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Rules and Regulations Of SIET, Dhenkanal

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SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY: DHENKANAL

No.SIET/2004/905

23 July 2004

NOTIFICATION

It is hereby notified that "The Service Rules of SIET 1999" which have already been approved by the 13th Governing Body have come into force with effect 1st July 2004 as per Resolution of 14th Governing Body of the Institute.


CHAIRMAN & MANAGING TRUSTEE





SYNERGY INSTITUTE OF ENGINEERING AND TECHNOLOGY:
CUTTACK

SIET/2004-05/1731


17 April 2004

2

Principal
SIET, Dhenkanal

The recommendations of the Sub-committee with regard to Service Rules for employees of SIET are hereby approved and returned to you for your kind information and necessary action.

Thanking you,


CHAIRMAN AND MANAGING TRUSTEE

RncI: as above

c.c. to - Personnel Department, SIET, Cuttack -- along with copy of Service Rule

2/5
19
2/14

Date... 2/5/04

MINUTES OF THE COMMITTEE CONSTITUTED FOR FRAMING OF SERVICE RULES FOR SIET EMPLOYEES

As per discussion on the agenda item no.6 of the Governing Body meeting held on 27th March 2004 and decision taken in the said meeting, the committee consisting of the following members met on 10.4.2004 at SIET, Dhenkanal and decisions taken as follows:

1. Dr. Jatin Dash, Principal
2. Prof. P.K.Misra, Vice Principal
3. Sri T.P.G.K.Acharylu, Dy.Director, DTET, Cuttack.
4. Cdr. P.K.Rautray, CAO
5. Sri K.K.Patnaik, RP

to Chairman

After careful consideration the committee recommended for implementation of the Service rules (enclosed) for SIET Employees.

(Sri T.P.G.K.Acharylu)
Dy.Director, DTET

(Prof.P.K.Misra)
Vice Principal

(Cdr.P.K.Rautray)
CAO

(Dr. Jatin Dash)
Principal

Sri K.K.Patnaik,
RP

Attested
Signature
15/4/04

SERVICE RULES

PREAMBLES:

Whereas it is necessary to define the term and conditions of the appointment and the service of the staff of the Synergy Institute of Engineering & Technology to provide specially the nature of the duties, conduct & discipline, remuneration payable to them and other facilities, the Governing Body of SIET managed by Shivani Educational & Charitable Trust has made the following Services Rules.

CHAPTER - 1

1. SHORT TITLE & COMMENCEMENT :

This Rule is called "The Service Rule of Synergy Institute of Engineering & Technology (S.I.E.T), 1999," which shall come into force with effect from the date to be notified by the Governing Body.

2. APPLICATION:

These rules shall apply to:

- a) Every fulltime, temporary & Adhoc employees of the College.
- b) And shall not apply to staff employed as advisers, staff engaged on contract, part time and casual basis.

3. DEFINITIONS:

In these rules unless there is anything repugnant in the subject or context.

- a) "Institute" means the Institute of Synergy Institute of Engineering & Technology (SIET).
- b) "Governing Body" means the Governing Body of SIET.
- c) "Chairman" means the chairman of the Governing Body of the SIET.
- d) "Principal" means the Principal of SIET.
- e) "Pay" means the Basic amount drawn monthly by the employee of the Institute as the Pay which has been sanctioned for a post held by him/her substantially or in an Officiating capacity.
- f) "Allowances" means remuneration given to an employee for additional work assigned to him/her like Hostel Superintendent and Mess Manager etc.
- g) "Consolidated Pay" means the remuneration fixed to the employee for the stipulated period.
- h) "Average Pay" means the average monthly pay earned while on duty during the twelve calendar months.
- i) "Competent authority" means Chairman/Principal as the case may be.

[Signature]
16/11/19

[Signature]

APPOINTMENTS, PROMOTIONS AND CONFIRMATION,
TERMINATION OF SERVICE
SECTION 4 (APPOINTMENT)

4. CIRCULATION OF AMENDMENT:

New rules or Amendments to the existing rules if any, are to be circulated among the staff of the College. However, in case of revision of pay no employee should get less than the amount he/she has been drawing.

5. POWER TO INTERPRET AND IMPLEMENT RULES:

The power to interpret the rules is vested in the Chairman who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to carry out the purpose of the provisions of the rules provided that if as a result of any decision of the Chairman as regards the formation of any rule or rules, an aggrieved person, shall have the right to appeal against such decision of the Chairman to the Governing Body whose decision shall be final and binding on all concerned.


6. DELEGATION OF POWER :

The Chairman may as he deems proper delegate some of his powers either to the Principal or to any other officer.



CONSTITUTION OF SELECTING COMMITTEES

- 1. Chairman of the N.P.C.
- 2. Principal (Member Secretary)
- 3. Member of the N.P.C. (at least one representative of the staff)
- 4. Any other member as may be decided by the N.P.C.



CHAPTER - II

(APPOINTMENT, PROBATIONS AND CONFIRMATION, TERMINATION OF SERVICE)

SECTION-I (APPOINTMENT)

1. i) CLASSIFICATION OF STAFF:

The staff shall be grouped as follows:

Class A : Principal, Professors, Asst. Professors, Lecturers, Resource Persons and other officers, if any.

Class B : Teaching Assistants, Instructors, Technical Assts., Librarians and Ministerial Staff

Class C : Other Subordinate Staff :

- ii) The Governing Body shall fix from time to time the number of posts of all the Categories and the pay scale of the Principal, Professors, Asst. Professors, Lecturers, Technical Assistants, Ministerial Staff and subordinate staff and other staff.

2. POWER OF APPOINTMENT :

All regular appointments to class A category of employees shall be made by the Chairman and thereafter duly approved by the Governing Body. All regular appointments for Class B & C staff shall be ~~made~~ by the Chairman and placed before the Governing Body for approval in its next meeting. All vacant posts in class A & B categories shall be filled up by open advertisement in national and local dailies and through Selection Committee duly constituted and approved by Governing Body/Chairman, Governing Body as the case may be. In emergent situation the Chairman is empowered to make appointment against any regular post through open advertisement/through Selection Committee duly constituted and place the matter in the next Governing Body meeting for approval.

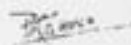
i) CONSTITUTION OF SELECTION COMMITTEES

For Class A staff :

- 1) Chairman or his Nominee
- 2) Principal (Member Secretary)
- 3) Member as per AICTE / B.P.U.T. Stipulation, if any.
- 4) Any other member as per norms of accreditation

ii) For Class B Staffs :

1. Chairman or his Nominee.



2. Principal (Member Secretary)
3. Concerned HOD (Member)

iii) For Class C Staff :

1. Chairman or his Nominee
2. Head of Department : Member
3. Principal (Member Secretary)

3. Age :

The age of a person at the time of his /her first appointment to the service of the SIET shall not exceed thirty five years for which is relaxed by five years for SC/ST candidates. The Governing Body of SIET may in special cases appoint or authorize appointment of persons above the age limit to obtain the services of experienced/qualified staff.

4. Grant of Advance Increment on First Appointment.

Chairman may in exceptional cases on the recommendation of the Selection Committee allow advance increments not exceeding five increments to an employee subject to ratification of the Governing Body

SECTION - II
(PROBATION AND CONFIRMATION)

1. PERIOD OF PROBATION :

An employee directly recruited by SIET shall be required to be on probation for a period of two years initially. If the performance of the employee on probation is not satisfactory he/she may be asked in special cases to continue in the probation for a further period not exceeding six months.

i) The Chairman shall consider the report of the Principal on the performance and the conduct of an employee during his/her probation and shall after recording his observations refer the matter to the Governing Body for confirmation of the service of the Class A employees. Such power may be exercised by the Chairman on the recommendation of Principal for "B & C" Class employees. Such action shall be ratified by the Governing Body.

ii) The Governing Body/Chairman shall thereupon consider the report and observations of the Chairman/Principal and issue directions for confirmation of the employee on the post after expiry of the period of Probation or extension of the period of Probation not exceeding six months.

Kishor

2. Principal (Member Secretary)
3. Concerned HOD (Member)

iii) For Class C Staff :

1. Chairman or his Nominee.
2. Head of Department : Member.
3. Principal (Member Secretary)

3. Age :

The age of a person at the time of his /her first appointment to the service of the SIET shall not exceed thirty five years for which is relaxed by five years for SC/ST candidates. The Governing Body of SIET may in special cases appoint or authorize appointment of persons above the age limit to obtain the services of experienced/qualified staff.

4. Grant of Advance Increment on First Appointment.

Chairman may in exceptional cases on the recommendation of the Selection Committee allow advance increments not exceeding five increments to an employee subject to ratification of the Governing Body

SECTION - II
(PROBATION AND CONFIRMATION)

1. **PERIOD OF PROBATION :**

An employee directly recruited by SIET shall be required to be on probation for a period of two years initially. If the performance of the employee on probation is not satisfactory he/she may be asked in special cases to continue in the probation for a further period not exceeding six months.

i) The Chairman shall consider the report of the Principal on the performance and the conduct of an employee during his/her probation and shall after recording his observations refer the matter to the Governing Body for confirmation of the service of the Class A employees. Such power may be exercised by the Chairman on the recommendation of Principal for "B & C" Class employees. Such action shall be ratified by the Governing Body

ii) The Governing Body/Chairman shall thereupon consider the report and observations of the Chairman/Principal and issue directions for confirmation of the employee on the post after expiry of the period of Probation or extension of the period of Probation not exceeding six months.

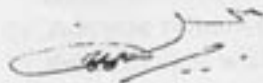
SECTION- IX (TERMINATION OF SERVICE)

1. TERMINATION OF SERVICE BY NOTICE:

- i) During the probation period an employee shall not leave or discontinue his/her service in the Institute without giving prior notice in writing to the Principal of his /her intention to leave or discontinue the service. The employee shall be considered as having abandoned employment if he/she remains absent for more than a period of eight-days without any intimation. Provided however the Management may consider the case of such absence favourably if the explanation of the employee with regard to the absence is felt to be on genuine grounds.
- ii) In case of abandonment of service by the employee, the Management shall proceed to recover dues if any from the employee & take any other action as deemed proper.
- iii) Termination of service in respect of an Adhoc or a Temporary employee can be made by giving him/her notice to that effect for a period of one month or by giving ~~of~~ salary of one month in lieu thereof.
In case of Termination of service of a permanent employee two month's notice or payment of two months salary in lieu thereof shall be made.
In case of voluntary leaving of service a Temporary or an Adhoc employee has to give one month's notice or deposit one month's salary in lieu thereof.
- iv) A permanent employee intending to leave service has to give two month's notice or deposit two month's salary in lieu thereof.
The appointment authority may terminate the services of an employee, if the employee indulges in gross misconduct and or works against the interest of the Institute.

