. of Papers with impact factor between 2 and 5 [out of N] (15 / publication)		
No. of Papers with impact factor between 5 and 10 [out of N] (25 / publication)		
Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.[out of N] (10 / publication)		
Conference proceedings as full papers[out of N] (10 / publication)		
Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/workshops - Participation and Presentation of research papers (oral/poster) <ol style="list-style-type: none"> International conference (10 each) National(7.5 each) Regional /State level(5 each) Local– University/ College level(3 each) 		
Invited lectures or presentations for conferences/ symposia <ol style="list-style-type: none"> International conference (10 each) National(7.5 each) 		
Total Score		

Research Publication (books, chapters in books, other than refereed Journal articles)	Total Publications	Remark
Text or Reference Books Published by International Publishers with an established peer review system (50 /sole author; 10/chapter in an edited book)		
Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers (25 /sole author; 5/chapter in an edited book)		
Subject Books by Other local publishers with ISBN/ISSN numbers (15 /sole author; 3/chapter in an edited book)		
Chapters contributed to edited knowledge based volumes published by International Publishers(10 /Chapter)		

Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories (5 / Chapter)		
Total Score		

Sponsored Projects carried out/ ongoing	Total Projects	Remark
(a) Major Projects amount mobilized with grants above 30 lakhs(20 / Project)		
(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs(15 / Project)		
(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs)(10 / Project)		
Consultancy Projects carried out / ongoing with amount mobilized with minimum of Rs.10 lakhs (10 per every Rs.10 lakhs and Rs. 2 lakhs respectively)		
Completed project Report(Accepted by funding agency) (20 / major project and 10 / minor project)		
Outcome::Patent/Technology transfer/ Product/Process (30 / national level; 50/ International level - output or patent))		
Total Score		

PROJECT/ RESEARCH GUIDANCE	Batches/Candidates	Outcome (Publication, etc)	Remark
B.E./ B. Tech (1/Batch)			
M.E./ M. Tech (3/Candidate)			
Ph. D. (Degree awarded -10/Candidate; Thesis submitted- 7/Candidate)			
Total Score			

TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS - Attended	Total Number	Remark
Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programs, Soft Skills development Programs, Faculty Development Programs(Max: 30 points) a. Not less than two weeks duration (20 each) b. One week duration (10 each)		
Total Score		

TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS - Conducted	Total Number	Remark
Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programs, Soft Skills development Programs, Faculty Development Programs(Max: 60 points) a. Not less than two weeks duration (30 each) b. One week duration (15 each)		
Total Score		

CATEGORY-IV: OTHER CONTRIBUTIONS (AY _____)

(1) Department Development

Sr. No	Responsibilities Held	Specify the Activities	Achievements (if any)	Remarks
1.				
2.				
3.				
4.				

(2) Institutional Development

Sr. No	Responsibilities Held	Specify the Activities	Achievements (if any)	Remarks
1.				
2.				
3.				
4.				
5.				

(3) Industry – Institute Activities(Last 3 years)

Sr. No	Type of Activities	Name of the Industry	Outcome of Relationship / Training / Visit	Contact Person	Remarks
1.					
2.					
3.					
4.					
5.					

(4) Study Material prepared/provided – Self Learning (Last 3 years)

Sl. No.	Academic Program	Course	Year	Remarks
1.				
2.				

(19) Membership in Editorial Boards / Referee for Journals(Last 3 years)

Sl. No.	Name of Journal/ Newsletter	Year	Position (Chairman/ Member/Reviewer)
1.			

(20) Conference Chair/TPC Member (Last 3 years)

Sl. No.	Name of Conference	Year	Position (Chairman/ Member)
1.			

(21) Inventions Made and/or Patents Obtained

Sl. No.	Name of the Patent/Nature of Invention	Year	Remarks
1.			

(22) Awards/Prizes/Honors Received

Sl. No.	Details of Award / Prize	Year	Contribution for which Award was Conferred
1.			

(23) Details of Visits Abroad in connection with Academic program

Sl. No	Purpose	Duration	Sponsored by
1.			
2.			

(24) Establishment of Laboratories/Special Facilities/Processes/Value addition

Sl. No.	Name of the Laboratories/Special Facilities/ Processes/Value addition	Year	Remarks
1.			
2.			

