



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

**RULES, POLICIES, & PROCEDURES**

# SCTR's PUNE INSTITUTE OF COMPUTER TECHNOLOGY, PUNE

## Rules, Policies, and Procedures

### A. Recruitment

#### 1. Recruitment of Teaching Staff / Librarian:

1) There shall be Selection Committee for making recommendations to the Management for appointment of teachers. Every Selection Committee shall consist of:

- a) Chairman, Governing Body of the College or/his Institution nominee from amongst members of the Governing Body as Chairperson.
- b) Vice-Chancellor Nominee.
- c) Vice-Chancellor Nominee (Reservation).
- d) One Expert to be nominated by the Vice-Chancellor.
- e) One nominee of the Director of Technical Education, not below the rank of Deputy Director of Technical Education.
- f) Two subject experts nominated by the Chairperson out of a panel of four experts nominated by the Vice-Chancellor of the University
- g) Head of the concerned Department of the College/Institution.
- h) Principal of the College/Head of the Recognized Institution.

2) Procedure:

- a) All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
- b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.
- c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.

- d) The Selection Committee shall interview and adjudge 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 be made. The Committee may recommend only one name if others are not found suitable.
- e) The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts. Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. Thereafter the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

3) Filling in of Temporary Vacancy:

- a) Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of 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 Appointing Authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the Competent Authority:
  - b) The Chairman of the Governing Body or his nominee.
  - c) The Principal of the College/Head of the Institution.
  - d) The Head of the Department of the College.
  - e) Two expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.
  - f) The Principal of the College/Head of the Recognized Institution shall be the Secretary of the Committee.

## **2. Recruitment of Non Teaching Staff:**

The recruitment is made purely on the merit basis, through a Local Selection Committee of the Institute comprising of the Principal, the head of the department and one or two experts in the subject concerned. The staff will be put on probation for two years, on satisfactory completion of temporary service period of one year.

### **B. Service Book**

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the staff of the Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of the year and his/her signature obtained.

### **C. Assessment of Teachers (Appraisal-PBAS):**

In order to evaluate the work of the teacher, he/she should prepare an out-line of his/her academic programme & Action plan in consultation with the Head of the Department 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 Principal of the Institution by the end of the year. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal with a view to making improvement in the work, by the person concerned, if the report is adverse. The Assessment Report, Action plan, & Report of the work done of the teachers shall be maintained by the 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 teacher continues to take his work seriously.
- e) For annual increment.
- f) On other occasions when required for specific purposes.

#### **D. Salary & Annual Increments**

All eligible faculty and staff members are paid salary as per the 6<sup>th</sup> pay commission for staff working in degree level institutions (Resolution dt. 21-7-2011) and the "Institute's 6<sup>th</sup> pay scheme / policy / Guidelines for implementation of pay fixation".

Annual Increments are being released to all eligible staff in the month of July every year after the satisfactory recommendation by the HOD, Principal, & Management based on the Appraisal form (PBAS).

All the staff members shall sign the Pay Register at Administrative Office, on receipt of the monthly pay slip on their official email ID.

#### **E. Leave / Vacation (as per MSCR Leave Rules / UGC /SPPU Statute / SCTR Rules):**

##### **1) Casual Leave:**

- a) The staff shall be 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. Record of casual leave of the staff shall be maintained.
- c) The staff shall not be entitled for more than five 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.

##### **2) Earned Leave:**

- a) The non-vacation staff having completed one year continuous service in the Institute shall be entitled to earned leave at the rate of 30 days per year subject to his accumulating maximum of 240 days of leave.
- b) The staff other than the one included in (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 approval of the HoD and the Principal shall 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.

**3) Medical Leave :**

- a) The staff having completed one year continuous service in the Institute shall be entitled to Medical Leave at the rate of 10 days per year.
- b) T  
The Medical Leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The staff shall produce another certificate at the time of rejoining the duty that he/she is medically fit.
- c) The grant of a medical certificate under this rule does not in itself confer upon the staff concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
- d) Medical Certificate shall not be required for half day Medical Leave.

**4) Leave without Pay :**

- a) Leave without pay shall be granted in case no any kind of leave balance is available on credit.
- b) S  
Staff shall submit the leave applications to Administration Office as stated above, before 25<sup>th</sup> day of every month, failing which it shall be treated as Leave without Pay / available leave shall be debited.

**5) Maternity leave :**

- a) The lady staff with the minimum one year continuous service, having not more than two 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.

**6) 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 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 pension/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.

**7) Study Leave :**

- a) Study leave may be granted with Pay to the appointees such as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education (Degree level) or in equivalent cadre (Diploma level), to pursue for study (M.E./M. Tech./ Ph. D) or research in the discipline directly related to his/her work.
- b) The number of years to be put in after entry should be a minimum of three years in regular service including the probation period, keeping in mind the availability of teachers in the discipline and the vacant positions.
- c) 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 to see that the regular academic work is not disturbed while granting study leave.

Explanation: in computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) The person is a teacher on the date of the application;
  - (b) He should have completed his probation period as specified in the concerned Institute statutes;
  - (c) There is no break in service; and
  - (d) The leave is requested for undertaking the M. Tech./Ph. D research work.
- d) Study leave shall be granted by the Institution on the recommendation of the concerned Head of the Department.
- e) 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.
- f) 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.
- g) No teacher, 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 Executive Council/Syndicate/ State Technical Education Department. Any extension beyond the stipulated period shall be treated as leave without Pay.
- h) The amount of scholarship, fellowship or other financial assistance that a teacher 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.
- i) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.



- j) A teacher 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 teacher shall however, be eligible to receive arrears of increments.
  - k) Study leave shall count as service for pension/contributory provident fund purposes, provided the teacher joins back in the Institute on the expiry of his/her study leave.
  - l) Study leave granted to a teacher 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 teacher may apply again for such leave.
  - m) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the Institute for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
  - n) After the leave has been sanctioned, the teacher shall execute a bond in favour of the Institute, binding himself/herself for the due fulfillment of the conditions laid down in sub-clauses above and given security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Institute in accordance with sub-clause (xiii) above.
  - o) The teacher shall submit to the Head of the Institution, the progress report at a frequent interval of 6 months in his/her studies through his/her supervisor. This report shall reach the Head of the Institution of within one month of the expiry of every six months term of the study leave. If the report does not reach within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- 8) Vacation:**
- a) The 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 Savitrbai Phule Pune University in Academic Calendar.

- b) The 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, as may be assigned to him/her by the Competent Authority.
- c) The 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) The teacher and Technical staff shall remain present on the first and the last day of each term unless otherwise permitted by the Principal.

9) ***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 Principal.

**F. Promotion Policy**

**Teaching staff :** i) Eligible faculty being promoted as per availability of post in Roster, following the process mentioned in Statute No.415. ii) Eligible and deserving faculty being promoted at institute level on satisfactory report of Performance Based Appraisal System (PBAS) and subject to approval from S.P.P.U.

ii) CAS : On fulfillment of requirements prescribed by U.G.C. / S.P.P.U. and as per its amendments from time to time.

**Non Teaching Staff :** As per Institute policy for advancement in pay level amended from time to time .

- a) Eligible non teaching staff shall submit the application to the Principal along with action plan, activities carried out other than routine work, upgraded qualification etc. through Head of the department with his/her recommendations.
- b) Advancement in pay level shall be based on the satisfactory evaluation of the application and personal interaction.

### G. Required Qualification for Faculty in Engineering

As per AICTE / UGC Regulation.

Programme	Cadre	Qualifications	Experience
Engineering / Technology	Assistant Professor	BE/B.Tech. and ME/M.Tech. in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech.	----
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based on Appraisal System (PBAS), set out in AICTE Regulations 2012.	Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable Post PhD publications and guiding PhD students is highly desirable. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraised System (PBAS), set out in this Regulation in AICTE Regulations 2012.	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.

## **H. Required Qualification for Faculty in Humanities and Science in Degree level Technical Institutions**

The qualifications for the faculty (Humanities & sciences) at various levels of posts in Degree level Technical Institutions are given below. Other terms and conditions are prescribed in AICTE Regulations No. 37-3/ Legal/AICTE/2010 dated 05th March 2010 and No. 37-3/ Legal/AICTE/2012 dated 8th Nov. 2012 for Degree level Technical Institutions which shall remain unchanged.

### **a) ASSISTANT PROFESSOR:**

- i. Master's degree in relevant subject of Humanities & Sciences with first class or equivalent, at Bachelor's or Master's Level from any recognised Indian University.
- ii. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this clause; a candidate, who has a Ph.D Degree awarded before 2009, or has been awarded a Ph. D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations,2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.

### **b) ASSOCIATE PROFESSOR**

- i. Qualification as above for the post of Asst. Professor and Ph. D degree in relevant subject.
- ii. A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor and minimum of 3 publications with good impact factor in International Journal of repute.
- iii. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based on Appraisal System (PBAS), set out in AICTE Regulations 2012.

**c) PROFESSOR**

- i. Qualification as above for the post of Associate Professor.
- ii. A minimum of 10 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries out of which 5 years should be at the level of Associate Professor including experience of guiding candidates for research at doctoral level.

OR

Minimum of 13 years of teaching experience in University/college, and/or experience in research at the University/National level Institutions/ industries.

- iii. Evidence of published work with a minimum of 4 publications with good impact factor in International Journal of repute.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraised System (PBAS), set out in this Regulation in AICTE Regulations 2012.

**I. Workload of teacher**

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

- Asst. Professor -16 hrs/ week
- Associate Professor -12 hrs/ week
- Professor – 8 hrs/ week
- Principal- 4 hrs/ week

**J. Minimum Qualification Required for Non Teaching Staff**

Lab. 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.

## **K. Benefits to staff**

### **i) Provident Fund :**

- a) P.F. is applicable to all staff members @12% on wages as per wage limit para 2 (f) of EPF Scheme 1952 declared by EPFO on its web portal.
- b) Newly recruited staff shall submit the Form No.11 duly filled in to administration office along with the required KYC documents mentioned in the form, immediately after joining the Institute.
- c) Each Staff shall submit the nomination form for P.F. along with necessary documents mentioned in it.
- d) Each staff shall activate the allotted UAN number immediately using EPFO web portal.

### **ii) Gratuity :**

- a) Gratuity shall be applicable to the staff who have completed minimum five years of continuous service.

### **iii) Advance against salary :**

- a) Advance against salary is sanctioned to confirmed employees for a) Self marriage ii) Medical Treatment of self/wife/husband, children, dependant 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 current BP + DA.
- 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.

### **iv) Admission to Eligible son/daughter of staff under Institute level quota on merit basis.**

**L. Retirement Age :**

Principal : 65 Years

Teaching Staff : 60 Years.