2. SUPERANNUATION AND RETIREMENT :

Every employee shall retire from service on completion of **Fifty Eight** years of age. However the Governing Body may on the recommendation of the Principal and the Chairman reappoint the retiring person for a period not exceeding **two** years in exceptional cases on the basis of **consolidated salary**




CHAPTER-III

(RECORD OF SERVICE, SENIORITY AND PROMOTION AND CCR)

1. RECORD OF SERVICE :

The Principal shall maintain in respect of each employee a service book in original to be retained in the College office

2. SENIORITY :

The Seniority of an employee in each grade shall be regulated discipline wise by the order in which their names are included in the selection list for the grade irrespective of their date of joining in the grade

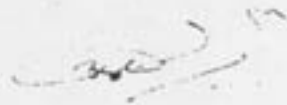
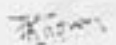
3. PROMOTIONS:

As per norms prescribed by the A.I.C.T.E./BPUT

4. C.C.R.

Confidential Character Rolls shall be maintained in respect of each employee of the Institute of Synergy Institute Of Engineering & Technology in the prescribed Form Appendix -A in the manner provided below

- a) There shall be half yearly assessment of the performance and conduct of the employees.
- b) The assessment of the performance in case of teaching faculty shall be made through Self-Assessment, Observations/Comments by HOD's and the Principal
In case of other employees assessment shall be made by HOD's/CAO/Principal as case may be
All the recommendations shall be submitted to the Chairman for his final comments/approval
- c) Adverse remarks, if any shall be communicated to the concerned employee by the Principal within a period of three months for benefit of the employee

CHAPTER - IV
(DISCIPLINARY ACTION)

1. **NATURE OF PENALTIES:**

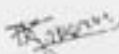
The following penalties may for good & sufficient reasons & as hereinafter provided, be imposed to an employee of the College, namely :

- a) Withholding increments.
- b) Censure
- c) Recovery from pay of the whole or part of any pecuniary loss caused to the institution for negligence or breach of order
- d) Suspension
- e) Reversion to a lower rank as the case may be.
- f) Termination.

2. **DISCIPLINARY AUTHORITY :**

Disciplinary authority in all cases is the Appointment Authority.

The Chairman suo-motu or on the report of Principal may initiate disciplinary actions specified in the above rules in respect of any employee



CHAPTER - V
(PAY AND ALLOWANCES)

1. Subject to the provisions of the rules of an employee and shall be entitled to his/her pay/remuneration/allowance w. e.f. the date of his actual joining for the period of work done.
2. When an employee leaves or discontinues his/her service without any intimation for more than 8 days, he/she shall be deemed to have abandoned the employment and shall not be entitled to any salary/remuneration.

3. **Special Increments.**

The Governing Body may grant Special increments to an employee provided that such increments shall be given in special cases as recognition of outstanding ability of an employee and provided further that such increments shall not affect the seniority of any other employees.

4. **Pay and Allowances :**

The scale of pay attached to the various posts under the Institution of Synergy Institute of Engineering & Technology shall be as per AICTE/ State Govt. norms.

5. **Special Pay :**

The grant of the special pay to an employee shall require the sanction of the Governing Body.



CHAPTER-VI LEAVES

1. General.

Leave cannot be claimed as a matter of right. When the exigencies of work so require discretion to refuse or revoke or curtail leave is reserved by the authority competent to sanction the leave.

2. Authority empowered to sanction leave.

Application of Casual Leave shall be addressed to the Heads of the concerned Departments, who will sanction such leave. Application for Casual Leave by the Heads of the Departments shall be addressed to the Principal for sanction.

Earned Leave, Medical Leave, E.O.L. & D.L. shall be sanctioned by the Principal.

3. Kinds of leave.

- a) Casual Leave
- b) Earned Leave
- c) Medical Leave (Commutation)
- d) Maternity Leave
- e) Study Leave
- f) Duty Leave
- g) Extra-ordinary leave (E.O.L.)

4. Casual Leave.

- i) Generally Casual Leave admissible to an employee during one calendar year is 10 days. In special circumstances the authority may sanction Special Casual Leave to the extent of 5 days more in addition to normal casual leave of 10 days during the year - January to December.

*Limited to 12 days
NO SFT Leave.*

- ii) Casual Leave cannot be claimed as a matter of right. The authority competent to sanction such leave may not grant it when its grant will oppose the interest of the Establishment.
- iii) An employee entering in service in the middle of year or whose term of appointment does not cover a full calendar year is entitled to the proportionate CL due to the period of his/her employment during the year.
- iv) Casual Leave is meant to meet the emergencies like temporary indisposition.

illness/ death of near relations, performance of religions rites, obtaining medical advice, meetings/escorting/seeing off wife or children at distant railway station/ port and adjustment of family business etc.

- v) Casual Leave cannot be granted on vague and general grounds like URGENT WORK or certain ceremony. The specific purpose for which leave is required must be stated in the leave application. Casual Leave also cannot be granted in case where some other form of leave is applicable.
- vi) No employees shall be allowed to proceed on Casual leave frequently at short intervals
- vii) Casual leave combined with special casual leave shall not be allowed for more than 10 days. It may be combined with Sundays and other authorized holidays provided the resulting period of absence from duty does not exceed 10 days.
- viii) Sundays or other authorized holidays when combined with C.L. or Special C.L. shall not be counted for the purpose of reckoning the total amount of C.L. including special C.L.
- ix) All applications for C.L. on anticipated case under ordinary circumstances be submitted at least 3 days prior to the date of availing of the leave. Absence in anticipation of sanction shall not be condoned unless the necessity for the leave could not have been foreseen. In such a case the nature of sudden emergency must be definitely stated.

5) Earned Leave.(E.L.)

Every employees who has completed 12 (twelve) months or one year of Continuous employment shall be allowed during the subsequent calendar year leave with wages for a number of the days as :

- i) One days for every twenty (20) days of work performed by a member of Teaching/Non-teaching staff during the previous calendar year

120 days / So the maximum no. of days of leave admissible to Teaching/Non-teaching staff is 18 (eighteen) days.

- ii) Earned Leave can be accumulated up to a maximum period of 120 days in case of both Teaching and Non-teaching staff members.
- iii) An employee is entitled to surrender 30 days of the Earned Leave at a time once

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in a period of 2 years with approval of the Chairman provided he/she has more than 90 days of such leave. Provided however, in case an employee resigns his/her jobs he/she shall not be entitled to encashment of leave at his/her credit

iv) **Unutilized Earned Leave.**

If an employee retires on superannuating/ prematurely/ voluntarily or dies while in Service he/she or his/her heirs or nominee as the case may be shall be entitled to leave salary in lieu of quantum of EL due at his/ her credit immediately before retirement/death.

A Retired employee re-employed shall also be entitled to the above benefits at the time of leaving the Institute finally if he/she has completed three years continuous Service except on death cases. In case of death normal rule shall be applicable as prescribed for the other employees.

6) **Half Pay leave.**

An employee is entitled to half pay leave after complication of one year for ~~20~~¹⁵ days. On medical grounds half pay leave can be commuted to full pay leave.

- 1) Half pay leave can be accumulated up to 180 days
- 2) While applying for Half pay leave on Medical Grounds for a period of more than 3 days, an employee is required to attach medical certificate from Registered medical practitioner with his/her leave application and at the time of reporting and joining duty after recovery, a fitness certificate is required to be submitted or else he/she shall not be allowed to join.
- 3) Half Pay Leave shall neither be prefixed nor suffixed with C.L.

7) **Maternity leave (M/L)**

Every woman employee who has been on employment continuously for not less than 6 months shall be entitled to maternity leave with wages for 6(Six) weeks proceeding delivery and six weeks after delivery from the period of leave. Maternity leave for a period not exceeding six (6) weeks on full pay may be granted in case of miscarriage including abortion.

- i) Maternity leave shall be supported with medical certificate.
- ii) Maternity leave is admissible up to two children.
- iii) It can be combined with E.L & S.L. but not with C.L.

8) **Study leave.**

- 1. Study leave may be granted to staff members for higher studies leading to Doctorate or postdoctoral course.

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- 2. Duration of such leave may be duration of such course
- 3. This leave can be applied for by a staff member who has completed a period of three (3) years of service.
- 4. An employee may be granted study leave for a maximum period of three years, provided he/she executes a bond to serve the Institute for at least a period of five years. On completion of studies the employee will be entitled to half pay during the period of Study Leave
- 5. The person is required to submit the monthly progress report for drawal of his/her salary and to submit after completion of study/research a certificate from the Institute/Guide where and under whose guidance he had undertaken research work.
- 6. In case an employee decides not to serve the Institute after successful completion of Study Leave he/she shall have to deposit the entire salary which has been paid to him/her during the period of study leave. A bond to this effect will have to be executed by the employee before he/she is allowed to proceed on study leave.

9. **Duty Leave.**

Special leave not exceeding 20 (Twenty) days in the calendar year may ordinarily be granted to teaching/non-teaching staff who are called upon to discharge Non-Remunerative duties in the interests of the University/State/Country. In exceptional/special cases it may exceed twenty days with prior approval of Chairman

10. **Extra-ordinary leave (E.L.O.)**

- a) May be granted to an employee who has worked for a period not less than three Years.
- b) May be granted to an employee without any wage/salary
- c) E.L.O. can be granted when no other leave is due to employee and the employee consumed the entire leave at his credit
- d) E.L.O. may be granted to an employee for a maximum period of six months when the Management / leave sanctioning authority is satisfied that a situation has arisen where the employee is no longer able to render his/her service and put in labour and is in extreme need of leave to meet the eventuality
- e) The period of E.O.L. shall not be taken into account while granting annual increment.

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CHAPTER-VII
Conduct Rules.

1. General.

- a) Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
- b) An employee shall at all the times be courteous in his dealings with other members of the staff, students and members of the public.
- c) Every employee is a whole time employee of the Institute and may be called upon to perform such duties direction and instructions as may be assigned or communicated to his/her by the competent authority.
- d) Whenever leaving the station the employee shall inform the leave sanctioning authority the address where he would be available during the period of his absence from the station.

2. Private trade or employment;

No employee shall undertake any direct/indirect business or work, honorary or remuneratory expect with the written permission of the Management to that effect.

3. Taking part in politics and election.

- i) No employee shall seek membership of any local bodies without first obtaining written permission from the Management.
- ii) No employee shall be associated with any party or organization which takes part in political activity nor shall subscribe in aid of or assist in any manner any political movement or activity.

4. Unauthorized Communication.

No employee shall disclose the confidential information and materials provided to him/her by the institution or by its Management concerning their affairs.

5. Strike etc.

No employee shall join any procession agitation against any policy of the Institute...







CHAPTER VIII
TRAVELLING ALLOWANCE RULES

No employee shall take recourse to strike to ventilate his grievances, ... However he/she may bring his/her genuine grievances to the notice of the competent authority who shall make all efforts to mitigate such grievances

6. Unruly Conduct, damage & theft etc, of the Institute property :

- a) Misbehavior /unruly conduct inside or outside the Institute by any employee will be treated as gross misconduct.
- b) It will be a serious breach of conduct if an employee is found to be indulging in damage / theft of Institute properties directly or indirectly

7. Criminal proceedings :

An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his duties in the Institute without written permission from the competent authority of the Institute.



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CHAPTER VIII
TRAVELLING ALLOWANCE RULES

There is no Rule or approval principles for payment of T.A./D.A. to the employees of SIET, Dhenkanal. Keeping in view the rates prescribed by the State Govt. for their employees the following rates and principles be adopted until further orders pending approval of the Governing Body.

(a) **Grade and Rate of D.A.**

Grade	Pay Ranges	Post	Rate of D.A. Within state	Out side of the state
1	2	3	4	5
Grade-I	Above Rs. 12,000/-	Principal/Professor/ Asst. Professor	Rs 100/-	Rs 150/-
Grade-II	Rs. 8000/-to Rs 12000/-	Lecture	Rs 75/-	Rs 120/-
Grade-III	Rs. 2500/- & below Rs. 8000/-	R.P./Instructors/Lab Asst./Admn. staff	Rs 60/-	Rs 90/-
Grade-IV	Below Rs. 2500/-	Class-IV employees	Rs.50/-	Rs. 75/-

(b) **Rate of D.A. as per times schedule**

Within 6 hours 30% of the D.A.
Within 6 hours to 12 hours 60% of the D.A.
Above 12 hours full D.A.