Grand Total of Category (I + II + III + IV)	
---	--

The information mentioned in the above form is true to best of my knowledge.

Name of the Faculty:

Remarks from HoD : I have verified and evaluated the information mentioned in the Self Appraisal Form _____.

Total Marks Obtained		
-----------------------------	--	--

Recommendation from HoD : _____

HoD Name &Signature:

Date :

Remarks from Principal :

Date :

ANNUAL CONFIDENTIAL REPORT

(Academic Year _____)

Name of College: - **SCTR's Pune Institute of Computer Technology**

PART – 1

Confidential Assessment and Self-Assessment Reports of Non-Teaching / Technical/ Non-Technical Employees

Serial No. _____ Year Ending _____

File no. _____

Name: Shri / Smt. / Kumari _____

Department or Office (Including Section) _____

Instructions

1. Report should be submitted annually and for the period ending _____
2. Report should be signed in full and dated by the reporting Officer. His/her name and designation should be typed or written legibly below his signature.
3. Report should as far as possible be written in manuscript. When the report is typed for good and sufficient reasons a certificate to that effect by the Reporting Officer should be added to the report.
4. If the employees has served under the reporting authority for less than six months, the officer/s under whom he was previously served should be consulted and their opinions incorporated in the report, indicating how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
5. Anything specially meritorious or adverse to the employee should be mentioned, even if not specifically provided for.
6. Severe notice will be taken of perfunctory, cryptic and incomplete and prejudicial reports.
7. All adverse / outstanding remarks should be communicated to the employee in writing.
8. The reviewing authority has the right to ask for justification of remarks from the reporting officer.

PERSONAL INFORMATION

(To be filled in by the employee concerned)

Name _____ Father's /Husband's Name _____ Surname _____

Department _____

PLEASE FILL IN ONLY THE CHANGES FROM YOUR ORIGINAL RECORD

(If space is insufficient, please attach separate sheet)

Residential Address:

_____ Phone No. _____ Mobile No. _____

Permanent Address: _____

_____ Phone No. _____ Mobile No. _____

Intermediary positions held _____

Between initial appointment
and present position, if any

Positions

Period from

i)

ii)

iii)

Additional assignment / committee (Dept / College / Institution)

a) Class Teacher

b) Lab. In-charge

c) Lab. Setting

d) Dept. Stock/stores

e) Equip. servicing

f) Library

g) Hostel

h) Games & Sports

i) Anti Ragging

j) Gathering

k) Discipline

l) Co-op. Stores

m) Transport

n) Any Other

(a) Courses conducted

Sr No	Title Course	Organized	Period	Approved by AICTE / ISTE / UGC

(b) Courses attended

Sr No	Title Course	Organized	Period	Approved by AICTE / ISTE / UGC

Membership of professional bodies }
Accrued during the year }

PART - II

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

(Not to be shown to assessee / ratee)

Name: _____

Period of Report: _____

Post or Posts held during the period of report: _____

Department / Office / Section: _____

Leave taken during the period CL / ML / EL / Other Leave: _____

Performance Assessment

(By Functional Head)

Sr No	Item	Very Good	Good	Fair	Average	Below Average
		A	B	C	D	E
I)	<i>Technical Adequacy: -----</i>					
1.	Industry	:				
2.	Application	:				
3.	Initiative	:				
4.	Neatness	:				
5.	Accuracy	:				
6.	Punctuality in work	:				
7.	Methodical & Systematic Working	:				
8.	Promptness in Disposal	:				
9.	Regularity in attendance	:				
10.	Relations with Superiors	:				
11.	Relations with Colleagues	:				
12.	Relations with Members of Public	:				
13.	Dependability	:				
14.	Capacity to get work done	:				
II)	<i>General Impression: -----</i>					
1.	General Impression & Grasp	:				
2.	Leadership Qualities	:				
3.	Level of Knowledge (related to section / Department)	:				
4.	Tech. ability (wherever relevant)	:				
5.	Special complementary aptitude qualities etc. other than job requirements.	:				