Non-Teaching Staff : 58 Years.

**M. Staff Attendance /OD / Leave deduction against late mark / early going:**

As per Circular No. Principal/2014/073 Dt.27-3-2014

**N. Disciplinary action and Process for imposing penalties.**

Non compliance of the terms & conditions of the appointment order and any anti-management / institute activity, breach of protocol shall leads to termination of services at any stage, without any notice.

## ADMISSION PROCEDURE (UG COURSES)

**INTRODUCTION:** Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the First year of Full Time Professional Undergraduate Technical Course. These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions to the Full Time Professional Undergraduate Technical Courses) Rules, 2016. This brochure gives information regarding the eligibility and rules of admission for these courses to first year of various technical professional undergraduate degree courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

**CANDIDATURE TYPE:** Maharashtra State Candidature.- A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Type	Eligibility Criterion	Home University
A	(i) Candidates passing SSC and also HSC or Diploma in Engineering or Bachelor of Science Examination from a recognised institution in Maharashtra State; (ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;	Place of passing of Qualifying Examination falling within the jurisdiction of the respective University area.
B	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective University area.
C	A Candidate who does not fall in either Type- A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.	Place of posting of Father or Mother of Candidate falling within the jurisdiction of the respective University area.
D	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Place of posting of Father or Mother of Candidate or the place of settlement of the Father or Mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective University area.
E	Candidates passing SSC and/or HSC Examination from a recognised institution located	Candidate shall be considered for the Outside Home University or



	Maharashtra Karnataka Border Area and whose Mother tongue is Marathi.	State Level Seats
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**All India Candidature** -The Candidates having Indian Nationality are eligible under this Category.

**Minority Candidature** - The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

**Foreign Student or OCI or PIO Candidature** -The Foreign Student Candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) candidate, as defined under clause (q) of rule-2 and Persons of Indian Origin (PIO) as defined in clause (o) of Section 2 of the Act are eligible under this Category.

**Jammu and Kashmir Migrant Candidature** - (a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or (b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or Information Brochure for Admission to Under Graduate Technical Courses (2016-17) State CET Cell, Maharashtra State, Mumbai

(c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism are eligible under this category

#### **Sanctioned Intake and Supernumerary Seats for various Courses -**

(1) The Sanctioned Intake for First Year Degree Course shall be as per the approval given by the authority which is competent for giving approval to respective courses and affiliation given by the respective affiliating University before cut-off date as laid down for that year.

The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority shall be treated as authentic for admissions for the year 2016-17. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

(2) The supernumerary seats shall be available to the Institutions as approved by the appropriate authority, from time to time.

**Allocation of Seats** -The percentage of allocation of seats for various types of candidates in the Home University, Other than Home University and State Level shall be in accordance with the policy of the Government Schedule-I as specified in for First Year

(1) **Maharashtra State Candidature Seats**

(2) **All India Candidature Seats**

(3) **Minority Quota Seats**

(4) **Institutional Quota Seats** - The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions –

The Candidates having Candidature mentioned in Maharashtra State Candidature Seats, All India Candidature Seats and Minority Quota Seats shall be eligible for these seats;

Provided that while filling these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se-Merit.

**Supernumerary Seats for,-**

**(a) OCI/ PIO, Foreign Students and the children of Indian Workers in Gulf Countries (CIWGC) Candidates:**

- (i) These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates.
- (ii) These seats shall be filled in by the institution on the basis of Inter-Se-Merit of candidates

**(b) Jammu and Kashmir Migrant Candidature:**

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The number of seats for this quota shall be as per the policy of the Government.

**(c) Tuition Fee Waiver Scheme (TFWS) Seats:**

**(I) Scheme**

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The scheme shall be mandatory for all Technical Institutions offering Bachelor programs that are approved by the All India Council for Technical Education.
- (iii) Seats up to maximum 5 percent of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up in respective CAP Round. For calculation of 30%, the Institutional Quota seats retained by institute for the course shall be considered as completely filled.
- (iv) The Waiver is limited to the tuition fee as approved by the State Level Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees shall be paid by the beneficiary.
- (v) The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- (vi) These seats shall be available for admission to First Year of Engineering & Technology

**(II) Eligibility**

- (i) Only Maharashtra State Candidature candidates are eligible for these seats
- (ii) Eligible Maharashtra State Candidates having their parent's annual income less than Rs.6.00 Lakhs from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.

**(III) Admissions Procedure**

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

**(d) Jammu and Kashmir Candidates and North East States:**

- (i) The admission to the candidates as per Prime Minister's Special Scholarship Scheme (PMSSS) for the students belonging to Jammu and Kashmir Candidates and the scheme of Government of India of allocation of supernumerary seats in AICTE approved colleges to North Eastern States and UTs

(NEUT) which lack in such facilities of technical education shall be done by the competent authority appointed by the Central Government as per their eligibility criteria.

(ii) The Fees shall be as that of for the Non Autonomous Government Institutes.

**Reservations:**

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time.

**A)** The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates, coming under the CAP. Backward class candidates shall claim the category to which they belong to at the time of submission of application form for CAP.

Sr. No.	Category of Reservation	Percentage of seats Reserved
1	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13%
2	Schedule Tribes (ST)	7%
3	Vimukta Jati (VJ)/De Notified Tribes(DT) (NT-A)	3%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D)	2%
7	Other Backward Classes (OBC)	19%
	<b>Total:</b>	<b>50%</b>

**(b) Reservation for sons/daughters of Defence service personnel:**

Five percent (5%) seats of the total sanctioned intake of an institute, subject to a maximum of five (5) seats in each institute coming under CAP shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (DEF-1), Children of active service personnel who are Domiciled in Maharashtra State (DEF-2), Children of active service personnel (DEF-3) Who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

(i) These seats are within the sanctioned intake and State Level seats are available as **State Level Seats**

(ii) A combined single merit list of all eligible DEF1, DEF2 and DEF3 candidates shall be prepared.

(iii) Candidates claiming these seats shall produce additional documents in Proforma C, D and/or E as applicable.

(iv) This provision is NOT available to the children of CIVILIAN STAFF who is working /who has worked in the Indian Defence Service.

**(c) Reservation for Persons with Disability Candidate:**

Three percent (3%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates with Disability.

(i) 1% seats for Visually impaired (blind) candidates (P1),

(ii) 1% seats for Speech & hearing impaired (deaf & dumb) candidates (P2),

(iii) 1% seats for Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3)

The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit of respective type of handicap of such candidates. **These seats are available in HU / SL seats for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall submit the certificates strictly as per the Proforma- F/F-1.

**Note:** Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

### Eligibility Criteria:

Year and Course	Eligibility conditions and requirements for admissions
First Year – Engineering / Technology	<p><b>(1) Maharashtra State Candidature Candidate -</b></p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together;</p> <p><b>Or</b></p> <p>(ii) Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);</p> <p><b>Or</b></p> <p>ii) Passed B.Sc. Degree from a Recognised University as defined by UGC and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);</p> <p>(iii) Obtained score in <b>MHT-CET 2016</b> conducted by the Competent Authority.</p> <p><b>(2) All India Candidature Candidates, Jammu and Kashmir Migrant Candidature Candidates.-</b></p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects and obtained at least 50% marks (at least 45% marks, in case of</p>

	<p>Backward class categories and Persons with Disability candidates belonging to Maharashtra State only) in the above subjects taken together;</p> <p><b>Or</b></p> <p>(ii) Passed Diploma in Engineering and Technology and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);</p> <p><b>Or</b></p> <p>ii) Passed B.Sc. Degree from a Recognised University as defined by University Grants Commission and obtained at least 50% marks (at least 45% marks, in case of Backward class categories and Persons with Disability candidates belonging to Maharashtra State only);</p> <p>(iii) Obtained score in <b>MHT-CET 2016 or JEE Main Paper I.</b></p> <p><b>(3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National:</b></p> <p>The candidate should have passed the HSC or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical or Vocational subjects, and obtained at least 50% marks;</p>
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### **Centralised Admission Process (CAP) -**

(1) The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Government Aided and University Department shall also admit the candidates through CAP.

#### **The stages of CAP shall be as stated below -**

**(a)** Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority and the hard copy shall also be provided to candidates on producing the original Hall Ticket of the CET conducted by Competent Authority or at the time of purchasing the Application Kit for Admission.

**(b)** Filling Online Application Form by Candidate for participation in the Centralised Admission Process.

(i) All the aspiring candidates shall fill in the Online Application Form for admission through their login which is provided to them at the time of applying to the Common Entrance Test conducted for that course. For admissions to first year Engineering and Technology, the eligible candidates aspiring for admission on the basis of JEE (Main) Paper 1 (who could not register for MHT-CET 2016) should apply, by paying required fees, through CAP under All India Seats or to be eligible for admission under Institutional Quota seats.

(ii) The Application Kit is Non Transferable and amount is Non refundable.

(iii) The candidate should read the information brochure carefully

(iv) The candidate should fill the Online Application Form as per the notified schedule for respective admission.

(v) The list of the Facilitation Centers shall be published on the website. The Facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.

(vi) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet from home, cybercafé.

(vii) Candidates are required to fill in all the details as per the instructions.

(viii) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it if required. The candidate shall take printout of the form and sign it.

(ix) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.

(x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.

**(c) Confirmation of Online Application Form and Document Verification at Facilitation Centre by the Candidate in person;**

(i) The Candidates shall report to any convenient Facilitation Centre in person along with signed printout of application form filled online and the required original documents for verification.

(ii) The Facilitation Centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application.

(iii) The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.

(iv) After confirmation of application form information cannot be changed by candidate.

**(d) Display or Publishing of Provisional merit list, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;**

**i.** Provisional Merit List of eligible candidates will be displayed on the website.

**ii.** For discrepancy if any, in the provisional merit list, Candidates can submit the grievances in written along with required document at Facilitation Centre where candidate has confirmed application form within the specified grievance period given in the schedule.

**iii.** No document shall be accepted to substantiate the claim made in application after scheduled dates.

**iv.** Final merit lists will be displayed on the website.

**NOTE: The Merit list gives relative position of the candidate and it does not guarantee admission to any course.**

**(e) Display of available Category wise Seats (Seat Matrix) for CAP Rounds I – The competent authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.**

**(f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round - Candidates may fill in of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through their login shall be considered for allotment in CAP Round I, II and III;**

(i) In order to participate in the CAP (subject to fulfilment of the eligibility criterion of respective CAP round), it is MANDATORY to fill the Online Option Form for CAP Round I.

(ii) Candidates will be able to fill in the online option form through their login.

(iii) It is mandatory for all candidates to confirm the online option form by himself / herself.

(iv) After confirmation of Option form, the candidate will not be able to change the Options.