(c) **Journey by Train/Bus** : Actual fair with D.A. as admissible (ticket be produced)

(d) **Road mileage** : Rs. 0.32 per k.m. - No D.A. on the day of journey

(e) **1st grade & 2nd grade** - For journey by own car - Rs. 3.80 per k.m. - No D.A. on the day of journey.

1st, 2nd & 3rd grade - For journey by own scooter/ motor cycle - Rs.1.80 per k.m.
-do- -Own moped- Rs 0.90 per k.m. -do-

For the purpose of items "E" prior to approval is required for journey by own conveyance.

(f) **For journey performed from Railway Station / Bus stoppage to the destination**
Road mileage will be admissible.

(g) **Journey outside the State.**

For availing special facilities prior orders of competent authority be obtained (like Hotel/Taxi fair, lodging etc.)

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13.04.2011

Chairman & Managing Trustee

I saw the Travelling Allowance proposal submitted to you in my absence by the A.O. I do not agree with this. So far D.A recommended for the cadre within the state seems to be genuine, but outside the state it should not be more than Rs.180/- for Gr.I Officers, Rs.150/- for Gr.II Officers, Rs.120 for Gr.III & Rs.90/- for Gr.IV employees as mentioned in the table below.

So the rate of D.A. as per time schedule will be as follows:

- Departure & arrival within 6 hours outside Dhenkanal - 25%
- Between 6-12 hours - 40%
- 12 - 24 hours 70%
- Beyond 24 hours full D.A.
- Journey by bus for all Grades - Actual fare

Grade	Pay Range (Rs.)	Post	Rate of D.A. within the state	Rate of D.A. Outside the state	Hotel accommodation (Rs. per day)
Grade-I (Maximum A.C. - II)	Above 40000	Principal/Prof./ Asst.Prof.	150/-	180/-	1500
Grade-II (Maximum A.C. - III)	12000 - 40000	Lecturer	120/-	150/-	1000
Grade-III (Sleeper Class)	3000 - 12000	R.P., Instructors/ Lab Asst./ Admn. staff	100/-	120/-	600
Grade-IV (Sleeper Class)	Below 3000	Class - IV employees	80/-	90/-	200

Journey by own conveyance prior approval should be taken from the competent authority.

- For journey by own car - Rs.5/- per km and no D.A. for the day
- by own Motor cycle/Scooter - Rs.2.50 per km and no D.A. for the day
- by own moped - Rs.1.50 per km. and no D.A. for the day
- by bicycle - 50 paise per km and no D.A. for the day

Journey (to & fro) from the Rly. Station/ bus stoppage - actual fare as per the market rate.

Any special facility prior order of the competent authority be obtained

Local transport for outside the state - As per market rate.

A. Singh.
DIRECTOR ACADEMIC 15.4.11

Approved
M2
15/4/11
1/4/11

21

SHIVANI EDUCATIONAL AND CHARITABLE TRUST

Banamalliprasad, By the side of N.H. 42 By-Pass,
Dhenkanal - 759 001, Orissa
Telefax : (06762) 225905, Tel: 226708
E-mail : sietdki@synergyinstitute.net
Web site : www.synergyinstitute.net

Amendment T.A. Rules - 2011

The Traveling Allowance Rule 2011 already enforced from 1st April 2011 is hereby partially modified to the extent given below:

The following rules are omitted w.e.f. 2nd May 2011-

- Departure and arrival within 6 ^{months} ~~months~~ outside Dhenkanal = 25%
- Between 6-12 hours = 40%
- Between 12-24 hours = 70%
- Beyond 24 hours = Full D.A.

The following rules are substituted against the above w.e.f. 2nd May 2011-

- From 6-12 hours = 50%
- Beyond 12 hours = Full D.A.
- Below 6 hours = No D.A.
- Drivers are eligible to get Grade III - Scale- D.A.

This has been approved by the CMT on 02.05.2011

Jatin Dah
21/5/11
DIRECTOR (Academic)

Copy to: All concerned

22

(1)

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL

No:SIET/ 2008/ 4010

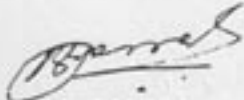
Date: 13.11.2008

CIRCULAR

Management has noticed with concern that staff members are using E.L. and Medical Leave even for one day. This is against the service rule. Henceforth the following leave rules will be administered strictly as per service rule.

- 01. EL will be granted for a minimum period of 3 days including Sunday, holidays ~~included~~ falling in between.
- 02. EL can be availed only after receiving the sanction order.
- 03. Half pay leave (medical leave) commuted to full pay is permissible only on production of medical certificate from competent authority.

Heads of Department are requested to forward such applications which meet the leave rules as per the Service Book.



PRINCIPAL

Copy to CMT/Trustee/Registrar/Director/All HODs/All Office Heads/Estt. Sec.

An. P. I.
 P. A. K. S.
 P. S. S. S.

ENERGY INSTITUTE OF ENGINEERING & TECHNOLOGY,
DHENKANAL.

Ref.No.SIET/ista/2009/ 889

Date 25.03.2009

CIRCULAR

In supersation to this office circular No. 4610, dated 13.11.2008 of cluse -3 the employees availing sick leave(Comminuted leave) for more than 3 (three) days are need to produce medical certiffente for sanction of their leave.

Jatin Dash
PRINCIPAL
SIET, Dhenkanal.
25/03/09

Copy to - CMT/Trustee /Director /Registrar /All HODs / A.O/HOs /
Establishment Section /P.A to Principal/S.O



22

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY: DHENKANAL

No.SIET/2009/22)

CIRCULAR

4.4.2009

It has been observed that some of the staff members are remaining absent from their duties on the pretext of verbal orders of the Chairman / Director. All the staff members are hereby requested to obtain prior written permission for their absence/deputation in connection with the college work. In emergency where it is not possible to obtain prior written permission from the authorities, the staff has to submit a request in writing for the deputation which may subsequently be approved by the sponsoring authority.

Any tour/travel without office order shall be treated as official impropriety and subject to loss of pay.

Jatin Das

PRINCIPAL

Copy to CMT/Director/Registrar/All HODs/HOs

No. SIET/2009/1563

01.08.2009

OFFICE ORDER - (-)

1. No employee shall be allowed to proceed on leave without prior alternative arrangement of classes/responsibilities.
2. Leave application will not be entertained without prior office order for more than 3 days.
3. Those who are on leave for more than 3 days need to submit a joining report on resumption of duty. His/her joining on duty shall be counted from the date of approval of the joining report by the appropriate authority.
4. Those who proceed on leave without prior office order or permission shall be treated as negligence of duty and action shall be taken as deemed fit.
5. Employees are entitled for month wise proportionate leave.
6. Leave shall be sanctioned for a maximum length of 4 days at a stretch in a month. *subject to eligibility.*

This order will come into force with immediate effect.

N.M

CHAIRMAN & MANAGING TRUSTEE

Copy to Director Academic/Principal/Director/Registrar/All HODs/HOs.

[Signature]

*M. Venky K.
Asst. - [unclear]
of [unclear]*

*[Signature]
[unclear]
[unclear]*

26 27

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY : DHENKANAL.

No.SIET/2009/ 2123

19th October, 2009.
20

OFFICE ORDER

Presently one month basic salary is being deducted from the employees towards security deposit. Henceforth, one month salary including Basic, D.A., increments, or any other allowances including reimbursement should be deducted from the salary as security deposit w.e.f. 1.10.09. This will be applicable to new employees as well as existing employees whose security deposits have already been deducted and balance to be deducted in 10 equal installments w.e.f. 1.10.09.

D.A.M.

CHAIRMAN & MANAGING TRUSTEE

C.C.to: Director(Academic)/Principal/All HOD/Registrar/Accounts.

Seen.

Asan

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY: DHENKANAL

No.SIET/2007/3260

OFFICE ORDER

7th October 2007

The management is pleased to enhance the D.A. of the following employees from the existing rate to 80%.

- 1. Sri Prashant Ku. Nayak, Asst.Prof. EL&TC
- 2. Sri Loknath Dhallsamant, Asst.Prof. Electrical
- 3. Dr. Jayaprakash Panda, Asst.Prof. Mathematics
- 4. Dr.Itishree Mohanty, Asst.Prof. Chemistry
- 5. Sri. Bibhudatta Pradhan, Sr.Lect. EL&TC
- 6. Sri Shaktishankar Pati, Sr.Lect. Electrical
- 7. Sri Premananda Pani, Lect. Electrical
- 8. Sri Ramakanta Mahanata, Lect. Electrical
- 9. Sri Biswajit Tripathy, Sr.Lect. Comp.Sc
- 10. Sri Subhashree Abinash, Lect. Comp.Sc.

The above enhancement will be effective from 1st October 2007 subject to condition that:

- 1. Enhanced D.A. of 50% out of this 80% may be merged with the basic salary once AICTE revise the pay scale or part of total D.A. can be merged/adjusted in future with the basic for suitable fitment. however, under any circumstances the total amount will not fall below the basic + D.A. of the above declared structure.
- 2. The above employees are required to submit their original mark sheets and certificates along with two photocopies each with the establishment section. After verification, the original certificates & Mark sheets will be returned to the concerned employees immediately.
- 3. Each employee has to furnish the details of the permanent and local address along with their contact telephone/mobile nos.

Handwritten signature

CHAIRMAN & MANAGING TRUSTEE

Copy to Director/Principal/Director Academic/All HODs/Accounts officer/Persons concerned/ Personal files.

Submitted to the Chairman

Sub: Proposal of DA enhancement & adhoc promotion policy for employees: Reg

As discussed with you, the following proposals are mooted for final approval.

Faculty members with

1. B.Tech./ M.Sc./ MBA at the entry level are eligible for 40% DA
2. B.Tech./ M.Sc./ MBA + minimum of 2 years of teaching experience only are eligible for 60 % DA in addition to corresponding number of increments for service years in degree Engg. Colleges or industries.
3. B.Tech. / M.Sc./ MBA + minimum of 5 years of Teaching/Research/Industry experience will be placed in the Lecture (Senior Scale) with 60 % DA.
4. M.Tech. + minimum 3 years of post B.Tech. teaching experience will be placed in the Lecture (Senior Scale) with 100 % DA.
5. M.Tech./ Ph.D(Science) + minimum 5 years and 3 years of teaching experience respectively, will be placed in the Asst. Prof. Scale with 100 % DA. They will be designated as Adhoc Asst. Prof. until their appointment is ratified by a duly constituted selection panel.
6. Asst. Prof. designation and at least one year experience as A.P at Synergy may be given one extra increment in addition to 100 % DA.

Technical Staff

With minimum of 7 years of experience at Synergy will be placed in next higher scale of Technical Assistant/Asst. Programmer/Lab. Asst./Demonstrator as applicable. They will be designated accordingly.

Non-teaching / Administrative/ Other staff

1. Those with consolidated salary, may be given a hike of 10 %
2. Those already in scale, may be given 10 % DA.

The monetary benefit may be applicable w.e.f 01-08-2008


Principal

Asst
D.2
2-8/10/08

From 1/8/08

The basis of pay revision of Technical Staffs on the basis of as per the approved policy Ref. Flag (A) (*), which allows an employee for a promotion after seven yrs of Service at SIET.