III) Memos Issued

IV) He/She is awarded / not awarded* increment for the next academic year

* Strike out whichever is not applicable

V) Recommendation: -----

a) Administrative ability including judgment, initiative, promptness and drive. :

b) Fitness to continue in the present post :

c) Fitness for promotion :

d) Any other item not covered but which you would like to record. Please specify the aspect. :

e) Recommendation – Observation of the Reporting Officer :

Date:

Signature _____

Place:

Name and Designation of the Reporting Officer

Note: - Items covered by I, II and III may not be applicable to all categories of employee and in all cases. Where assessment in respect of particular item is not necessary, the reporting Officer should state in the column as NA (Not Applicable). Assessment has to be done in five points scale i.e. Very Good, Good, Fair, Average & below Average.

Please put alphabet viz “A, B, C, D, E” in appropriate columns at final assessment.

Report by the Reviewing Officer

1. Length of service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his assessment?
3. Observation of remarks to the employee and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employee and clarification from the Reporting Officer sought, if any.

Date:

Signature _____

Place:

Principal

Report by the Management

1. Length of service under Reviewing Officer during the period under report.
2. Do you agree with the reporting Officer or do you wish to modify or add to his assessment?
3. Observation of remarks to the employee and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employee and clarification from the Reporting Officer sought, if any.

Date:

Signature _____

Place:

Name and Designation of the
Management

SCTR's Pune Institute of Computer Technology
United India Insurance Company Ltd. - GROUP PERSONAL ACCIDENT POLICY
NOMINATION FORM
Policy No.1608014219P101144228

Name of Employee	
Designation	
Department	

I do hereby declare that the person(s) mentioned hereunder shall be my Nominee(s) and that the benefits due to me under the Group Personal Accident Policy shall be given to them in the following proportions (in the event of my death or incapacitated to receive the benefit).

Sr.	Name of Nominee	Date of Birth	Address	Relationship with the member	Proportion of benefits to be given	Person whom the amount is to be given if the nominee is a minor

Date : _____

Signature of the employee _____

Place : _____

Counter Signature of Principal _____



EMPLOYEES PROVIDENT FUND ORGANIZATION
Employees provident funds scheme, 1952 (paragraph 34 & 57) &
Employees pension scheme 1995 (paragraph 24)

New Form No.11- Declaration Form

(To be retained by the employer for future reference)

Emp Code: _____

Company: _____

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 end /of EPS1995 is applicable)

1	Name of the member					
2	Father's Name () Spouse's Name () (Please Tick Whichever Is Applicable)					
3	Date of Birth (DD/MM/YYYY)					
4	Gender: (male / Female /Transgender)					
5	Marital Status (married /Unmarried /widow/divorce)					
6	(a)Email ID: (b)Mobile No:					
7*	Whether earlier a member of Employees Provident Fund Scheme 1952	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
8*	Whether earlier a member of Employees Pension Scheme ,1995	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If response to any or both of (7) & (8) above is yes. MANDATORY FILL UP THE (COLUMN 9)						
9	a) Universal Account Number(UAN)					
	b) Previous PF a/c No	AP	HYD	EST.CODE	EXTN	PF NO.
	c) Date of exit from previous employment (DD/MM/YYYY)					
	d) Scheme Certificate No (if Issued)					
	e) Pension Payment Order (PPO)No (if Issued)					
10	a) International Worker:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	b) If Yes , State Country Of Origin (India /Name of Other Country)					
	c) Passport No					
	d) Validity Of Passport (DD/MM/YYYY) to(DD/MM/YYYY)					
KYC Details: (attach Self attested copies of following KYCs) **						
11	a) Bank Account No .& IFS code					
	b) AADHAR Number (12 Digit)					
	c) Permanent Account Number (PAN),If available					

UNDERTAKING

- 1) Certified that the Particulars are true to the best of my Knowledge
- 2) I authorize EPFO to use my Aadhar for verification / e KYC purpose for service delivery
- 3) Kindly transfer the funds and service details, if applicable if applicable, from the previous PF account as declared above to the present P.F Account(The Transfer Would be possible only if the identified KYC details approved by previous employer has been verified by present employer
- 4) In case of changes In above details the same Will be intimate to employer at the earliest

Date:

Place

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A) The member Mr./Ms./Mrshas joined onand has been allotted PF Number.....
- B) In case person was earlier not a member of EPF Scheme ,1952 and EPS,1995
- (Post allotment of UAN) The UAN Allotted for the member is.....
 - Please tick the Appropriate Option:
 - The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- C) In case the person was earlier a member of EPF Scheme ,1952 and EPS, 1995:
- The above PF account number /UAN of the member as mentioned in (a) above has been tagged with his /her UAN/previous member ID as declared by member
 - Please Tick the Appropriate Option
 - The KYC details of the above member in the UAN database have been approved with digital signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered With EPFO the member has been informed to file physical claim (Form13) for transfer of funds from his previous establishment.

Date

Signature of Employer With seal of Establishment

AICTE Mandatory Disclosure Faculty Profile

Name					
Unique ID					
Date of Birth					
Education Qualifications	Ph.D.:				
	PG:		Class / Grade:		
	UG:		Class / Grade:		
Work Experience (Years)	Teaching				
	Research				
	Industry				
	Others				
Area of Specialization					
Courses taught at Under Graduate/ Post Graduate Level	Undergraduate:				
	Postgraduate:				
Research guidance (Number of Students)	Master	Completed		Ongoing	
	Ph.D.	Completed		Ongoing	
Projects Carried out					
Patents (Filed & Granted)					
Technology Transfer					
Research Publications	No. of papers published in National/ International Journals/ Conferences	National Journals	National Conferences	International Journals	International Conferences
No. of Books published with details	Name of the book		Publisher	ISBN	Year of publication

Gratuity Nomination Form
FORM OF APPOINTMENT OF BENEFICIARY
(NOMINATION)

The Trustees,

SOCIETY FOR COMPUTER TECHNOLOGY & RESEARCH Employees' Group Gratuity cum Life Assurance Scheme

Dear Sirs,

I _____ a member of SOCIETY FOR COMPUTER TECHNOLOGY & RESEARCH Employees' Group Gratuity cum Life Assurance Scheme hereby agree to abide by the Rules of the said Scheme and do also hereby appoint in terms of Rule 18 of the Rules the Beneficiary/ies Nominee/s mentioned hereunder to receive the benefits, payable under the Scheme, in the event of my death before the amount become payable has not been paid.

I hereby direct that the benefits under the Scheme, payable in respect of me, shall be paid to the said Beneficiary/ies Nominee/s in proportion indicated against their respective name as given below:

Sr. No.	Name of full with Full address of Nominee/s Beneficiary/ies	Relationship with the Member (Employee)	Age of Nominee/s Beneficiary / ies	Proportion by which gratuity (total benefits) will be share by each nominee Beneficiary.
1				
2				
3				
So on				

I hereby certify that the persons(s) mentioned hereinabove is/are my wife/children/lawfully adopted child/dependent parents/husband.

I hereby declare that I have no family, and should I acquire family hereafter the appointment of Beneficiary/Nominee should be deemed as cancelled.

My father/mother/parents/sister('s)/minor brother(s) is/are not dependent on me.

My husband's father/parents is /are not dependent on me.

[P.T.O.]

I also declare that this appointment of Beneficiary/ies /Nominee/s made herein shall have the effect of my revoking the appointment of Beneficiary/ies/Nominee/s made by me earlier.

I give below the particulars about myself:

1. Full Name: _____
2. Sex: _____
3. Religion: _____
4. Father's Name: _____
5. Husband's Name: _____
(For married women only)
6. Martial Status: _____
(Whether married, unmarried, widow or widower)
7. Date of birth: _____
8. Permanent Address: _____

Email : _____ (M. no.)

Signed at this day of _____ 20__

Two witness to the Signature (Signature of Member/Employee)

Name.	Address	Signature.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Certified that the above appointment of Beneficiary Nominee has been signed by Mr./ Mrs./Ms _____ before me after he/she has read the entries, the entries have been read to him/her by me and that the said appointment of Beneficiary/Nominee is recorded under the Scheme on _____.

Signature of Trustee's
SOCIETY OF COMPUTER TECHNOLOGY & RESEARCH

Employees' Group Gratuity cum Scheme
Life Assurance Scheme

Place : PUNE

Date :

Page No 2/2