(v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.

(vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference (Highest Priority Choice).

(vii) Option form received through online submission only will be considered for further processing.

(viii) Candidate shall confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference

(ix) The candidate can fill in minimum 1 and maximum 300 options.

The candidate shall fill the institute choice code against the option number in the online option form.

**(g)** Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.

**(h)** Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre.

**(i)** Display of available Category wise Seats (Seat Matrix) for CAP Rounds II-

**(j)** Display of Provisional Allotment of CAP Round II indicating allotted institute and Course.

**(k)** Reporting and accepting the offered seat as per the allotment of the CAP Round II by the Candidate at Admission Reporting Centre.

**(l)** Display of available Category wise Seats (Seat Matrix) for CAP Rounds III-

**(m)** Display of Provisional Allotment of CAP Round III indicating allotted institute and Course.

**(n)** Reporting and accepting the offered seat as per the allotment of the CAP Round III, by the Candidate at Admission Reporting Centre.

**(2)** During the CAP, before accepting the allotted seat in Round I, II and III, a Candidate can select the choice of 'Freeze', 'Slide' or 'Float' for subsequent round(s), if any, of seat allocation, as provided below,-

**(a) Freeze:** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission;

**(b) Slide:** Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;

**(c) Float:** Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the

currently accepted academic program. Such Candidates will be considered in subsequent rounds of admission;

**(d)** Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through their login.

**(e)** If candidate gets better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through their login, otherwise earlier option will be carried forward.

**(f)** For Candidates who choose the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round; **(g)** Sliding and Floating options will not be available to a Candidate who is offered admission to his first choice.

**(h)** If a candidate fails to report for the acceptance of allotted seat at Admission Reporting Center in scheduled time, It will be treated as if he has rejected the allotted seat and such candidate shall not be eligible for CAP Round II and / or III. However such candidates will be able to participate in CAP Round IV.

#### **Admissions in Institutional Quota and vacant seats after CAP:**

Principal of the institution shall carry out the admissions for these seats in the following manner.-

**(a)** Admissions shall be made in a transparent manner and strictly as per the Inter-Se-Merit of the Candidates who have applied to the Institution.

**(b)** Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.

**(c)** Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement in at least two leading newspapers and on the website of the institution.

**(d)** Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level. For these seats the candidates shall first / initially apply to the Competent Authority, who shall prepare Merit List of all such applicants, to enable the Institutions to give admissions to such applicants on the basis of inter-se-merit, as specified by the appropriate authority.

**(e)** The institution may give admission to the applicants on the basis of their inter-se merit derived from Merit list declared by the Competent Authority for filling the seats in the Institutional Quota, excluding. Provided that, where the appropriate authority specifies that such admissions shall be based on the basis of CET, in that case the Institutional quota shall be filled on the basis of Inter-Se-Merit.

**(f)** The institution shall prepare and display the Inter-Se merit lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.

**(g)** All the admissions and cancellations shall be updated immediately through online system.



If any CAP seat remains or becomes vacant after the CAP Rounds then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicant.

### **Institution Level Round**

If the seats remain vacant after all CAP Rounds, the said seats shall be filled in by the institution through Institution Level Round with the prior approval of the Competent Authority.

### **Fees and Concessions:**

1. No tuition fee for **SC / ST / VJ / DT NT(A) / NT(B) / NT(C) / NT(D) / SBC / OBC Category and for candidates admitted under TFWS.**

2. In case the Government revises the fees for the Government institutes for the year 2016-17, then the admitted candidates will be required to pay the difference in fees as per the Government order.

3. The Department of Technology, Shivaji University offers courses on Self Financing basis, and hence the fees shall be as per the Fees approved by Appropriate Authority.

### **Fees prescribed in Unaided Private Professional Educational Institutes:**

The Adhoc/Interim fee structure shall be as approved by the Fee Regulating Authority established under the Act. **The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.**

**CAP allotment stages and process of allotment** -Allotment of seats under CAP shall be made in the following manner,-

**(a)** All the Candidates (Open, Reserved, Male, Female, Tuition Fee Waiver) belonging to various categories shall be considered for allotment of seats as per their Inter-Se-Merit.

**(b)** The Minority Quota seats shall be allotted to the Candidates of the State belonging to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.

**(c)** Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their Inter-Se-Merit or in their respective Category of reservation, if Open Category seats are not available at their merit.

**(d)** SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.

**(e)** Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.

**(f)** Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.

**(g)** The TFWS seat shall be allotted to the eligible Candidate only to such course in an Institute where a minimum of 30 % of sanctioned seats in the respective course are allotted.

### **c) Reporting at institutes:**

- i. Candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

**Original Documents to be submitted to the institute at the time of reporting (for CAP students):**

- A) Seat Acceptance Acknowledgement from ARC
- B) Allotment Letter Printout from DTE Website (Only Photocopy)
- C) MHT-CET 2016 Score Card
- D) JEE (Main) 2016 (Paper-I) Score Card
- E) S.S.C. Marksheet
- F) H.S.C. Marksheet
- G) H.S.C. Leaving / Transfer Certificate
- H) Migration Certificate (If applicable)
- I) Nationality Certificate/ Birth Certificate / The School Leaving Certificate indicating Nationality of the student as "Indian" / Attested Passport Photocopy
- J) Domicile Certificate/ Birth Certificate/ The School Leaving Certificate indicating Place of Birth in the State of Maharashtra of the student (for Maharashtra State Students)
- K) Caste Certificate (As applicable) for claiming reservation & fee concession
- L) Caste Validity Certificate (As applicable) for claiming reservation & fee concession
- M) Non Creamy Layer - valid upto **31<sup>st</sup> March 2017** (for claiming reservation & fee concession other than SC / ST category)
- N) Education Gap Certificate (If applicable)
- O) Original Income Certificate - given by Tahasildar not by Talathi (**For TFWS Students only**)
- P) Defense Service Certificate / Physically Handicapped Certificate / Proforma "H" (On Rs. 100/- Stamp paper duly notarised)/ Proforma "J" etc. (If applicable)

**Original Documents to be submitted to the institute at the time of reporting (for Foreign Nationals, PIO/OCI, CIWGC students):**

- A) DTE Print-out for Provisional Merit List No.

- B) S.S.C. Marksheet
- C) H.S.C. Marksheet
- D) H.S.C. Leaving / Transfer Certificate
- E) Migration Certificate (If applicable)
- F) Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU)
- G) PIO / OCI card (for PIO / OCI Candidate)
- H) Relationship certificate of candidate between parent/Guardian (for PIO / OCI Candidate)
- I) Valid NRI certificate of parent issued by Indian Embassy (for CIWGC Candidate)
- J) Work permit or Letter from employer on company letterhead (for CIWGC Candidate)
- K) Residence permit / card /Residence (address) proof of parent translated in English language by competent authority (if it is in other than English language.) (for CIWGC Candidate)
- L) Certificate / Proof of Foreign National or Foreign student status (for Foreign Nationals)
- M) Attested Passport Photocopy
- N) Education Gap Certificate (If applicable)

### **Refund of fees after cancellation of admission by Institutions -**

- (a) The Candidate shall apply online for cancellation and submit signed copy of system generated application for cancellation of admission to the institution.
- (b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.
- (c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

### **Admission process for Direct Second Year Engineering**

Merit list shall be prepared on the basis of marks obtained by the Candidate, on the basis of which Diploma / Degree is awarded by the examining authority. In case of tie, the relative merit shall be resolved in the following order of preference and the methodology as specified below,-

- a) Higher percentage of marks in SSC;
- b) Higher percentage of marks in Mathematics at SSC;
- c) Higher percentage of marks in Science at SSC;
- d) Higher percentage of marks in English at SSC.

Candidates passing Diploma from Outside Maharashtra or Institute Not affiliated to Maharashtra State Board of Technical Education, Mumbai [www.msbt.com] (Excluding Autonomous Institutes of Maharashtra) should obtain Equivalence Certificate

Change of Course or Institution after First, Second or Third year successfully completing the First Year of studies will be allowed to do so in the same institution subject to the availability of seats and changes will be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the concerned University for the course to which the Candidate is being transferred. List of such changes shall be communicated to the office of the Admission Regulating Authority.DTE, Mumbai Under Graduate Admission Rules.

### **Transfer of Candidates (Course or Institution) after one year:-**

Once admitted in First Year shall not be eligible for transfer during same academic year;  
No transfer at any stage in any case from Unaided Institutions to Government or Government Aided Institutions. Candidate from Government or Government Aided Institution may seek transfer to Unaided Educational Institution; No transfer of students at any stage to Autonomous Institutions;

**Transfer to Unaided Institutions.-**

The Principals of Unaided institutions shall consider the Candidates from other institutions for transfer with prior approval from the Admissions Regulating Authority on submission of DTE, Mumbai Under Graduate Admission Rules. NOC from institution, Eligibility Certificate from University and Vacancy position. The Principal shall ascertain the eligibility of Candidates as laid down by the concerned University for the course to which the Candidate is being transferred; Principal shall submit vacancy position of all courses to the DTE before stipulated date.

## ADMISSION PROCEDURE (PG COURSES)

**INTRODUCTION:** Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the First year of Full Time Professional Postgraduate Technical Course. These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions to the Full Time Professional Undergraduate Technical Courses) Rules, 2016. This brochure gives information regarding the eligibility and rules of admission for these courses to first year of various technical professional undergraduate degree courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

**CANDIDATURE TYPE:** Maharashtra State Candidature.- A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Type	Eligibility Criterion	Home University
A	(i) Candidates passing HSC or passing Diploma in Engineering or Technology and also Qualifying Examination from a recognised institution in Maharashtra State; (ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;	Place of passing of Qualifying Examination falling within the jurisdiction of the respective University area.
B	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective University area.
C	A Candidate who does not fall in either Type- A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.	Place of posting of Father or Mother of Candidate falling within the jurisdiction of the respective University area.
D	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Place of posting of Father or Mother of Candidate or the place of settlement of the Father or Mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective University area.
E	Candidates passing SSC and/or HSC Examination from a recognised institution located Maharashtra Karnataka Border Area and whose	Candidate shall be considered for the Outside Home University or State Level Seats

Mother tongue is Marathi.
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**All India Candidature** -The Candidates having Indian Nationality are eligible under this Category.

**Minority Candidature** - The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

**Allocation of Seats** -The percentage of allocation of seats for various types of candidates in the Home University, Other than Home University and State Level shall be in accordance with the policy of the Government Schedule-I as specified in for First Year

(1) **Maharashtra State Candidature Seats**

(2) **All India Candidature Seats**

(3) **Minority Quota Seats**

(4) **Institutional Quota Seats** - The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions –

The Candidates having Candidature mentioned in Maharashtra State Candidature Seats, All India Candidature Seats and Minority Quota Seats shall be eligible for these seats;

Provided that while filling these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se-Merit.