The DA revision was made as per the desire of the chairman. Ref. flag (B) which spells

10 & 15 yrs below 40% (i)
5 to 8 yrs 30% (ii)
20% (iii)
10% (iv)

employees with 10 yrs of service will get 40% DA
with 5-9 yrs of service will get 15 to 20% DA
with 3-5 yrs of service will get 10-15% DA
with 1-3 yrs of service will get only Scale.

Further, it was also approved by CMT that, any (non-teaching technical) employee with 8 yrs of service is entitled for 40% DA (Ref. N-1), based on which Mr. Basant Sanida, Lab. Asst. is getting 40% DA.

Band on the above condition revised proposed for salary that enhancement of

Long time for revision of this staff also

After by complete 8 years 9 years

Under 20% will be higher scale.

(A) Ex-apt. except claim for 10% DA

(B)

to be revised of 40% DA, any time claim for 40% DA

NOTE SHEET

22

In partial modification of the order for grant of D.A. to the faculty members, which was implemented with effect from 01.08.2008, the following rate of D.A. is implemented with effect from 01.11.2011.

1. B.Tech/M.Sc./MBA at the entry level are eligible for 40% D.A.
2. B.Tech/M.Sc./MBA after completion of one year in SIET are eligible for 50% D.A.
3. B.Tech/M.Sc./MBA after completion of two years in SIET are eligible for 60% D.A.
4. B.Tech/M.Sc./MBA after completion of three years in SIET are eligible for 70% D.A.
5. M.Tech/Ph.D. 1st year are eligible for 100% D.A.
6. M.Tech. with three years post B.Tech. experience in teaching are eligible for lecture Sr. Scale and with five years of such experience are eligible for position of Adhoc Assistant Professor until their appointment is ratified by a duly constituted selected panel.
7. In exceptional and deserving cases, special allowances may be given considering the achievements in addition to the eligible D.A. which is at the discretion of the CMT.

Submitted for approval.

[Signature]

Approved

M
14/11/11

for 1/1/2011

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, HENKANAL.

No. SIET/2009/2609

Date: 12.12.09

CIRCULAR

There was a standing instruction to submit tour diary for the faculty members attending Workshop/Training/University work or any other Academic programme after completion of their tour. But it is observed that this is not followed properly. In view of this, I suggest the following and request to adhere it seriously.

1. Director (Acad) is requested to submit list of the faculty members those who are deputed officially for attending Workshop/Training/University work or any other Academic programme and not submitted their tour diary from October 2009 to till date.
2. For attending any other programme no post-facto approval shall be entertained and a prior approval with formal order is mandatory for attending such programme. Director (Acad) is requested to ensure it.
3. Principal is requested to appraise the proceeding of all University meetings directly to the Director (Acad) with all relevant papers and subsequently the Chairman shall be informed through Director (Acad).

AMM

Chairman

Cc: Director (Acad)/Principal/Registrar/All HODs

No.SIET/2009/ 2466

25.11.2009

CIRCULAR

Directors, Principal, Professors, Registrar & HODs are requested to take prior approval of the undersigned when they are going out on different assignments which have financial implications except the routine matters related to examination, evaluation or attending University Meetings.

Approval of the undersigned can be taken over telephone, in case of emergency

This order will come into force with immediate effect.

D.A.M

CHAIRMAN & MANAGING TRUSTEE

Copy to Directors, Principal, Professors, Registrar/HODs/OS



1

SHIVANI EDUCATIONAL AND CHARITABLE TRUST

Banamaliprasad, By the side of N.H. 42 By-Pass,
Dhenkanal - 759 001, Orissa
Telefax : (06762) 225905, Tel:226708
E-mail : sietdkl@synergyinstitute.net
Web site : www.synergyinstitute.net

SIET/2010/9957

DATE: 11/2/10

CIRCULAR

It has come to the notice of the undersigned that procedure for leave is not being followed strictly in the institute. Persons are submitting leave application days after availing the leave instead of taking prior approval/sanction of the same.

In emergency cases intimation or application for leave should come to the leave sanctioning authority by 10:00 AM of the day of availing the leave or the HOD/HO should intimate the fact within the above time.

It is therefore, circulated that the following procedures shall be followed strictly keeping in view the Order No.1563 dated 01.08.2009, Circular No.4010 dated 13.11.2008, Circular No. 4010 dated 13.11.2008, Circular No.2466 dated 25.11.2009 and Circular No.2609 dated 12.12.2009.

No employee shall be allowed to proceed on any type of leave without prior alternative arrangement of classes/responsibility.

No employee shall be allowed to avail leave without prior approval/sanction. In case of urgency, leave application or intimation for leave shall reach the leave sanctioning authority on the very day by 10:00 AM or the HO/HOD shall intimate the fact on the same date before 10:00 AM, otherwise the concerned employee shall be marked as absent and leave may not be granted.

CHAIRMAN & MANAGING TRUSTEE

Cc: Director (Acad)/Principal, SIET, DKL/Director (Finance) SIET, DKL
Registrar/All HODs/All HOs of SIET, DKL/Principal, SIT, Phulnakhara,
Bhubaneswar.

DATE: 4/2/10

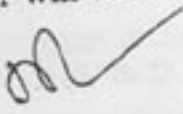
SIET/2010/2958

OFFICE ORDER

In partial addition to Office Order No. SIET/2009/1563 dated 01.08.2009 the following procedure should be strictly followed.

1. No employee shall be allowed to proceed on leave without prior alternative arrangement of classes/responsibilities and approval of competent authority.
2. Leave application will not be entertained without prior office order for more than 3 days.
3. Those who are on leave for more than 3 days need to submit a joining report on resumption of duty. His/her joining on duty shall be counted from the date of approval of the joining report by the appropriate authority.
4. Those who proceed on leave without prior office order or permission shall be treated as negligence of duty and action shall be taken as deemed fit.
5. Employees are entitled for month wise proportionate leave.
6. Leave shall be sanctioned for a maximum length of 4 days at a stretch in a month subject to eligibility.
7. Attendance Register must be up-to-date on the first half of the same day

This order will come into force with immediate effect.


CHAIRMAN & MANAGING TRUSTEE

Cc: Director (Acad)/Principal, SIET, DKL/Director (Finance) SIET, DKL Registrar/All HODs/All HOs of SIET, DKL/Principal, Phulnakhara, Bhubaneswar.

SIET/2010/2959

DATE: 4/2/10

CIRCULAR

In partial addition to Circular No. SIET/2009/2609 dated 12.12.2009 the following procedure should be strictly followed.

There was a standing instruction to submit tour diary for the faculty members attending Workshop/Training/University work or any other Academic programme after completion of their tour. But it is observed that this is not followed properly. In view of this, I suggest the following and request to adhere it seriously.

1. Director (Acad) is requested to submit list of the faculty members those who are deputed officially for attending Workshop/Training/University work or any other Academic programme and not submitted their tour diary from October.2009 to till date.
2. For attending any other programme no post-facto approval shall be entertained and a prior approval with normal order is mandatory for attending such programme. Direct (Acad) is requested to ensure it.
3. Principal is requested to appraise the proceeding of all University meetings directly to the Director (Acad) and CMT also with all relevant paper.
4. Director (Finance) is requested to verify the report before releasing the T.A. & D.A.

RAM

CHAIRMAN & MANAGING TRUSTEE

2/

cc: Director (Acad)/Principal, SIET, DXL/Director (Finance) SIET, DXL
Registrar/All HODs/All HOs of SIET, DXL/Principal, SIT, Phulnakhara,
Bhubaneswar. (kindly for level inspection & a necessary report of (short memo to B) submit to SIET (to Principal)

SIET/2010-3021

DATE: 13-2-10

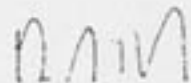
CIRCULAR

In partial addition to Circular No. SIET/2009/2466 dated 25.11.2009 the following procedure should be strictly followed.

Director(Acd), Director, Principal, Professors, Registrar & HODs are requested to take prior approval of the undersigned through proper channel when they are going out on different assignments which have financial implications except the routine matters related to examination, evaluation or attending University Meetings.

Before going to attend any official meeting with Govt./University, views of Management must be obtained from CMT.

This circular will come into force with immediate effect.



CHAIRMAN & MANAGING TRUSTEE

Cc: Director (Acad)/Principal, SIET, DKL/Director (Finance) SIET, DKL
Registrar/All HODs/All HOs of SIET, DKL/Principal, SIT, Phulnakhara,
Bhubaneswar.

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL.

No. SIET/2010/3104

Date:23.02.2010

CIRCULAR

It is observed that some of the staff members are availing leave by just informing their concerned authority without any formal application. Further, they also do not submit the application immediately after joining in duty. At times the information received by concern authority was not passed to the principal.

The undersigned desires the leave application to be submitted on the same day or at the time of joining failing which their request for leave shall not be entertained and it shall be treated as unauthorized absence. Further, the undersigned impress upon the authorities to immediately inform the leave request of their staff to the principal.

Jatin Das
23/2/10
DIRECTOR(Acd)

Copy to: CMT/Registrar/All HODs/ All HOs/All Notice Boards/Estt./G.file.

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL

No. SIET/2011/ 5815

CIRCULAR

DATE: 15.02.2011

It is observed that some faculty are submitting applications for leave after the leave has been availed. Such cases will be treated as unauthorized absence. Yet some others do not submit their joining reports immediately after availing of EL/ML etc. All such cases will be viewed seriously hereafter.

PRINCIPAL

*Accepted as absent -
and show cost may be
brought back for
El-etc*

Copy to: CMT/Director Academic/All HODs for circulation among faculty.

19/2

15

FACULTY NORMS

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN TECHNICAL INSTITUTIONS

15.1 ENGINEERING AND TECHNOLOGY

Faculty Cadre Ratio = 1 : 2 : 6

Teacher student ratio = 1 : 15

SL.NO	CADRE	PRESCRIBED QUALIFICATIONS AND EXPERIENCE
1.	LECTURER QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience required). OR First Class Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Same as above.
2.	ASSISTANT PROFESSOR QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent. OR First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities / University departments and the institutions offering PG programmes / Research, Ph.D is a must. For candidates from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until Ph.D is earned.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology. AND Professional work, which is significant and can be recognized as equivalent to Ph.D* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.

S.No.	GRADE	DESCRIPTION
3.	PROFESSOR	
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4.	Director / Principal / Head of Institute	
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	The maximum age for holding the post of Director / Principal shall be 65 years.

Unanimously declared equivalent to Ph.D by a 3-member expert committee, duly appointed by affiliating University.

NOTE :

1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.
2. In the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch," a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A TEN POINTS SCALE**

GRADE POINT	PERCENTAGE MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

109/02

Encl - 1
91

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

Dated: - 14th June, 2006

D.O.No.F.1-1/2002(PS)Exemp.

Dear Sir/Madam,

The Commission in its meeting held on 11.6.2006 approved the second amendment in UGC Regulations for minimum qualifications for appointment and career advancement of teachers in Universities and Colleges incorporating the recommendations given in the Interim Report of the Committee constituted by MHRD under the Chairmanship of Prof. Bhalchandra Mungekar, Member, Planning Commission, New Delhi, to review the National Eligibility Test conducted by UGC. A copy of the amendment regulation is enclosed for necessary action.

This would be effective from the date of issue of this letter.

With regards,

Yours sincerely,

Sd/-
(Pankaj Mittal)

Encl - 1
109/02
The Vice-Chancellor
All Universities

See
109/02

109/02

42

**UNIVERSITY GRANTS COMMISSION (MINIMUM QUALIFICATIONS
REQUIRED FOR THE APPOINTMENT AND CAREER ADVANCEMENT OF
TEACHERS IN UNIVERSITIES AND INSTITUTIONS AFFILIATED TO IT
(SECOND AMENDMENT REGULATIONS, 2006).**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

14th June, 2006

F.No.1-1/2002(PS) Exemp.

NOTIFICATION

In exercise of the powers conferred by clause (e) & (g) of sub-section(i) of Section 26 read with Section 14 of University Grants Commission Act, 1956 (3 of 1956), and in supersession of the Regulations issued under University Grants Commission letter No.F.1-93/74(CPP) Part(v) dated 13th June, 1983, No.F.1-11/87(CPP-II) dated 19th September, 1991 and No.F.1-11/87(CPP) dated 21st June, 1995 and Notification No.F.1-93/74(CP) dated 19th February, 1985, 26th November, 1985 and No.F.3-1/94(PS) dated 24th December, 1998. UGC Regulations No.F.3-1/2000(PS) dated 4.4.2000 and No.F.1-1/2002(PS) Exemp. Dated 31st July, 2002, the UGC hereby makes the following Regulations to amend the UGC (Minimum Qualifications Required For The Appointment And Career Advancement Of Teachers in Universities and Institutions affiliated to it) Regulation, 2000, namely:-

1. Short Title, Application and Commencement:

- (i) These regulations may be called UGC (Minimum Qualifications Required For The Appointment And Career Advancement Of Teachers in Universities and Institutions affiliated to it) (Second Amendment) Regulations, 2006.
- (ii) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated college recognized by the Commission, in consultation with the university concerned under Clause (f) of Section-2 of the UGC Act, 1956, and every institution deemed to be a university under Section 3 of the said Act.
- (iii) They shall come into force with immediate effect.

In the University Grants Commission (Minimum Qualifications required for the appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulation, 2000, wherever the following para occurs:-

"NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D. degree. However, the candidates who have completed M.Phil degree or have submitted Ph.D. thesis in the concerned subject upto 31st December, 1993, are exempted from appearing in the NET examination."

should be substituted with the following para:

Institutions affiliated to it) Regulation, 2000, wherever the following para occurs:-

"NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil degree in the concerned subject are exempted from NET for UG level teaching only."

(Prof. Mool Chand Sharma)
Secretary

The Assistant Controller
Publication Division
Govt. of India,
Ministry of Urban Development Poverty Alleviation,
Civil Lines,
Delhi-110 054

Prof. B.G. Naresh Kumar
ADVISOR-II

F.No. FD/PSSC/Clarif./2003/1

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of Govt. of India by Parliament Act (52), 1987)
Date : 10.9.2003

To,
Secretaries (Technical Education)
All State Governments/Union Territories

Sub : Clarification on certain issues pertaining to Pay Scales and Service Conditions for teachers of Degree/Diploma level Technical Institutions.

Sir,
From time to time the AICTE receives queries seeking clarification on different issues pertaining to Pay Scales and Service Conditions for teachers of Degree/Diploma level Technical Institutions.

The AICTE has constituted Expert Committee to give the clarification / anomalies pertaining to Pay Scales and Service Conditions of Teachers of Degree/Diploma Level Technical Institutions. The decision of the Expert Committee on these issues is enclosed (Annexure-1) for information and necessary action, if any.

This is issued with the approval of the Competent Authority.

Yours faithfully
Sd/-
(B.G. Naresh Kumar)
Advisor (FD)

Encl: As above

Copy to :

1. All the Directors of Technical Education of All State Govts./Union Territories - for circulation amongst all Directors/ Principals of degree/diploma level Technical Institutions.
2. Principals of all national Institutes of Technologies
3. All Vice-Chancellors of Universities/Deemed Universities.
4. Secretary/Additional Secretary/Union Public Service Commission (UPSC)
5. All Centrally funded Technical Institutions
6. All Regional Officers of AICTE at Kolkata, Mumbai, Kanpur, Chennai, Chandigarh, Bhopal and Bangalore.
7. The Deputy Secretary (T), Dept. of Secondary and Higher Education, Ministry of HRD Govt. of India, Shastri Bhawan, New Delhi.

Indira Gandhi Sports Complex, I.P. Estate, New Delhi - 110 002

Phone (Direct) : 011-23392517, 23392581, 23392562 (EPABX) 23392563-65/73-75

Telefax - 011-23392562, 23392554 E-mail : naresh_gowda@vsnl.net

Item No.1 : Eligibility for the Post of Lecturer in Computer Science & Engg. - relaxation in the requirement of 1st class

Item No.2 : Anomaly in the AICTE prescribed eligibility criteria for the post of Lecturer in Computer Science & Engg.

Decision taken :

The Committee agreed to the decision of AIB - IT i.e. B.E./ in any Engineering discipline or M.Sc., in Mathematics/Physics/ Electronics/Computer Science and allied subjects and First Class M.Tech./M.E. degree in Computer Science/ Information Technology.

Item No.3 : Clarification in respect of the qualification prescribed for appointment as Lecturer in MCA course.

Decision taken :

Bachelor's degrees in any discipline or M.Sc., in any branch along with First Class MCA degree are eligible for appointment as lecturer in MCA course.

Item No. 4 : Counting of past services and pay protection at the time of recruitment by a Central Govt. organization in respect of a person coming from Pvt.Engg. College.

Decision taken :

It was observed by the expert committee that the UGC has framed guidelines for the counting of past service & pay protection etc. Hence it was decided that in the above matter, UGC guidelines may be followed.

Item No. 5 : Consideration for inclusion of M.Sc., (Bio-Chemistry) and M.Tech. (Bio-Technology) as the basic minimum qualifications for various levels of posts of teachers in the Pharmacy discipline in degree level technical institutions.

Decision taken :

The inclusion of M.Sc., (Bio-Chemistry) or M.Tech. (Bio-Tech.) as the basic minimum qualifications for various posts of faculty in Pharmacy may be referred to the concerned Board of Governors (BOG)/Selection Committee in order to take appropriate decision.

Item No. 6 : Modification of the eligibility Criteria for the post of Lecturer in the discipline of Comp. Sc. & Engg.and/or MCA

Decision taken :

Same as Item No.1 & 2 above.

Item No. 7 : Clarification on certain issues pertaining to Career Advancement scheme (CAS) for teachers of Degree level Technical Institutions.

Decision taken :

As per the revised CAS proposed by FD Bureau, placed at Appendix-1.

Item No. 8 : Superannuating benefits on accounting of having Ph.D. before entering service.

Decision taken :

The committee has discussed the issue and it was decided to refer the matter to BOG in order to take appropriate decision

Item No. 9: Issue of deciding the nature of refresher courses being imparted by UGC and/or other technical institutions for the purpose of being considered under the Career Advancement Scheme (CAS) of AICTE.

Decision taken :

The committee has discussed the issue of nature of refresher courses for CAS and it was decided as follows :

- (i) Issue of recognition of refresher courses is as per the discretion of the selection committee for CAS.
- (ii) In general the advanced course conducted by QIP (AICTE) UGC,ISTE, Universities and other recognized institutions etc shall be considered for CAS.

Item No.10 : Anomaly in AICTE recommended pay scales for teachers of diploma level technical institutions (polytechnics)

Decision taken :

The committee had discussed the issue at length and it was decided that the teachers who have been recruited prior to 1.1.1996, should be governed by the existing Recruitment Rules (RR's). So, the committee recommends relaxation of qualification for such teachers to consider them for CAS in the grade of Lecturer (i.e., from Lecturer to senior grade & from senior grade to selection grade) and also for those who were promoted before the implementation of revised AICTE pay scales & service conditions. (From the date of AICTE notification to the date of implementation of the same by the concerned State Govt/ Union Territory).

Item no.11: Consideration of the qualification of M.Tech., (Industrial Metallurgy) as eligible for promotion to the post of assistant professor in the dept.of Mechanical Engg.

Decision taken :

Yes, if the candidate has basic degree in Mechanical Engg. i.e. B.E./B.Tech. in Mech.

Item No.12: Effective date of applicability for uniform implementation of Career Advancement Scheme (CAS) for faculty members of technical institutions.

Decision taken :

The committee had discussed the issue and it was decided that in the above matter UGC guidelines should be followed (as decided in 44th EC).

Item No.13: Requirement for framing of Pay Scale and Service Conditions for Workshop Instructors for diploma level technical institutions.

Decision taken :

All these items pertain to Polytechnics/Diploma level technical institutions whose approval and other controls have been fully delegated by the AICTE to the concerned State Govt/ Union Territory. Hence, it was felt desirable by the Expert Committee that all these matters/ issues can be referred to the concerned State Govt/ Union Territory for their consideration and/or settlement of their cases.

Item No.14 : Consideration of the short term courses under the QIP for the purpose of Career Advancement of Teachers of Pharmacy disciplines in respect of degree level technical institutions.

Decision taken :

Same as item no.9

Item No.15 : Request for amending the eligibility criteria for the post of Lecturer in the discipline of Computer Science & Engg. in degree level technical institutions.

Decision taken :

Yes, if the Master of Science degree in Pharmaceutical from London is equivalent to M.Pharm as per AIU.

Item No.18: Inclusion of the qualification of Master of Information Technology (MIT)/ MCA for teaching post in the discipline of Computer Science & Engg.

Decision taken :

The committee has decided that it is up to the selection committee/ Governing Body to decide the issue.

Item No. 34 : Issue regarding qualifications for the post of principal in diploma level technical institutions from Pharmacy discipline.**Decision taken :**

As per AICTE Act - 1987 the Pharmacy discipline falls under the purview of Technical Education. Hence, the candidates from Pharmacy discipline should also be considered for the post of Principal of polytechnics provided if such institution has a Department of Pharmacy.

Item No.35: Consideration on the issue regarding relaxation of the condition of 5 years experience at the level of Assistant Professor to 10 years teaching experience for promotion to the post of Professor in a University Departments/ Technological Universities.**Decision taken :**

As the teachers in Universities/ University Departments of Science/ Humanities are Governed by UGC, where as in the same university Engineering faculty is governed by AICTE. Since the different experience criteria were fixed by UGC & AICTE, Engg. faculty in University/ University Departments are facing lot of hardship.

In lieu of the above the committee recommends to treat Engg. faculty in par with Science/ Humanities in terms of experience as per UGC. But at the same time to apply AICTE qualifications for the concerned posts.

Item No.36: Consideration of the case for exemption from NET qualification in case of Ph.D. degree holders in the discipline of basic sciences and humanities for the post of Lecturers in degree level technical institutions.**Decision taken :**

Yes, the Ph.D. holders in the discipline of Basic Science & Humanities may be exempted from NET qualification for the post of Lecturer in degree level technical institutions.

Item No. 37 : Issue regarding relaxation of the qualification to various categories of teachers in degree level technical institutions to the promotion effected in between the period of AICTE notification on revised pay scales and service conditions and orders of respective state govt.**Decision taken :**

Same as per Item No. 10.

Item No.38: Issue regarding consideration of DOACC "B" level qualification as equivalent to MCA degree for the purpose of recruitment of Lecturers for MCA course in degree level technical institutions.**Decision taken :**

No, the equivalency has been given for the purpose of professional employment and not for the purpose of faculty recruitment in technical institution.

Item No. 27: Consideration of fixing eligibility requirements for various teaching posts in degree level technical institutions in various interdisciplinary and newly emerging areas of E & T such as Environmental Engg.