### (III) Admissions Procedure

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

#### Reservations:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

**A)** The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates, coming under the CAP. Backward class candidates shall claim the category to which they belong to at the time of submission of application form for CAP.

Sr. No.	Category of Reservation	Percentage of seats Reserved
1	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13%
2	Schedule Tribes (ST)	7%
3	Vimukta Jati (VJ)/De Notified Tribes(DT) (NT-A)	3%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D)	2%
7	Other Backward Classes (OBC)	19%
	<b>Total:</b>	<b>50%</b>

**(b) Reservation for sons/daughters of Defence service personnel:**

Five percent (5%) seats of the total sanctioned intake of an institute, subject to a maximum of five (5) seats in each institute coming under CAP shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (DEF-1), Children of active service personnel who are Domiciled in Maharashtra State (DEF-2), Children of active service personnel (DEF-3) Who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

(i) These seats are within the sanctioned intake and State Level seats are available as **State Level Seats**

(ii) A combined single merit list of all eligible DEF1, DEF2 and DEF3 candidates shall be prepared.

(iii) Candidates claiming these seats shall produce additional documents in Proforma C, D and/or E as applicable.

(iv) This provision is NOT available to the children of CIVILIAN STAFF who is working /who has worked in the Indian Defence Service.

**(c) Reservation for Persons with Disability Candidate:**

Three percent (3%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates with Disability.

(i) 1% seats for Visually impaired (blind) candidates (P1),

(ii) 1% seats for Speech & hearing impaired (deaf & dumb) candidates (P2),

(iii) 1% seats for Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3)

The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit of respective type of handicap of such candidates. **These seats are available in HU / SL seats for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall submit the certificates strictly as per the Proforma- F/F-1.

**Note:** Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

**Eligibility Criteria:**

Year and Course	Eligibility conditions and requirements for admissions
Engineering / Technology (M.E. / M.Tech.)	<p><b>For Maharashtra Candidature Candidate and All India Candidature Candidate:</b></p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Passed Bachelor Degree in the relevant field of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions or equivalent, with at least 50% marks (at least 45% marks in case of candidates of</p>



	<p>Backward class categories and persons with disability belonging to Maharashtra State only);</p> <p>(iii) Passed Bachelor Degree in the relevant course of Engineering and Technology as specified in the eligibility criteria for admission to a Post Graduate Degree course of the concerned University for which admission is being sought;</p> <p>(iv) Obtained score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology;</p> <p>(v) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/industry/educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.</p>
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### **Centralised Admission Process (CAP) –**

(1) The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Government Aided and University Department shall also admit the candidates through CAP.

#### **The stages of CAP shall be as stated below –**

**(a)** Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority and the hard copy shall also be provided to candidates on producing the original Hall Ticket of the CET conducted by Competent Authority or at the time of purchasing the Application Kit for Admission.

**(b)** Filling Online Application Form by Candidate for participation in the Centralised Admission Process.

(i) All the aspiring candidates shall fill in the Online Application Form for admission through their login which is provided to them at the time of applying to the Common Entrance Test conducted for that course.

For admissions to first year Engineering and Technology, the eligible candidates aspiring for admission on the basis of positive GATE score should apply, by paying required fees, through CAP under All India Seats or to be eligible for admission under Institutional Quota seats.

(ii) The Application Kit is Non Transferable and amount is Non refundable.

(iii) The candidate should read the information brochure carefully

(iv) The candidate should fill the Online Application Form as per the notified schedule for respective admission.

(v) The list of the Facilitation Centers shall be published on the website. The Facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.

(vi) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet from home, cybercafé.

(vii) Candidates are required to fill in all the details as per the instructions.

(viii) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it if required. The candidate shall take printout of the form and sign it.

- (ix) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.
- (x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.

**(c) Confirmation of Online Application Form and Document Verification at Facilitation Centre by the Candidate in person;**

- (i) The Candidates shall report to any convenient Facilitation Centre in person along with signed printout of application form filled online and the required original documents for verification.
- (ii) The Facilitation Centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application.
- (iii) The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.
- (iv) After confirmation of application form information cannot be changed by candidate.

**(d) Display or Publishing of Provisional merit list, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;**

- i. Provisional Merit List of eligible candidates will be displayed on the website.
- ii. For discrepancy if any, in the provisional merit list, Candidates can submit the grievances in written along with required document at Facilitation Centre where candidate has confirmed application form within the specified grievance period given in the schedule.
- iii. No document shall be accepted to substantiate the claim made in application after scheduled dates.
- iv. Final merit lists will be displayed on the website.

**NOTE: The Merit list gives relative position of the candidate and it does not guarantee admission to any course.**

**(e) Display of available Category wise Seats (Seat Matrix) for CAP Rounds I – The competent authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.**

**(f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round - Candidates may fill in of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through their login shall be considered for allotment in CAP Round I, II and III;**

- (i) In order to participate in the CAP (subject to fulfilment of the eligibility criterion of respective CAP round), it is MANDATORY to fill the Online Option Form for CAP Round I.
- (ii) Candidates will be able to fill in the online option form through their login.
- (iii) It is mandatory for all candidates to confirm the online option form by himself / herself.
- (iv) After confirmation of Option form, the candidate will not be able to change the Options.
- (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
- (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference (Highest Priority Choice).
- (vii) Option form received through online submission only will be considered for further processing.

(viii) Candidate shall confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference

(ix) The candidate can fill in minimum 1 and maximum 300 options.

The candidate shall fill the institute choice code against the option number in the online option form.

**(g)** Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.

**(h)** Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre.

**(i)** Display of available Category wise Seats (Seat Matrix) for CAP Rounds II-

**(j)** Display of Provisional Allotment of CAP Round II indicating allotted institute and Course.

**(k)** Reporting and accepting the offered seat as per the allotment of the CAP Round II by the Candidate at Admission Reporting Centre.

**(l)** Display of available Category wise Seats (Seat Matrix) for CAP Rounds III-

**(m)** Display of Provisional Allotment of CAP Round III indicating allotted institute and Course.

**(n)** Reporting and accepting the offered seat as per the allotment of the CAP Round III, by the Candidate at Admission Reporting Centre.

**(2)** During the CAP, before accepting the allotted seat in Round I, II and III, a Candidate can select the choice of 'Freeze', 'Slide' or 'Float' for subsequent round(s), if any, of seat allocation, as provided below,-

**(a) Freeze:** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission;

**(b) Slide:** Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;

**(c) Float:** Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such Candidates will be considered in subsequent rounds of admission;

**(d)** Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through their login.

**(e)** If candidate gets better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through their login, otherwise earlier option will be carried forward.

**(f)** For Candidates who choose the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round; **(g)** Sliding and Floating options will not be available to a Candidate who is offered admission to his first choice.

**(h)** If a candidate fails to report for the acceptance of allotted seat at Admission Reporting Center in scheduled time, It will be treated as if he has rejected the allotted seat and such candidate shall not be eligible for CAP Round II and / or III. However such candidates will be able to participate in CAP Round IV.

**Fees and Concessions:**

1. No tuition fee for **SC / ST / VJ / DT NT(A) / NT(B) / NT(C) / NT(D) / SBC / OBC Category** 2. In case the Government revises the fees for the Government institutes for the year 2016-17, then the admitted candidates will be required to pay the difference in fees as per the Government order.
3. The Department of Technology, Shivaji University offers courses on Self Financing basis, and hence the fees shall be as per the Fees approved by Appropriate Authority.

**Fees prescribed in Unaided Private Professional Educational Institutes:**

The Adhoc/Interim fee structure shall be as approved by the Fee Regulating Authority established under the Act. **The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.**

**CAP allotment stages and process of allotment** -Allotment of seats under CAP shall be made in the following manner,-

- (a)** All the Candidates (Open, Reserved, Male, Female, Tuition Fee Waiver) belonging to various categories shall be considered for allotment of seats as per their Inter-Se-Merit.
- (b)** The Minority Quota seats shall be allotted to the Candidates of the State belonging to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.
- (c)** Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their Inter-Se-Merit or in their respective Category of reservation, if Open Category seats are not available at their merit.
- (d)** SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
- (e)** Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.
- (f)** Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their Inter-Se-Merit if the seats reserved for them are not available at their merit.

**c) Reporting at institutes:**

- i. Candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.

ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.

iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

**Original Documents to be submitted to the institute at the time of reporting (for CAP students):**

- A) Seat Acceptance Acknowledgement from ARC
- B) Allotment Letter Printout from DTE Website (Only Photocopy)
- C) GATE Score Card
- D) S S C Marksheet
- E) H S C Marksheet / Diploma Marksheet
- F) B.E. / B.Tech Marksheet
- G) B.E. Leaving / Transfer Certificate
- H) Migration Certificate (If applicable)
- I) Nationality Certificate/ Birth Certificate / The School Leaving Certificate indicating Nationality of the student as "Indian" / Attested Passport Photocopy
- J) Domicile Certificate (for Maharashtra State Students) / Birth Certificate of candidate indicating place of birth in Maharashtra / School Leaving Certificate indicating place of birth of candidate is in Maharashtra
- K) Caste Certificate (As applicable) for claiming reservation
- L) Caste Validity Certificate (As applicable) for claiming reservation
- M) Non Creamy Layer - valid upto 31<sup>st</sup> March 2017 (for claiming reservation other than SC / ST category)
- N) Education Gap Certificate (If applicable)
- O) Proforma P (Sponsored Candidates)
- P) Proforma Q (Undertaking for Sponsored Candidates)
- Q) Proforma F-1 (for P1/P2/P3 (OD) Candidates) & Proforma F-2 (for Physically Handicapped Candidates)
- R) Marriage Certificate (For Name difference in BE Marksheet & GATE Score card Female Candidates)

**Refund of fees after cancellation of admission by Institutions -**

(a) The Candidate shall apply online for cancellation and submit signed copy of system generated application for cancellation of admission to the institution.

(b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.

(c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

## **STUDENTS SECTION**

### **1. BONAFIDE CERTIFICATE:**

Student shall submit an application for bonafide certificate for the purpose of Identification, Bus pass, Passport, Bank Account opening, Bank loan, Scholarship, for appearing different types of examinations (GATE, Indian Army, UPSC, MPSC etc.)

### **2. FEE STRUCTURE/ FEE ESTIMATION:**

Student shall submit an application for fee structure for Bank Loan & Private Scholarship purpose along with photocopy of Fee receipt.

### **3. BUS PASS / ST / LOCAL / RAILWAY CONCESSION:**

To avail the facility of concession from Government / Government Organisation for travelling by Bus, ST, Local Railway, Student shall bring Concession Form for Bus Pass & ST and the Institute shall issue the same with college seal & signature of competent authority.

Long Journey Railway Concession shall be available only during summer & winter vacation for journey to native place only. The concession forms shall be available in the college office.

### **4. COURSE COMPLETION / APPEARING CERTIFICATE:**

Student (Final Year of BE & ME) shall submit an application for course Completion Certificate / Appearing Certificate for Interview and Joining in Company Purpose before declaration of result.

### **5. LEAVING CERTIFICATE:**

Student shall submit an application for College Leaving Certificate for the purpose of further study & Migration.

### **6. TRANSCRIPT**

Final Year Student shall submit an application along with photocopy of first to final year result mark-sheets for Transcript for further education in Foreign Countries and joining in International Companies.

**7. EDUCATIONAL VERIFICATION:**

Various Companies requires educational verification of student passed out from PICT for recruitment purpose. The administration office shall verify the details of the concerned students from office record and give the information to respective companies.

**8. RETURN OF ORIGINAL DOCUMENT:**

Original documents collected at the time admission of UG & PG except Leaving Certificate & Migration Certificate shall be returned to the concerned student after scrutiny by Competent Authority (JT.DTE, DTE),

**9. ELIGIBILITY:**

At the time of admission of UG & PG, The student shall submit the Eligibility form along with necessary documents mentioned in it by paying eligibility fee. The University issues eligibility number to the eligible students.

**10. PARENTS MEET:**

Parents meeting shall be conducted twice in every year in the month of September/October and February/March. The invitation for the same shall be published on the PICT website well in advance. The administration office shall distribute and collect Department-wise Feedback Forms from parents. After collecting the feedback forms, the complaints, suggestions and appreciations list shall be prepared and appropriate action shall be initiated by Competent Authority.

**11. FEE COLLECTION:**

The administration office shall distribute Information Sheet / Enrolment Forms & Fee Challans (Year-wise and Category-wise) to all students. After verification of Enrolment Forms & Fee Challans by student counter, Accounts department shall accept the fees. Students can pay their fees through Demand Draft or NEFT.

**12. CAUTION MONEY REFUND:**

After completion of course / cancellation of admission, student shall submit an application for refund of caution money deposit along with original fee receipt / affidavit & Bank Account details. After verification, Accounts department shall transfer the refund amount through NEFT.

**13. EXAMINATION:**

All students (UG & PG) have to fill in online Examination form on S.P.P.U. website for examination scheduled in December & May of every academic year. Student shall submit a hard copy of duly filled-in online exam form to student counter along with examination fees.

**14. PHOTOCOPY OF ANSWERSHEET FORM & REVALUATION FORM:**

Students (UG & PG) who wish to apply for photocopy of answersheet, shall fill up the online application for Photocopy of Answersheet, on S.P.P.U. website and shall submit the hard copy to student counter alongwith the fees. On receipt of Photocopy of Answersheets at the institute, student shall collect the same from Student Counter as per notice.

After collection of the photocopy of answersheets, if student wish to apply for revaluation, shall apply online on S.P.P.U. website and shall submit the hard copy to S.P.P.U. alongwith fees though college.

University informs the revaluation result to the concerned student by sending e-mail and if the marks are changed, student has to submit original result marksheet to S.P.P.U. through college for getting revised marksheet.

**15. CORRECTION IN MARKSHEET:**

If there is any correction (name correction, mis-print, absent mark etc.) in student's result marksheet, student shall submit an application for correction to S.P.P.U. through college

**16. GRADUATION CEREMONY:**

Passed out student has to apply online for Degree Certificate on S.P.P.U. website. As per University directions / guidelines, degree certificates shall be distributed in Graduation Ceremony at college campus.





## शिष्यवृत्ती / फ्रीशिप योजनांची यादी

Sr.No	Schemes	अ.क्र.	योजना
01	GOI Scholarship	०१	भारत सरकार शिष्यवृत्ती
02	GOI Freeship	०२	भारत सरकार शिक्षण शुल्क व परिक्षा शुल्क (फ्रीशिप)
03	EBC Concession	०३	इ.बी. सी सवलत
04	Merit Cum Means Scholarship (For minority Communities )	०४	मेरिट कम मिन्स शिष्यवृत्ती (म. राज्य सरकार व केंद्र सरकार) (अल्पसंख्यांक प्रवर्गाकरिता)
05	Handicap Scholarship	०५	अपंग शिष्यवृत्ती
06	Merit Scholarship	०६	गुणवान विद्यार्थ्यांना आर्थिक सहाय्य
07	NMS Scholarship	०७	राष्ट्रीय गुणवत्ता शिष्यवृत्ती
08	Central Sector Scholarship	०८	सेंट्रल सेक्टर शिष्यवृत्ती
09	Other Scholarship	०९	इतर शिष्यवृत्त्या
10	Private Scholarships	१०	खाजगी शिष्यवृत्त्या

	भारत सरकार शिष्यवृत्ती	भारत सरकार फ्रीशीप
योजनांची संक्षिप्त माहिती	<ul style="list-style-type: none"> <li>* भारत सरकार शिष्यवृत्ती व फ्रीशीप या दोन समांतर योजने महाराष्ट्र शासन केंद्र शासनाच्या मदतीने राबवते.</li> <li>* या दोन्ही योजनांद्वारे मागासवर्गीय विद्यार्थ्यांच्या शिक्षण शुल्क व परिक्षा शुल्काची प्रतिपूर्ती विपेश जिल्हा समाजकल्याण कार्यालयातर्फे करण्यात येते.</li> </ul>	
पात्रता	<ul style="list-style-type: none"> <li>• SC / ST / NT VJ / SBC / OBC प्रवर्गातील विद्यार्थी ( सदर योजनांचा लाभ घेणेसाठी जाती वैधता प्रमाणपत्र (Caste Validity) आवश्यक आहे.</li> <li>• व्यावसायिक अभ्यासक्रमास CAP द्वारे प्रवेश घेतलेला असावा.</li> </ul>	
	पालकांचे वार्षिक उत्पन्न मर्यादा	
	<ul style="list-style-type: none"> <li>* SC व ST - रु. २०००००/- पर्यंत</li> <li>* NT VJ, SBC व OBC - रु. १०००००/- पर्यंत</li> </ul>	<ul style="list-style-type: none"> <li>* SC व ST - रु. २०००००/- पेक्षा जास्त</li> <li>* NT VJ, SBC व OBC - रु. १०००००/- पेक्षा जास्त परंतु नॉन क्रिमीलेअर च्या मर्यादपेक्षा कमी</li> </ul>
शिष्यवृत्ती रक्कम	<ul style="list-style-type: none"> <li>* SC , ST, NT VJ, SBC – या प्रवर्गासाठी १०० % दराने तर OBC प्रवर्गासाठी ५०% दराने शिक्षण व परिक्षा शुल्काची प्रतिपूर्ती केली जाते</li> <li>* विशिष्ट दराने प्रतिमाह निर्वाह भत्ता</li> </ul>	<ul style="list-style-type: none"> <li>* SC , ST, NT VJ, SBC – या प्रवर्गासाठी १०० % दराने तर OBC प्रवर्गासाठी ५०% दराने शिक्षण व परिक्षा शुल्काची प्रतिपूर्ती केली जाते</li> <li>* निर्वाह भत्ता देय नाही</li> </ul>
अर्ज करण्याची पध्दत	<p><a href="https://mahaeschol.maharashtra.gov.in">https://mahaeschol.maharashtra.gov.in</a> या संकेतस्थळावर ऑनलाईन पध्दतीने भरून आवश्यक कागदपत्रांसह महाविद्यालयात सादर करावेत. (अर्जासोबत जोडावयाच्या कागदपत्रांची यादी माहिती पुस्तिकेत तसेच संस्थेच्या सूचनाफलकावर उपलब्ध आहे.)</p> <p>ST प्रवर्गातील विद्यार्थ्यांनी <a href="https://etribal.maharashtra.gov.in">https://etribal.maharashtra.gov.in</a> या संकेतस्थळावर अर्ज भरावेत.</p>	

### इ.बी. सी सवलत

योजनेची संक्षिप्त माहिती	<ul style="list-style-type: none"> <li>* आर्थिक मागासवर्गीय विद्यार्थ्यांसाठी “इ.बी.सी सवलत” ही योजना तंत्रशिक्षण संचालनालय मुंबई यांचेकडून राबवली जाते.</li> <li>* या योजनाद्वारे व्यावसायिक अभ्यासक्रमांना CAP द्वारे प्रवेश घेतलेल्या खुल्या प्रवर्गातील विद्यार्थ्यांच्या शिक्षण शुल्काची ५०% दराने प्रतिपूर्ती करण्यात येते.</li> </ul>
पात्रता	<ul style="list-style-type: none"> <li>* विद्यार्थ्यांच्या पालकांचे वार्षिक उत्पन्न रु. १०००००/- पेक्षा जास्त नसावे.</li> <li>* विद्यार्थी / विद्यार्थिनी हा/ही ४ थे किंवा त्यानंतरचे अपत्य नसावे</li> <li>* विद्यार्थी महाराष्ट्र राज्याच्या रहिवाशी असावा.</li> </ul>
मंजूर होणारी रक्कम	“इ.बी.सी सवलत” या योजनेअंतर्गत ५०% दराने शिक्षण शुल्काची प्रतिपूर्ती करण्यात येते
अर्ज करण्याची पध्दत	<p>अर्जासोबत जोडावयाच्या कागदपत्रांची यादी माहिती पुस्तिकेत तसेच संस्थेच्या सूचनाफलकावर उपलब्ध आहे.</p> <p>अर्ज भरण्याबाबत स्वतंत्र सूचना देणेत येतील</p>

	मेरिट कम मिन्स शिष्यवृत्ती (केंद्र सरकार)	राज्य सरकार शिष्यवृत्ती (अल्पसंख्यांक प्रवर्गासाठी)
योजनांची संक्षिप्त माहिती	अल्पसंख्यांक प्रवर्गाकरिता केंद्र शासन पुरस्कृत योजना	अल्पसंख्यांक प्रवर्गाकरिता राज्य शासन पुरस्कृत योजना
पात्रता	<ul style="list-style-type: none"> <li>* विद्यार्थी अल्पसंख्यांक (मुस्लिम, शिख, बौद्ध, ख्रिश्चन, पारसी) प्रवर्गातील असावा</li> <li>* विद्यार्थ्यांच्या पालकांचे वार्षिक उत्पन्न रु. २५००००/- पेक्षा जास्त नसावे.</li> <li>* पात्रता (एच. एस. सी.) परिक्षेत किमान ५०% गुण असावेत</li> </ul>	<ul style="list-style-type: none"> <li>* पात्रतेच्या अटी केंद्र सरकार पुरस्कृत योजनेप्रमाणेच आहेत</li> <li>* अल्पसंख्यांक प्रवर्गात जैन या अल्पसंख्यांक प्रवर्गाचा समावेश</li> </ul>
	विद्यार्थ्यांला दोन्ही पैकी एकाच शिष्यवृत्तीचा फायदा घेता येईल	
शिष्यवृत्ती रक्कम	हॉस्टेलर विद्यार्थी - ३००००/- डे स्कॉलर विद्यार्थी - २५०००/-	
अर्ज करण्याची पध्दत	<a href="http://momascholarship.gov.in">http://momascholarship.gov.in</a> या संकेतस्थळावर ऑनलाईन पध्दतीने दिनांक ३०/०९/२०१२ पूर्वी भरून आवश्यक कागदपत्रांसहीत महाविद्यालयात सादर करावेत.	<a href="http://www.dtemaharashtra.gov.in/scholarships">http://www.dtemaharashtra.gov.in/scholarships</a> या संकेतस्थळावर ऑनलाईन पध्दतीने दिनांक भरणेबाबत स्वतंत्र सूचना तंत्रशिक्षण संचालनालयातर्फे (DTE) देणेत येतात.