Decision taken :

The committee has recommended that a person with M.Tech. (Environmental) with Ph.D. in Environmental Studies/ Engg. would be eligible for the post of Assistant Professor in Civil Engg.

Item No.28(a): Consideration of the teaching experience at the level of Assistant Professor as equivalent to the level of Lecturer (selection grade) for the purpose of recruitment of professors in degree level technical institutions.

Decision taken :

Same as per Item No. 23 above

Item No.28(b): Consideration of amendment in the AICTE prescribed minimum qualifications and experience for the post of Professors in degree level technical institutions.

Decision taken :

In case of candidates having only Bachelors degree in Engg./Tech. and completed Ph.D., the minimum qualifications & experience for the post of Professors in degree level technical Institutions should be as follows :

'Ph.D. with First Class Bachelors degree in the appropriate branch of Engg./ Tech. with 10 years experience in teaching industry/ research out of which 5 years should be at the level of Ass'tant Professor and / or equivalent.'

Item No. 29 : Issue of recognition of various training programmes being imparted by different organization as equivalent to programmes approved by AICTE for the purpose of including the same in the Career Advancement Scheme (CAS).

Decision taken :

Same as Item No. 9.

Item No. 30 : Fixing of pay scales and service conditions for workshop instructors for diploma level technical institutions.

Decision taken :

Please refer Item No. 13.

Item No. 31 : Issues regarding adoption of pay scales for the post of Principals, which is different from AICTE prescribed pay scales in the institute run by Govt. Tool Room and Training Centre, Bangalore.

Decision taken :

The Committee discussed the issue and finalised that deviation from existing RRs is not permissible. No scheme is available at present for financial assistance.

Item No. 32 : Consideration for inclusion of the qualification of M.Sc. (Food Processing)/ M.Sc. (Food Science & Tech.)/ MS (Food Tech.)/ M.Sc. (Food and Allied Sciences) etc. for various teaching posts in the discipline of Food Tech. in the degree level technical institutions.

Decision taken :

As it is not mentioned in AICTE notification. It is up to the selection committee to decide the case.

Item No.33: Issue regarding reviewing of recruitment qualifications in the discipline of Arch./Planning in degree level technical institutions in case of candidates having PG Planning with degree in Economics.

- (ii) Made some mark in the areas of Scholarship and Research; as evidenced e.g. self assessment, report of referees, quality of publication, contribution to education/innovation, development of new courses and curricula and extension activities.
- (iii) After placement in the senior scale participated in winter/summer schools (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the AICTE.
- (iv) Possesses consistently good performance appraisal reports.

1.4.2 Promotion to the post of Assistant Professor will be through a process of selection by a selection committee to be set up under the statutes/ordinances of the concerned institute/university or other similar committees set up by the appointing authorities.

1.5 Professor :

1.5.1 In addition to the sanctioned position of Professors which must be filled up through direct recruitment through all India advertisement promotion may be made from the post of Assistant Professor after 8 years of service as Assistant Professor.

1.5.2 The selection committee for promotion to the post of Professors should be the same as that for direct recruitment for the promotion from Assistant Professor to Professor the following methods of promotion may be followed.

The candidate should present her/himself before the selection committee with some of the following :

- (a) Self-appraisal report (required)
- (b) Research Contribution - books, articles, etc published (at least 4 papers in Journals required). The best three written contribution of the teacher (as defined by her/him) may be sent in advance to the experts for reviewed before coming for the selection committee interview. The candidate should submit in three sets with the applications.
- (c) Seminars/conferences/workshops attended which should be at least 4 seminars/conferences/ workshops at the national/ international level or must have attended summer/winter schools (short term course) of total duration of 4 weeks.
- (d) Significant contribution towards teaching/ academic environment/ institutional corporate life
- (e) Adequate extension and field research activity.
- (f) Development of course/lecturer material/monographs, CDs/modern teaching tools including E-learning tools.
- (g) Participation in continuing education programme.
- (h) Any other academic contribution.

1.6 The requirement of consistent satisfactory performance appraisal report shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade)/ Assistant Professor.

For requirement of completing the courses would be as follows :

- (i) For Lecturer to Lecturer (Senior Scale), summer/winter school courses of total duration 4 weeks would be compulsory
- (ii) For Lecturer (Senior Scale) to Lecturer (Selection Grade)/ Assistant Professor, summer/winter school courses of total duration of 4 weeks would be compulsory.
- (iii) The senior teachers like Assistant Professor/Lecturer (Selection Grade) and Professors may opt to attend 4 seminars/conferences/workshops (National or International Level) in their subject area and present papers on those areas or attend AICTE approved summer/winter school courses to be offered by various approved institutions.

Note : Other terms and conditions of Career Advancement Scheme (CAS) will remain same as per the addendum issued vide Letter F.No.1-65/NEC/98-99 dated July 31st 2001.

Prof. B.G. Naresh Kumar
ADVISOR-II

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of Govt. of India by Parliament Act (52), 1987)

F.No.FD/PSSC/Clarif/2003/1 Date : 10.9.2003

To,
Secretaries (Technical Education)
All State Governments/Union Territories

Sub : Clarification on certain issues pertaining to Career Advancement Scheme (CAS) for teachers of Degree Level Technical Institutions.

Sir,
From time to time the AICTE receives queries seeking clarification on different issues pertaining to Career Advancement Scheme (CAS) for teachers of Degree Level Technical Institutions.

The Executive Committee of AICTE has taken the following decision in this regard (Item No.44.04.03)

- (i) Issue of seniority of CAS promotees vis-a-vis Direct Recruittees.
It was decided that Direct Recruittees will be considered senior to CAS Promotees.
- (ii) Incentives for higher qualifications in Career Advancement Scheme (CAS)
- (iii) Clarifications regarding Career Advancement Scheme (CAS) for teachers of Degree Level Technical Institutions.
- (iv) Issue regarding granting stagnation increments to the teachers of AICTE approved technical institutions.

The Executive Committee decided that the AICTE will follow the same rules and regulations, which are being followed by UGC in similar type of cases. AICTE may take necessary action accordingly.

This is issued by the approval of the Competent Authority.

Yours faithfully

(B.G.Naresh Kumar)
Adviser (FD)

Copy to :

1. All the Directors of Technical Education of All State Govts./ Union Territories - for circulation amongst all Directors/Principals of degree/ diploma level Technical Institutions.
2. Principals of all National Institutes of Technologies.
3. All Vice-Chancellors of Universities/ Deemed Universities
4. Secretary/Additional Secretary/ Union Public Service Commission (UPSC)
5. All Centrally funded Technical Institutions.
6. All Regional Officers of AICTE at Kolkata, Mumbai, Kanpur, Chennai, Chandigarh, Bhopal and Bangalore.
7. The Deputy Secretary (T), Dept. of Secondary and Higher Education, Ministry of HRD Govt. of India, Shastri Bhavan, New Delhi.

Indira Gandhi Sports Complex, I.P.Estate, New Delhi - 110 002
Phone (Direct) : 011-23392517,23392581,23392562 (EPABX) 23392563-65/73-75
Telefax - 011-23392562,23392554 E-mail : naresh_gowda@vsnl.net



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

19th October, 2006

No.F.3-1/94(PS)-7

The Education Secretary
All State Govts. and Union Territories.

The Registrar,
All Universities including Deemed Universities.

Sub:- Career Advancement Scheme (CAS) for Assistant Librarian/College Librarians/Assistant Director of Physical Education/College Director of Physical Education.

Sir/Madam,

I am directed to inform you that the Ministry of Human Resource Development vide its letter No.F.1-9/99-U.I. Dated 22nd September, 2006 has approved the revised CAS for Assistant Librarian/College Librarians/Assistant Director of Physical Education/College Director of Physical Education. The revised scheme as approved by the MHRD is as under:-

1. Career Advancement Scheme for Assistant Librarian/College Librarians.

(i) Every Assistant Librarian in a University and a Librarian in a College, who is in the scale of pay of Rs.8000-275-13500 will be eligible for placement in a Senior Scale of Rs.10000-325-15200 if he/she has:

- ✓(a) completed 6 years of service as University Assistant Librarian/College Librarian after regular appointment, //
- (b) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC, and consistently satisfactory performance appraisal reports.

(ii) Every Assistant Librarian in the universities who has been placed in the Senior Scale will be eligible for promotion to the post of Deputy Librarian in the scale of pay of Rs.12000-420-18300 if he/she has:

- (a) completed 5 years of service in the Senior Scale provided that the requirement of 5 years will be relaxed if his/her total service is not less than 11 years;
- (b) obtained a Ph.D. degree or has an equivalent published work;
- (c) made significant contribution to the development of Library service in the University as evident from self-assessment, reports of referees, professional improvement in the Library services, etc; as the case may be;
- (d) participated in two refresher courses/summer institutes, each of not less than four weeks duration or engaged in other appropriate continuing education programme of comparable quality, as may be specified by the UGC after placement in the Senior Scale; and
- (e) consistently satisfactory performance appraisal reports.

(iii) Promotion to the post of Deputy Librarian will be through a process of selection by a Selection Committee as in the case of promotion to the post of Readers. Posts of Deputy Librarians will be created for this purpose by upgrading the post of Assistant Librarian (Senior Scale).

(iv) Those Assistant Librarians in the universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in para (ii) above, will be placed in the grade of Rs.12000-420-18300, subject to the recommendations of the Committee. They will be designated as Assistant Librarian in the Selection Grade.

(v) The College Librarians who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs.12000-420-18300 if they fulfill the criteria prescribed for University Assistant Librarians (Senior Scale) as contained in paras (ii) & (iii) or (iv) above.

(vi) The Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade with 5 years as on 1/1/1996 shall be eligible for placement at the minimum of Rs.14940/- as done in the case of Readers.

2. **Career Advancement Scheme for Assistant Director of Physical Education/College Director of Physical Education.**

(i) Every Assistant DPE/College DPE who is in the scale of pay of Rs.8000-275-13500 will be eligible for placement in the Senior Scale of Rs.10000-325-15200 if he/she has;

- (a) Completed six years of service as University Assistant DPE/College DPE after regular appointment;
- (b) Passed the physical fitness test;
- (c) Consistently good appraisal reports;
- (d) Should have attended at least one orientation and one refresher course of not less than four weeks duration each with proper and well-defined evaluation procedure;

(ii) Every Assistant DPE in Universities who has been placed in the Senior Scale will be eligible for promotion to the post of deputy DPE in the scale of pay of Rs.12000-420-18300 if he/she has;

- (a) Obtained a Ph.D.degree in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of 'B' in the UGC 7 point scale at the Mater's degree level;
- (b) Five years experience as University Assistant DPE (Senior Scale)/College DPE (Senior Scale) or in the equivalent post in the same pay scale (excluding three years of research experience for Ph.D.)
- (c) Evidence of organizing competitions and conducting coaching camps.
- (d) Evidence of having produced good performance teams/athletes for inter-university/combined university and at higher level etc.
- (e) Passed the physical fitness test; and
- (f) Consistently good appraisal reports.

(iii) Promotion to the post of Deputy DPEs will be through a process of selection by a Selection Committee as in the case of promotion to the post of Readers. Posts of Deputy DPE will be created for this purpose by upgrading the post of Assistant DPEs (Senior Scale).

(iv) Those Assistant DPEs in the universities in the Senior Scale who do not have Ph.D. degree or equivalent published work, but fulfill the other criteria, mentioned in Para (ii) above, will be placed in the grade of Rs.12000-420-18300 subject to the recommendations of the Committee. They will be designated as Assistant DPEs in the Selection Grade.