अपंग विद्यार्थ्यांकरिता शिष्यवृत्ती	
योजनेची संक्षिप्त माहिती	* अपंग विद्यार्थ्यांसाठी शिष्यवृत्तीची ही योजना समाजकल्याण कार्यालय जिल्हा परिषद, पुणे यांचेकडून राबवली जाते.
पात्रता	<ul style="list-style-type: none"> <li>* विद्यार्थ्यांकडे अपंगत्वाचा सक्षम अधिका-याने दिलेले दाखला असावा.</li> <li>* विद्यार्थी महाराष्ट्र राज्याच्या रहिवाशी असावा.</li> </ul>
मंजूर होणारी रक्कम	* या योजनेअंतर्गत १००% दराने शिक्षण शुल्काची प्रतिपूर्ती करण्यात येते
अर्ज करण्याची पध्दत	विद्यार्थ्यांनी महाविद्यालयाच्या कार्यालयातून छापिल अर्ज घ्यावेत अर्जासोबत जोडावयाच्या कागदपत्रांची यादी माहिती पुस्तिकेत तसेच संस्थेच्या सूचनाफलकावर उपलब्ध आहे. अर्ज महाविद्यालयाच्या कार्यालयात सादर करणेबाबत स्वतंत्र सूचना देणेत येतील

<b>मेरिट शिष्यवृत्ती (गुणवान विद्यार्थ्यांना आर्थिक सहाय्य) व राष्ट्रीय गुणवत्ता शिष्यवृत्ती</b>	
<b>योजनांची संक्षिप्त माहिती</b>	* मेरिट शिष्यवृत्तीची व राष्ट्रीय गुणवत्ता शिष्यवृत्ती या योजना उच्च शिक्षण संचालनालय, पुणे यांचेकडून राबवली जाते.
<b>पात्रता</b>	* या योजनांसाठी विद्यार्थ्यांची निवड संबंधित विभागीय बोर्डाकडून (SSC/HSC) होत असते.
<b>मंजूर होणारी रक्कम</b>	मेरिट शिष्यवृत्ती (गुणवान विद्यार्थ्यांना आर्थिक सहाय्य) * प्रथम वर्ष - ११०००/- * द्वितीय वर्ष ते अंतिम वर्ष - १४२५०/- राष्ट्रीय गुणवत्ता शिष्यवृत्ती * ९०००/-
<b>अर्ज करण्याची पध्दत</b>	विद्यार्थ्यांनी त्यांच्या बारावीच्या महाविद्यालयातून किंवा संबंधित विभागीय बोर्डाकडून अर्ज घ्यावेत. <b>अर्ज महाविद्यालयाच्या कार्यालयात सादर करणेबाबत स्वतंत्र सुचना देणेत येतील</b>

<b>सेंट्रल सेक्टर शिष्यवृत्ती</b>	
<b>योजनेची संक्षिप्त माहिती</b>	* सेंट्रल सेक्टर शिष्यवृत्ती योजना उच्च शिक्षण संचालनालय, पुणे यांचेकडून राबवली जाते.
<b>पात्रता</b>	* विद्यार्थ्यांस बारावी (HSC) परिक्षेत कमीत कमी ८०% गुण असावेत. * विद्यार्थ्यांच्या पालकांचे वार्षिक उपन्न ४.५ लाखांपेक्षा जास्त नसावे.
<b>मंजूर होणारी रक्कम</b>	* पदवी अभ्यासक्रम - १००००/- * पदयुत्तर पदवी - २००००/-
<b>अर्ज करण्याची पध्दत</b>	विद्यार्थ्यांनी <a href="http://www.dhepune.gov.in">www.dhepune.gov.in</a> या संकेस्थळावर ऑनलाईन पध्दतीने अर्ज भरावयाचे आहेत. सादरबाबत उच्च शिक्षण संचालनालयाकडून स्वतंत्र सुचना देणेत येतात.

महानगर पालिका शिष्यवृत्ती (लोकशाहीर आण्णाभाऊ साठे शिष्यवृत्ती)	
योजनेची संक्षिप्त माहिती	* सदर योजना पुणे महानगरपालिकेतर्फे राबवण्यात येते.
पात्रता	* बारावी (HSC) परिक्षेत किमान ८०% गुण आवश्यक (अपंग विद्यार्थ्यांसाठी ही अट ७०% आहे) * १/०५/०१ नंतर जन्माला आलेल्या व ह्यात अपत्यांमुळे कुटुंबाच्या अपत्यांची संख्या दोन पेक्षा जास्त असू नये. * पुणे महानगर पालिकेच्या हद्दीत किमान तीन वर्षे वास्तव्य असावे * या योजनेचा लाभ घेणा-या विद्यार्थ्यांस शासनाच्या इतर समान योजनांचा लाभ घेता येणार नाही. (पात्रतेच्या इतर अटी व शर्ती साठी अर्ज काळजीपूर्वक वाचावा)
मंजूर होणारी रक्कम	* जास्तीत जास्त रु. २५०००/-
अर्ज करण्याची पध्दत	नगरवस्ती विकास विभागा कडून विद्यार्थ्यांनी अर्ज घ्यावेत. अर्ज सादर करण्याच्या अंतिम दिनांकाबाबत महानगरपालिकेकडून सूचना दिल्या जातात

इतर शिष्यवृत्त्या	
महिला बाल कल्याण / युवक कल्याणकारी योजना	* सदर योजना पुणे महानगरपालिकेतर्फे राबवण्यात येते. * पुणे महानगर पालिकेच्या हद्दीत किमान तीन वर्षे वास्तव्य तसेच वार्षिक उत्पन्न १ लाखापेक्षा कमी असावे. * इतर अटी व अर्जाबाबत पुणे म.न.पा. शी संपर्क साधावा
NTS (राष्ट्रीय प्रज्ञाशोध शिष्यवृत्ती)	* NCERT कडून ही योजना राबविली जाते. * या योजनेअंतर्गत विद्यार्थ्यांस रु. ६०००/- प्रति वर्ष मंजूर केली जाते. * अधिक माहितीसाठी <a href="http://www.ncert.nic.in/programmes/talent_exam/index_talent.html">http://www.ncert.nic.in/programmes/talent_exam/index_talent.html</a> या संकेतस्थळाला भेट द्यावी

**REQUIRED DOCUMENTS FOR GOI -SCHOLARSHIP**

<b>CATE GORY</b>	<b>INCOME LIMIT</b>	<b>LIST OF DOCUMENTS</b>	
ST / SC	Up to 2,00,000/-	01	PHOTOCOPY OF PROVISIONAL ADMISSION LETTER
		02	PHOTOCOPY OF CASTE CERTIFICATE
		03	PHOTOCOPY OF CASTE VALIDITY CERTIFICATE
		04	INCOME CERTIFICATE (ORIGINAL)
		05	PHOTOCOPY OF L.C. OR T.C. CERTIFICATE
		06	PHOTOCOPY OF LAST YEAR MARK SHEET
		07	PHOTOCOPY OF ADHAR CARD [UID]
		08	HOSTEL CERTIFICATE ( IF APPLICABLE)
		09	GAP CERTIFICATE (IF APPLICABLE)
		10	PHOTOCOPY OF BANK ACCOUNT PASSBOOK

**REQUIRED DOCUMENTS FOR GOI -SCHOLARSHIP**

<b>CATEG ORY</b>	<b>INCOME LIMIT</b>	<b>LIST OF DOCUMENTS</b>	
NT-VJ, SBC, OBC	Up to 1,00,000/-	01	PHOTOCOPY OF PROVISIONAL ADMISSION LETTER
		02	PHOTOCOPY OF CASTE CERTIFICATE
		03	PHOTOCOPY OF CASTE VALIDITY CERTIFICATE
		04	PHOTOCOPY OF NON-CREAMY LAYER CERTIFICATE (VALID UP TO 31/03/2014)
		05	INCOME CERTIFICATE (ORIGINAL)
		06	PHOTOCOPY OF L.C. OR T.C. CERTIFICATE
		07	PHOTOCOPY OF LAST YEAR MARK SHEET
		08	PHOTOCOPY OF ADHAR CARD [UID]
		09	HOSTEL CERTIFICATE ( IF APPLICABLE)
		10	GAP CERTIFICATE (IF APPLICABLE)
		11	PHOTOCOPY OF BANK ACCOUNT PASSBOOK

**REQUIRED DOCUMENTS FOR GOI -FREESHIP**

<b>CATE GORY</b>	<b>INCOME LIMIT</b>	<b>LIST OF DOCUMENTS</b>	
ST / SC	Above 2,00,000/-	01	PHOTOCOPY OF PROVISIONAL ADMISSION LETTER
		02	PHOTOCOPY OF CASTE CERTIFICATE
		03	PHOTOCOPY OF CASTE VALIDITY CERTIFICATE
		04	PHOTOCOPY OF INCOME CERTIFICATE/FORM 16
		05	PHOTOCOPY OF L.C. OR T.C. CERTIFICATE
		06	PHOTOCOPY OF LAST YEAR MARK SHEET
		07	PHOTOCOPY OF ADHAR CARD [UID]
		08	GAP CERTIFICATE (IF APPLICABLE)
		09	PHOTOCOPY OF BANK ACCOUNT PASSBOOK