(v) The College DPEs who have been placed in the Senior Scale will also be eligible for placement in the Selection Grade of Rs.12000-420-18300 if they fulfill the criteria as prescribed for Assistant DPEs (Senior Scale) in Universities as contained in paras (ii) & (iii) or (iv) above. They will be designated as College DPEs in the selection grade.

(vi) The Deputy DPEs/Assistant DPEs (Selection Grade)/College DPEs (Selection Grade) with 5 years as on 1.1.1996 shall be eligible for placement at the minimum of Rs.14940/- as done in the case of Readers.

1. Date of Implementation of the revised Career Advancement Scheme.

The Career Advancement Schemes as mentioned above will be effective, for the present, from 27.7.1998, i.e. the date from which the CAS for teachers is applicable under the existing orders, vide this Ministry's letter No.F.1-22/97.U.I. dated 27.7.1998.

2. Age of Superannuation

It has been decided that the age of superannuation for Assistant Librarians/College Librarians and Assistant Directors of Physical Education/College Directors of Physical Education would henceforth be 62 years.

The above scheme will come into force with immediate effect. These will be notified as regulations shortly. The Universities are requested to bring this to the notice of all the colleges affiliated to it for necessary action.

Yours faithfully

Sd/

(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary

Revised UGC pay scales for Librarians & Physical education staff

Pay Scales for Librarians:

Assistant Librarian / College Librarian:

Pre-revised scale Rs. 8000-13500 <<<< Rs. 15600-39100 with AGP of Rs. 6000.

Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale)

Pre-revised scale Rs. 10000-15200 <<<< Rs. 15600-39100 with AGP of Rs. 7000.

- Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs. 6000 shall be eligible for the higher AGP of Rs. 7000 with in the Pay Band of Rs. 15600-39100.
- Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000 shall become eligible for the higher AGP of Rs. 7000.
- After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/College Librarian without the relevant Ph.D. and M.Phil shall move to the higher AGP of Rs. 7000.
- The pay of the existing Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000, at an appropriate stage based on their present pay.

Deputy Librarian / Assistant Librarian (Selection Grade) / College

Librarian (Selection Grade)

- Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 initially at the time of recruitment.
- On completion of service of 5 years, Assistant Librarian (Sr. Scale)/ College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs. 8,000. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.

- After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000.
- Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs.7000 shall also be eligible for being placed in the AGP of Rs. 8000.
- Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade).
- Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs. 15600-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs. 8000.

Librarian (University)

- The post of Librarian shall be in the Pay Band of Rs. 37400-67000 with the Academic Grade Pay of Rs. 10000.
- Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC and if any by the university, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' of the 6th CPC in the Pay Band of Rs. 3740-67000 with AGP of Rs.10000.

Qualifications for Faculty Positions for Engineering & Technology


1.	Lecturer	<p>First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience required).</p> <p>OR</p> <p>First Class Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.</p>
2.	Reader	<p>Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent.</p> <p>OR</p> <p>First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities / University departments and the institutions offering PG programmes / Research, Ph.D is a must. For candidates from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until Ph.D is earned. Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology.</p> <p>AND</p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.</p>
3	Professor	<p>Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p>Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which: at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.</p>

- * Unanimously declared equivalent to Ph.D by a 3-member expert committee, duly appointed by affiliating University.

NOTE :

- If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.
- In the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

O.S / S.A
for record.


 2/2/08

Qualifications for Faculty Positions for Architecture

1.	Lecturer	<p>Essential :</p> <p>i. First Class Bachelor's degree in Architecture or equivalent**.</p> <p>ii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>i. Associate Member of Indian Institute of Architects.</p> <p>Minimum Work Experience:</p> <p>NIL (If without first class Degree, one year in Research/ Practice in Architecture after obtaining Bachelor's Degree in Architecture or equivalent.)</p>
2.	Reader	<p>Essential:</p> <p>i. Bachelor's Degree in Architecture or equivalent.**</p> <p>ii. Doctorate *</p> <p>iii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>Associate Member of Indian Institute of Architects.</p> <p>Minimum Work Experience:</p> <p>2 years as Lecturer in Architecture or in Research/ Practice in Architecture.</p>
3.	Professor	<p>Essential:</p> <p>i. Bachelor's Degree in Architecture or equivalent.**</p> <p>ii. Doctorate *</p> <p>iii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>Fellow member of Indian Institute of Architects.</p> <p>Minimum Work Experience :</p> <p>10 years in Teaching/ Research/ Practice in Architecture after obtaining Bachelor's Degree in Architecture or equivalent out of which 5 years at least at the level of Assistant Professor or equivalent</p>

NOTE :

* In lieu of the recognized Doctorate in Architecture published Research work in Registered/ Referred journals/ significant professional work can also be considered as equivalent but in such a case a minimum of 3 years of work experience would have to be added. Also, the candidate would be required to get a recognized Doctorate in Architecture within 7 years of appointment to the post.

** Equivalent means Diploma recognized as equivalent to Bachelor Degree in Architecture or Associate-ship examination of Indian Institute of Architects.



Qualifications for Faculty Position for Management

1	Lecturer	First Class Master's degree in Business Management / Administration/ other m'v management related disciplines / PGDBM / PGDM programmes (minimum 2 ye duration) recognized by AICTE / MHRD / UGC and declared equivalent to MPA, AICTE/AIU.
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Qualifications for Faculty Positions for Computer Science & Application

1	Lecturer	<p>First Class MCA Degree/ M.Sc(Computer Science)/ M. Sc (Information Technology) with NET qualification</p> <p>OR</p> <p>First Class B.E/B.Tech. in Computer Science/Information Technology / Engineering/Technology with GATE qualification of minimum 80% percentile score.</p>
2	Reader	<p>Ph.D. degree with First Class at Bachelor's or Master's level in Computer Engineering / Computer Technology OR Ph.D degree in any relevant area of Computer Science/ Information Technology with first class Masters degree</p> <p>AND</p> <p>2 years experience in Teaching/ Industry/ Research.</p> <p>OR</p> <p>First Class Master's degree in Computer Science /Information Technology/Computer Technology OR First Class MCA degree and with 5 years experience in teaching / industry / research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/Information Technology /M Sc (Comp Sc)/ M.Sc (IT)/ MCA degree</p> <p>AND</p> <p>Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor</p>
3	Professor	<p>Ph.D. degree with First Class at Bachelor's or Master's level in Computer Science/ Computer Technology / Computer Engineering / Information Technology OR Ph.D degree in any relevant area of Computer Science/ Information Technology with first class Masters degree</p> <p>AND</p> <p>10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/ or equivalent. Candidates from Industry/ Profession with First Class M.E/M.Tech. in Computer Science/Information Technology</p> <p>AND</p> <p>Professional work experience of 13 years in relevant industry of which at least 5 years should be at a Sr. Level comparable to that of an Assistant Professor .</p>

Qualifications for Faculty Position for Humanities & Sciences

1.	Lecturer	<p>Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at the Master's degree level, in the relevant subject from the Indian University, or, an equivalent degree from a foreign university.</p> <p>Besides fulfilling qualifications, candidates should have cleared the eligibility test (NET)* for lecturers, conducted by the UGC, CSIR or similar test accredited by the UGC.</p>
2.	Reader	<p>Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at the Master's degree level.</p> <p>Five years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.</p>
3.	Professor	<p>An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in post-graduate teaching, and / or experience in research at the University/ National level institutions including experience of guidance of guiding research at doctoral level</p> <p>OR</p> <p>An outstanding scholar with established reputation who has made significant contribution to knowledge.</p>

- NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D degree. However, the candidate who have completed M.Phil degree or have submitted Ph.D thesis in the concerned subject on or before 31st December, 2002 are exempted from appearing in the NET examination. In case such candidates fail to obtain Ph.D degree, they shall have to pass the NET examination.

**Pay scale of Professor / Reader/ Lecturer
for Government Engineering Colleges**

Professor	Rs. 16,400-450-20,900-500-22,400/-
Reader	Rs. 12,000-420-18,300/-
Lecturer	Rs. 8,000-275-13,500/-

DA and other provisions will be applicable as per Statutes of EPUT / rules of Government of Orissa .

Horizontal norms as available
in AICTE, Notification No. 372
dt. 28/11/2005
17. (3) Available in Vertical plc.

vide Books O.S.
1 copy in file
A.2-11/106

FACULTY NORMS

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN TECHNICAL INSTITUTIONS

17.1 ENGINEERING AND TECHNOLOGY

Faculty Cadre Ratio = 1 : 2 : 6

Teacher student ratio = 1 : 15

Sl. No.	CADRE	PRESCRIBED QUALIFICATIONS AND EXPERIENCE
1.	LECTURER QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience required). OR First Class Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Same as above.
2.	ASSISTANT PROFESSOR QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology, with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent. OR First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities / Universities departments and those institutes offering PG programmes / Research, Ph.D is a must. For candidates from Industry / Professional experience in R&D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology. AND Professional work, which is significant and can be recognized as equivalent to Ph.D. degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.

Dated: 4th May, 2006

S. NO	CADRE	PRES CRIBED QUALIFICATIONS AND EXPERIENCE
3.	<p>PROFESSOR</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p>	<p>Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p>Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.</p>
4.	<p>Director / Principal / Head of Institute</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p>	<p>Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.</p> <p>The maximum age for holding the post of Director / Principal shall be 65 years.</p>

Unanimously declared equivalent to Ph.D by a 3-member expert committee duly appointed by affiliating university in case of affiliated institutes, university for others.

NOTE :

If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

If the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering/Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

TABLE B-9
PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A TEN POINTS SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN
DEGREE LEVEL TECHNICAL INSTITUTIONS
ENGINEERING & TECHNOLOGY DISCIPLINES

Sl. No.	Cadre	Qualifications and Experience for candidates from Teaching	Qualification & experience for candidates from Industry & Profession
1	Lecturer	First Class Bachelor's degree in the appropriate branch of Engineering/ Technology OR First Class Master's degree in the appropriate branch of Engineering/ Technology GATE score > 75%	
2	Assistant Professor	Ph. D degree with 1 st class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with two years experience in Teaching/ Industry/ Research at the level of lecturer or equivalent OR First class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching/ industry/ Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Asst. Prof. In the case of Universities/ Universities Departments and those institutes offering PG programmes/ Research, Ph.D is a must. For candidates from industry/ Professional experience in R. & D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.	Candidates from Industry/ Profession with first class Bachelor's degree in the appropriate branch of Engineering / Technology or first class Master's degree in the appropriate branch of Engineering/ Technology. AND Professional work, which is significant and can be recognized as equivalent to Ph.D* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.
	Professor	Ph. D degree with 1 st class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and / or equivalent	Candidates from Industry/ Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as Equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4	Director/ Principal / Head of the Institute	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching/ Industry/ research	The maximum age for holding the post of Director/ Principal shall be 65 years

12/2/2012
17/7/12

* Unanimously declared equivalent to Ph.D by a 3-member expert committee only appointed by affiliating university in case of affiliated institutes, university for others.

Lecturer (Senior Scale)

A lecturer will be eligible for placement in a senior scale through a procedure of selection of she/he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil, ME/M.Tech and Ph.D.
- (ii) Participated in summer/winter schools of total duration of 4 weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- (iii) Consistently satisfactory performance appraisal reports.