**REQUIRED DOCUMENTS FOR GOI -FREESHIP**

<b>CATEG ORY</b>	<b>INCOME LIMIT</b>	<b>LIST OF DOCUMENTS</b>	
NT-VJ, SBC, OBC	Above 1,00,000/- And up to Non – Creamy Layer limit	01	PHOTOCOPY OF PROVISIONAL ADMISSION LETTER
		02	PHOTOCOPY OF CASTE CERTIFICATE
		03	PHOTOCOPY OF CASTE VALIDITY CERTIFICATE
		04	PHOTOCOPY OF NON-CREAMY LAYER CERTIFICATE (VALID UP TO 31/03/2014)
		05	PHOTOCOPY OF INCOME CERTIFICATE/FORM 16
		06	PHOTOCOPY OF L.C. OR T.C. CERTIFICATE
		07	PHOTOCOPY OF LAST YEAR MARK SHEET
		08	PHOTOCOPY OF ADHAR CARD [UID]
		09	GAP CERTIFICATE (IF APPLICABLE)
		10	PHOTOCOPY OF BANK ACCOUNT PASSBOOK



**REQUIRED DOCUMENTS FOR E.B.C. CONCESSION**

CATEG ORY	INCOME LIMIT	LIST OF DOCUMENTS	
OPEN	Up to 1,00,000/-	01	PHOTOCOPY OF PROVISIONAL ADMISSION LETTER
		02	PHOTOCOPY OF RESHAN CARD (FIRST AND LAST PAGE)
		03	PHOTOCOPY OF INCOME CERTIFICATE (ORIGINAL) (ISSUED BY TAHASILDAR ONLY)
		04	PHOTOCOPY OF L.C. OR T.C. CERTIFICATE
		05	PHOTOCOPY OF LAST YEAR MARK SHEET
		06	LAST EBC SANCTION CERTIFICATE (FOR SE- DIRECT STUDENTS )
		07	GAP CERTIFICATE (IF APPLICABLE)
		08	PHOTOCOPY OF BANK ACCOUNT PASSBOOK
		09	PHOTOCOPY OF DOMICILE CERTIFICATE
		10	PHOTOCOPY OF FEE RECEIPT (CHALLAN)

**OTHER SCHOLARSHIPS**

Sr. No.	Scholarship / Trust	Address	Phone No.	URL / E-mail ID
01	Rasiklal Manikchand Dhariwal Foundation	"Ashirwad", M.G. Road, Ghodnadi, Dist. Pune Pin 412210	02138-222319 222129,	<a href="http://www.Manikchandgroup.com">www.Manikchandgroup.com</a> <a href="mailto:rmdf@manikchandgroup.com">rmdf@manikchandgroup.com</a>
02	Cummins Scholarship	Chairman and Managing Director (Cummins Scholarships) Cummins India Ltd. Kothrud, Pune 411 038	020-30248600	<a href="http://www.cummins.com">www.cummins.com</a> <a href="mailto:heart.trivedi@cummins.com">heart.trivedi@cummins.com</a> <a href="mailto:hem.acharya@cummins.com">hem.acharya@cummins.com</a>

03	Smt. Vijayadevi Shirke Educational Trust	Shirke – Siporex Group of Industries, 72-76, Mundwa, Pune 411036	020-26708100	
04	Indian Oil Academic Scholarships	M/s Ace Consultant B-13, DSIDC Complex, Functional Industrial Estate Patparganj Industrial Area Delhi-110 092	011 - 22162970	<a href="http://www.iocl.com/Aboutus/Scholarships.aspx">http://www.iocl.com/Aboutus/Scholarships.aspx</a> iocscholarship10@gmail.com
05	RD Sethna Scholarship	Esplanade House, 1 <sup>st</sup> Floor RD Sethna Scholarships, Fund 29, H. Somani Marg, Fort, Mumbai 400 001	022-22070764	<a href="http://www.rdsethnascholarships.org">http://www.rdsethnascholarships.org</a> <a href="mailto:office@rdsethnascholarships.org">office@rdsethnascholarships.org</a>
06	Shri Brihad Bhartiya Samaj Scholarships	Sri Brihad Bhartiya Samaj, NKM International House, 178, Backbay Reclamation, Babubhai M. Chinai Marg, Mumbai 400 020	022-22020113 (Mrs. Gadre)	<a href="http://www.scholarshipsinindia.com/shri_brihad_bharatiya_samaj_scholarships.html">http://www.scholarshipsinindia.com/shri_brihad_bharatiya_samaj_scholarships.html</a>
07	Sahu Jain Trust Educational Scholarships	Secretary, Sahu Jain Trust, 18, Institutional Area, Lodhi Road, New Delhi - 110 003		<a href="http://www.sahujaintrust.timesofindia.com/">http://www.sahujaintrust.timesofindia.com/</a>

08	Lila Poonawalla Foundation Scholarship (Only for girls)	Ms. Vidya Khutwad / Mrs. Priyanka Korwalikar Lila Poonawalla Foundation, Office No. 8, 1st Floor, Akshay Centre, Thergaon, Dange Chowk, Pune 411033 (Near Santosh Mangal Karyalaya) PUNE - 411 033	+91-20-66302611 /10 (Mobile) 8605861657 / 8605861658	<a href="mailto:vidya@lilapoonawallafoundation.com">vidya@lilapoonawallafoundation.com</a> <a href="mailto:priyanka@lilapoonawallafoundation.com">priyanka@lilapoonawallafoundation.com</a> <a href="http://www.lilapoonawallafoundation.com/">http://www.lilapoonawallafoundation.com/</a>
09	Hinduja Foundation	Trust Hinduja House, Dr. Annie Besant Road, Worli, Mumbai 400 018	022- 24960707	<a href="http://hindujagroup.com/hinduja-foundation/education.html">http://hindujagroup.com/hinduja-foundation/education.html</a>
10	K.C. Mahindra Education Trust	Mahindra Spincer Building, 15, J.N. Heredia Marg, Ballard Estate, Mumbai 400 038	022- 24901441	<a href="http://www.mahindra.com/How-We-Help/Foundations/K.C.-Mahindra-Education-Trust">http://www.mahindra.com/How-We-Help/Foundations/K.C.-Mahindra-Education-Trust</a>
11	PRIYADARSHINI ACADEMY SCHOLARSHIPS	Priyadarshini Academy 1, Arcadia Ashoka Hall Building, N.C.P.A. Road, Nariman Point, Mumbai - 400021	022-22873456 / 6630 7160	<b>Error! Hyperlink reference not valid.</b> <a href="mailto:pa@priyadarshniacademy.com">pa@priyadarshniacademy.com</a>
12	JAGRITI INDEPENDENCE SCHOLARSHIPS	Project Director N.C.T.P. - Rashtriya Jagriti Sansthan, 62-Sainik Farms, New Delhi - 110062	011-6866983	

13	THE APEX LIFE SCHOLARSHIP	The Coordinator (SCI Deptt.) APEX Life International No. 250, First Floor, Sant Nagar, East of Kailash, New Delhi - 110065		<a href="http://www.apex-ny.org/scholarship_awards.php">http://www.apex-ny.org/scholarship_awards.php</a> info@apex-ny.org
14	THE LOTUS TRUST SCHOLARSHIP (Only For PG )	The Chief Executive, The Lotus Trust, Lotus House, 6, Marine Lines, Mumbai - 400020	022- 22034279	
15	Professor Yamato Kawakami Foundation	Apte's House, Near Ashok Nagar, Pune 411007	020-25560698	<a href="mailto:Kawakamifoundation@gmail.com">Kawakamifoundation@gmail.com</a>
16	Shri All India Shwtamber Sthankwasi Jain Conference	Jain Bhawan, 12, Shaheed Bhagat Singh Marg, Gole Market, New Delhi 110001	011-23363729, 23365420 Fax: 011-23344380	<a href="mailto:Aissjc1906@gmail.com">Aissjc1906@gmail.com</a>
17	Sakal India Foundation	595, Budhwar Peth, Pune 411002	020 -24405500 / 56035500	<a href="http://www.sakaal.in/">http://www.sakaal.in/</a>
18	Fair & Lovely Foundation Scholarship (Only for girls)	Fair & Lovely Foundation P.O. Box No. 11281, Marine Lines Post Office, Mumbai 400 020.	Toll free no: 1-800 220 130 / 1-800 209 9899	<a href="http://fairandlovely.in/foundation/Scholarship/ScholarshipW2010.aspx">http://fairandlovely.in/foundation/Scholarship/ScholarshipW2010.aspx</a> <a href="mailto:fairandlovely.fdn@unilever.com">fairandlovely.fdn@unilever.com</a>

19	HMT'S SCHOLARSHIP (Only for SC/ST category students )	The General Manager (Personnel) Hindustan Machine Tools Limited, 36, Cunningham Road, Bangalore - 560052		
20	Ichalkaranji Education Endowment Fund (Loan Scholarship)	ILS Law College Campus, Saraswati Building, Law College Road, Pune 411004	020-5650536	
21	Bharatiya Sindhu Sabha (Interest Free Loan scholarship)	581/6, 'Harsha' Co-op Hsg Soc. 3 <sup>rd</sup> Road, Opp. Sikh Gurudwara, Khar (W) Mumbai - 400052,	022-26488240	
22	Pune Vidyarthi Gruha (PVG)	1786, Sadashiv Peth, Pune 411030	020-24470573,24470927	<a href="mailto:pvgpune@vsnl.net">pvgpune@vsnl.net</a> <a href="http://www.punevidyarthigriha.org/">http://www.punevidyarthigriha.org/</a>
23	Deccan Maratha Education Association	Mhaske Smarak Mandir, 991, Shukrawar Peth, Tilak Road, Pune 411002	020-24468141	

24	IAFBA Subroto Memorial Scholarship	AFGIS bhavan, Subrto Park, New Delhi 10		<a href="http://afa-india.org/scholarships.htm">http://afa-india.org/scholarships.htm</a> <a href="mailto:afaindiacentral@yahoo.co.in">afaindiacentral@yahoo.co.in</a>
25	Maheshwari Pragati Mandal	603, Maheshwari Bhawan, Girgaon Road, Chira Bajar, Mumbai 400002	022-2200 5026 / 27 /28	<a href="http://www.mumbaimaheshwari.com">http://www.mumbaimaheshwari.com</a> <a href="mailto:info@mumbaimaheshwari.com">info@mumbaimaheshwari.com</a>
26	Ranka Charitable Trust	38/A, KIADB Industrial Area, Doddenakundi, Whitefield Road, Bangalore - 560048	080-41283838 New. 9342248383 Fax:080-41283839	

# Policy Documents & Circulars





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

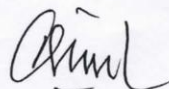
**Policy/Guidelines for implementation of pay fixation as per 6<sup>th</sup> pay commission for teachers working in degree level institutions**

**RESOLUTION**

The Government after considering all the aspects of the scheme announced by the All India Council for Technical Education vide its notifications, has decided to revise pay scales and Dearness Allowance of all teachers and equivalent cadres working in **Government and non-Government aided institutions** w.e.f. 01-01-2006 as per the provision of the scheme for **enhancing and improving the quality of education**. Accordingly, the detail orders for the implementation of the revised pay scales for teachers and librarians in Degree & Diploma level Government and non-Government aided institutions conducting professional courses are made. **As a good gesture**, on similar lines, the management has decided to consider some of the provisions of the 6<sup>th</sup> pay commission and implement the same.

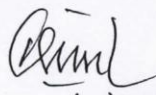
In continuation of the Management Order dated 21-12-2010, the detail orders for the implementation of the revised 6<sup>th</sup> pay scales (fixation from 01-01-2006 & implementation w.e.f. 01-12-2010) after necessary amendments are as follows:

1. **Lecturers already in service** possessing Master's degree in the relevant branch / discipline or /and NET/SET (**as on 01-12-2010**) as defined for technical education in the pre-revised scale of Rs. 8000-13500, shall be placed in the Pay Band of Rs. 15600-39100 (with mapping from 01-01-2006 & no arrears) & re-designated as Assistant Professors with the said AGP of Rs. 6000. However, those who are meeting above requirements, post 01-12-2010, shall be placed in the Pay Band of Rs. 15600-39100 & re-designated as Assistant Professors with the said AGP of Rs. 6000 w.e.f. 01-07-2011 (with mapping from 01-01-2006 & no arrears).
2. **Lecturers already in service** who are not possessing Master's degree in the relevant branch / discipline or /and NET/SET(**as on 01-07-2011**) as defined for technical education, in the pre-revised scale of Rs. 8000-13500, will draw consolidated salary of Rs. 30,000 per month (In case of faculty already drawing more than Rs. 30,000, their last gross salary will be protected accordingly). However, they shall be placed in the Pay Band of Rs. 15600-39100 (with mapping from 01-01-2006 & no arrears) & re-designated as Assistant Professors with the said AGP of Rs. 6000, effective from succeeding month of their completion Master's degree / NET/SET. Further, they must have completed their Master's degree or /and NET/SET before the stipulated time period mentioned in the

  
 21/7/2011

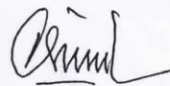
UoP/PICT staff approval/appointment letter, otherwise action deem fit will be initiated (much in advance) against such lecturers.

3. **Lecturers already in service (Senior Scale)** possessing Master's degree in the relevant branch / discipline and NET/SET as defined for technical education, in the pre-revised scale of Rs. 10,000-15,200 (as on 01-12-2010), shall be re-designated as Assistant Professors, and shall be fixed at the appropriate stage in Pay Band of Rs. 15600-39100 based on their present pay, with AGP of Rs. 7000 (with mapping from 01-01-2006 & no arrears). Otherwise (not satisfying above condition), their existing gross salary (as on 01-12-2010) will be protected. However, they shall be placed in the Pay Band of Rs. 15600-39100 (with mapping from 01-01-2006 & no arrears) & re-designated as Assistant Professors with the said AGP of Rs. 7000, effective from succeeding month of their completion NET/SET. Further, they must have completed NET/SET before the stipulated time period, otherwise action deem fit will be initiated (much in advance) against such lecturers.
4. **Lecturers already in service (Selection Grade)** possessing Master's degree in the relevant branch / discipline and NET/SET as defined for technical education, who have completed 3 years (as on 01-01-2006) in the pre-revised pay scale of Rs. 12000-18300, shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor. Otherwise (not satisfying above condition), their existing gross salary (as on 01-12-2010) will be protected. However, they shall be placed in the Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 & re-designated as Associate Professor, effective from succeeding month of their completion NET/SET and 3 years of service in the pre-revised pay scale of Rs. 12000-18300. Further, they must have completed NET/SET before the stipulated time period, otherwise action deem fit will be initiated (much in advance) against such lecturers.
5. **Assistant Professors already in service:** The incumbent Assistant Professors who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 as on 1.12.2010 shall be placed in Pay Band of Rs. 37400-67000 (with mapping from the date of registration & no arrears) with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor. However, such faculty members must have registered for Ph. D. & must have made significant progress in their research work. Further, they must complete Ph. D. within the stipulated time period mentioned in the UoP/PICT staff approval/amendment letter, otherwise action deem fit will be initiated against such faculty. Also they must provide (i) Thesis submission deadline, (ii) Action plan (with respect to their contribution towards the development of the department & value addition including Sponsored project, Consultancy, CoE, MoU, etc).
6. **Assistant Professors already in service:** The incumbent Assistant Professors who have not completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.12.2010 shall

  
21/7/2011

be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Assistant Professors, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 (with mapping from the date of registration & no arrears) and accordingly re-designated as Associate Professor. However, such faculty members must have registered for Ph D & must have made significant progress in their research work. Further, they must complete Ph D within the stipulated time period mentioned in the UoP/PICT staff approval/amendment letter, otherwise action deem fit will be initiated against such faculty. Also, they must provide (i) Thesis submission deadline, (ii) Action plan (with respect to their contribution towards the development of the department & value addition including Sponsored project, Consultancy, CoE, MoU, etc).

7. **Assistant Professors already in service:** The incumbent Assistant Professors who have not completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.12.2010 shall be placed in the higher Pay Band of Rs.37400-67000 (with mapping from the date of registration & no arrears) and accordingly re-designated as Associate Professor, if they have submitted their thesis. However, they must complete Ph D within the stipulated time period mentioned in the UoP/PICT staff approval/amendment letter. Also, they must provide (i) Tentative date of award of Ph D, (ii) Action plan (with respect to their contribution towards the development of the department & value addition including Sponsored project, Consultancy, CoE, MoU, etc).
8. Associate Professor completing 3 years of service (after the award of Ph D degree in the relevant discipline) in the AGP of Rs. 9000 shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. **No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor.** The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
9. All above implementations and upgradation to higher posts are subject to availability of posts in the roster system and other conditions as laid down by the management. Also, approval from the University of Pune is mandatory.

  
21/7/2011



Society for Computer Technology & Research's  
**PUNE INSTITUTE OF COMPUTER TECHNOLOGY**  
Sr.No.27, PUNE SATARA ROAD, DHANKAVDI, PUNE - 411043.

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.14-2010
  - 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 10<sup>th</sup> 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.

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

**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.

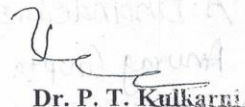
The consultancy has become one of the important paradigms for the recognition of international repute. The XI<sup>th</sup> plan of knowledge commission has given importance to research and consultancy practices in educational institutes and thereby developing knowledge, skills resulting in manpower development 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.

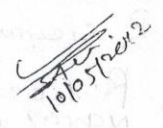
Teachers are required to update the records with Dean R&D regarding such agreements, NDA, and consultancy earned.

  
Dr. P. T. Kulkarni

Principal

  
Anil  
9/10/12

  
Ravi  
9-05-12

  
S. S. Patil  
10/05/2012

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

**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 &amp; 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])  
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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's 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  
or  
Annul

Received  
14/12/99

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

Ref No: Principal/2014/073

Date: 27.03.2014

## 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.

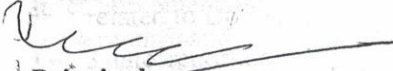
As a part of the attendance policy and to inculcate the virtue of discipline & punctuality among all the teaching & non-teaching staff members, a separate attendance account for defaulters shall be maintained and appropriate debit would be made from the leave account after suitable intervals (For details,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

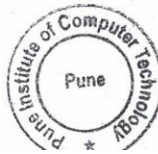
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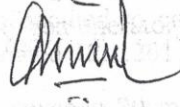
1. 3 late reporting/early going (Three put together should not exceed 30 minutes) will be treated as one CL/LWP.
2. For every one hour deviation (late reporting/early going), will be treated as one day CL/LWP. However, in case of exigency of work, every staff member may also have to work beyond working 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





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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**

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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**

PUNE - 411043

**FACULTY- SELF APPRAISAL FORM****(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

Present 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, practical, contact undertaken (50)	tutorials, hours	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.				
<b>Total Score (out of 125)</b>				

\* Lectures & tutorials allocation to add upto 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)		
<b>Total Score (out of 50)</b>			

- If required, use additional sheets (annex).

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

<b>ResearchPublication(Journals)</b>	<b>Total Publications</b>	<b>Remark</b>
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) <ul style="list-style-type: none"> <li>a. International conference (10 each)</li> <li>b. National(7.5 each)</li> <li>c. Regional /State level(5 each)</li> <li>d. Local– University/ College level(3 each)</li> </ul>		
Invited lectures or presentations for conferences/ symposia <ul style="list-style-type: none"> <li>a. International conference (10 each)</li> <li>b. National(7.5 each)</li> </ul>		
<b>Total Score</b>		

<b>ResearchPublication (books, chapters in books, other than refereed Journal articles)</b>	<b>Total Publications</b>	<b>Remark</b>
Text or Reference Books Published by International Publishers with an established peer review system (50 /soleauthor; 10/chapter in an edited book)		
Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers (25 /soleauthor; 5/chapter in an edited book)		

Subject Books by Other local publishers with ISBN/ISSN numbers (15 /soleauthor; 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)		
<b>Total Score</b>		

<b>Sponsored Projects carried out/ ongoing</b>	<b>Total Projects</b>	<b>Remark</b>
(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 lakhsRespectively)		
Completed project Report(Accepted by fundingagency) (20 / major project and 10 / minor project)		
Outcome::Patent/Technology transfer/ Product/Process (30 / national level; 50/ International level - output or patent))		
<b>Total Score</b>		

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

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

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

**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 Programme	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 programme**

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.			

<b>Grand Total of Category ( I + II + III + IV)</b>	
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The information mentioned in the above form is true to best of my knowledge.

Name of the Faculty:

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

<b>Total Marks Obtained</b>		
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Recommendation from HoD : Annual Increment may be awarded / may not be awarded to Mrs./Mr./ Ms. \_\_\_\_\_

HoD Name &Signature:

Date :

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Remarks from Principal :

Date :

**ANNUAL CONFIDENTIAL REPORT**

(Academic Year \_\_\_\_\_)

Name of College: - **SCTR's Pune Institute of Computer Technology**  
**Pune – Satara road, Dhankawadi, Pune – 411 043**

**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 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. Serve 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





**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.	:				

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III) Memos Issued

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

\* Strike out whichever is not applicable

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V) Recommendation: -----

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

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b) Fitness to continue in the present post :

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c) Fitness for promotion :

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

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e) Recommendation – Observation of the Reporting Officer :

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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

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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  
Name and Designation of the  
Reporting Officer

## Report by the Management

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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