Lecturer (Selection Grade)

Lecturers in the Senior scale who do not have a Ph.D degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfills the other criteria given below for the post of Asst. Professor and have a good record in teaching and preferably have contributed in various ways such as teaching life of the institution, examination work and extension activities, will be placed in the selection grade subject to the recommendations of the selection committee which the same as for promotion to post of Asst.Prof. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and / or fulfilling other requirement for promotion as Asst.Prof and if found suitable, would be given the designation of Asst.Professor.

1. If a class/division is not awarded at B.E. or M.E./ Equivalent Degree a minimum of 60% marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.
2. If the discipline of Computer Science Engineering/ Technology, in lieu of the "First Class degree at Bachelor's and / or Master level in the appropriate branch," a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A TEN POINTS SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Circulate
A. Sanyal
04.05.06.

C/S

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN
DEGREE LEVEL TECHNICAL INSTITUTIONS
ENGINEERING & TECHNOLOGY DISCIPLINES

Sl. No.	Cadre	Qualifications and Experience for candidates from Teaching	Qualification & experience for candidates from Industry & Profession
1	Lecturer	First Class Bachelor's degree in the appropriate branch of Engineering/ Technology OR First Class Master's degree in the appropriate branch of Engineering/ Technology GATE score > 75%	
2	Assistant Professor	Ph. D degree with 1 st class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with two years experience in Teaching/ Industry/ Research at the level of lecturer or equivalent OR First class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching/ industry/ Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Asst. Prof. In the case of Universities/ Universities Departments and those institutes offering PG programmes/ Research, Ph.D is a must. For candidates from industry/ Professional experience in R & D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.	Candidates from Industry/ Profession with first class Bachelor's degree in the appropriate branch of Engineering / Technology or first class Master's degree in the appropriate branch of Engineering/ Technology. AND Professional work, which is significant and can be recognized as equivalent to Ph.D* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.
	Professor	Ph. D degree with 1 st class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and / or equivalent	Candidates from Industry/ Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as Equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.
4	Director/ Principal / Head of the Institute	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching/ Industry/ research	The maximum age for holding the post of Director/ Principal shall be 65 years

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A lecturer will be eligible for placement in a senior scale through a procedure of selection of she/he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil, ME/M.Tech and Ph.D.
- (ii) Participated in summer/winter schools of total duration of 4 weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- (iii) Consistently satisfactory performance appraisal reports.

Lecturer (Selection Grade)

Lecturers in the Senior scale who do not have a Ph.D degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfills the other criteria given below for the post of Asst. Professor and have a good record in teaching and preferably have contributed in various ways such as teaching life of the institution, examination work and extension activities, will be placed in the selection grade subject to the recommendations of the selection committee which the same as for promotion to post of Asst.Prof. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and / or fulfilling other requirement for promotion as Asst.Prof and if found suitable, would be given the designation of Asst.Professor.

(E)

1. If a class/division is not awarded at B.E. or M.E./ Equivalent Degree a minimum of 60% marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.
2. If the discipline of Computer Science Engineering/ Technology, in lieu of the "First Class degree at Bachelor's and / or Master level in the appropriate branch," a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A TEN POINTS SCALE

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

Circulate

A. Sampath

 04.05.06

Chairman.

As per new AICTE norm the career advancement of faculties requirements are as follows:

1. Minimum length of service for eligibility to move into the grade of Lecturer (senior scale) would be 4 years for those with Ph.D, 5 years for others with M.Phil/ME/M.Tech and 6 years for others as Lecturer.
2. Eligibility to move in to grade of Lecturer (Selection grade)/Asst. Prof. the minimum length of service as Lecturer (Sr.Scale) shall be uniformly 5 years.
3. For movement into grade of Asst.Prof. and above the minimum eligibility criteria would be Ph.D those teachers without Ph.D can go up to the level of lecturer (Selection grade) and without Ph.D they have to complete Ph.D within 7 years.
4. For an Asst.Prof minimum 8 years of service will be eligible for appointment of Prof. for every upward movement a selection process will be evolved.
5. The lecturer will be eligible for placement in to Lecturer (Sr.Scale) through a procedure of selection if she/he full fills the eligibility of criteria.
 - a) Must have completed 6 years service after regular appointment with relaxation of one or two years with M.Phil, ME/M.Tech, Ph.D respectively.
 - b) Participated in summer/winter schools of total duration of 4 weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by AICTE.
 - c) Consistently satisfactory performance appraisal reports.

2
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M. Imprint 7-10 in college
R.D. 16/3/10

Copy to provide back O.S.
for information & necessary action.
R.S. 16/3/10

O/S

A. Sanyal

A. Sanyal

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY DHENKANAL

No.SIET/2008/2600

Dated:-11.9.2008

CIRCULAR

Management has decided to keep one month salary of all teaching and nonteaching employees of the institute as security deposit. For the convenience of the employees the amount shall be deducted from their salary in monthly instalments as follows:-

1. Those employees who have benefited from salary and DA enhancement w.e.f 01.08.08, the enhancement amount shall be deducted monthly till it equalises one month gross salary.
2. For rest of employees other than retired employees, salary deduction will be effected in 10 equal monthly instalments.

This will come into effect from 1.9.2008.

R.A.M.

Chairman and Managing Trustee

c.c to all Concerned.

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY: DHENKANAL

No.SIET/2008/2427

CIRCULAR

29 September 2008
30

In partial modification of circular No.2600 dt.11.9.08, the management has decided the followings:

1. Salary deduction is not applicable to non-teaching employees
2. Only one month's basic salary of all old teaching staff shall be deducted in 10 (ten) monthly instalments
3. This will be come into effect from 1.9.08.
4. The amount will be kept in F.D.

R N M

CHAIRMAN & MANAGING TRUSTEE

Copy to Principal/Director/Registrar/ All HODs/Accounts section

28/1/2011

66

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL

No.SIET/2011/ 5420

Date: 28.1.2011

CIRCULAR

It has come to the notice of the undersigned that employees are leaving the institute during working hours without reasonable ground. All the HODs and HOs are hereby instructed to allow the staff to go out side with valid reason i.e. only on medical ground. No one should be allowed to go out side except valid reason or on lunch break.

R.N.M. 28.1.11

CHAIRMAN & MANAGING TRUSTEE.

Cc: Director/ Director(Acd)/ Registrar/ A.O./A.R./ S.O/ All HODs/All HOs.

R.N.M.

CHAIRMAN & MANAGING TRUSTEE

Cc: Director (Academic)/ Director/Principal/Registrar/All HODs/All HOs/A.O./Asst. Registrar/OS/BO - for information

2/2/2011

67

SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL

No.SIET/2011/ 5465

Date: 01.02.2011

CIRCULAR

It has come to the notice of the undersigned that employees are leaving the Institute during the working hours with the permission of the HODs and HOs on different grounds like Marketing, Bank work, out side work, School work , Home work, attending marriages, birthday, lundrywork, Tiffin, for photos and medical for attending friends etc. which are not coming under Medical ground. The above position was reviewed in the month of January 2011 and action as deemed fit is being taken.

Hence all the HODs and HOs are hereby instructed not to give permission to any of the employees to leave the institute other than on Medical reason. This has reference to Circular No.5420 dated 28.01.2011.

This should be followed strictly.

DAIM

CHAIRMAN & MANAGING TURSTEE

Cc: Director (Academic)/ Director/Principal/Registrar/All HODs/All HOs/A.O./Asst. Registrar/OS/SO - for information.

SET/2011/1575

CIRCULAR

07/2/2011

DATE: 07.02.2011

advised by Chairman & Managing Trustee, office orders for deputing staff members on admission related works are to be issued hence-forth from the office of the Principal after receipt of a formal requisition from Director Dr. N. C. Pal.

However, before proceeding on such works, one should intimate the concerned HODs/HOs about the alternative arrangement of his/her assignments so as to ensure that his/her academic responsibility does not get un-discharged.

Principal
07/2/2011

Copy to: CMT/Director Academic/Director/HODs /HOs / Professor- in -charge Vehicle.

07/2/2011

CHAIRMAN & MANAGING TRUSTEE

Director (Academic), Director/Principal/All HODs/All HOs/Asst. Registrar/CS/EO - for information.

AO - for implementation of the order immediately.

No.SIET/2011/1567

Date: 28.01.2011

OFFICE ORDER

28/1/2011

1. In order to keep proper track of the letters received from various sources, it is necessary to make all the letters entry centrally in a dairy and thereafter the same may be distributed to the concerned departments/sections.
2. Similarly, all the letters issued from the institute must be centrally issued and dispatched. Stamp account may be maintained by the Central despatch and issue section.
3. All the letters received by Principal/Director/Administrative Officer or any other officials are also to be sent to Central dairy cell for numbering and distribution.
4. For the above purpose, a central diary, issue and dispatch cell is formulated.
5. ^{if necessary} Select one Assistant immediately and appoint.

This should be implemented within a period of 7 days.

R N M

CHAIRMAN & MANAGING TURSTEE

Cc: Director (Academic)/ Director/Principal/All HODs/All HOs/Asst. Registrar/OS/SO - for information.

Cc: A.O. - for implementation of the order immediately.

ATTENDANCE REQUIREMENTS :

The students have to regularly & punctually attend all classes (Lectures, Tutorials & Sessionals) in order to be eligible to appear in the University Examinations. Minimum 75% attendance is required for all theory & practical classes. However, 15% concession is allowed on medical ground. Apart from attendance shortage, a student not attending classes without genuine reason, is liable to be fined Rs. 1.00 per day.

STUDENTS RESPONSIBILITY :

Teaching & Learning is a partnership in which staff & students have to share responsibility. A partnership implies benefits and responsibilities in both sides. To make partnership viable, students need to make their own personal commitment to the learning process by

- i) Taking advantage of the educational opportunities including contributing to Seminar & Group Projects.
- ii) Attending all classes as required by their Courses & engaging with other students and teaching staff in intellectual debates & enquiry.
- iii) Responding appropriately to course work date line and other assessment requirements.
- iv) Conducting themselves in such a way as to ensure opportunities to all students to take part in college life through adherence to the policy of equal opportunities.
- v) Contributing via their representation to the improvement of course organization & extra curricular activities.
- vi) The Institute being a temple of learning, students are required to observe a strict discipline inside the campus, class rooms, Institute buildings, Library and Hostels. It shall be the duty of the students to keep it clean. Chewing betel, spitting in the class rooms &

smoking in the campus will be seriously viewed.

DISCIPLINARY CODE :

The Procedure for student discipline may be invoked if a student is alleged to have committed any of the following.

- 1) Assaulting or holding threat behavior to other student / Employee of the college.
- 2) Damage to College property or the property of any student / Member of staff / Visitors.
- 3) Any action likely to cause injury to any person or impairing the safety of the college campus.
- 4) Any criminal offence.
- 5) A breach of equal opportunity policy including racial or sexual harassment, including ragging.
- 6) Misappropriation or misuse of College Fund or assets.
- 7) Abusive, antisocial, unreasonable behaviours.
- 8) Behaviour, likely to cause fear, distress & offence to others.
- 9) Breach of University Regulations.
- 10) Failure to comply with policies and directions relating to the effective functioning of the college.
- 11) Abuse or attempt to abuse security, integrity & privacy of any files or confidential material (including computerized data bank of the college).
- 12) Inviting outside elements to the college campus without the permission of the College authority.
- 13) Attempt to persuade students to boycott or postpone university examination.
- 14) Possession or use of any kind of alcoholic drinks, narcotics, unlawful drugs, possession of unlawful materials.
- 15) Smoking inside the institution building campus.

STUDENTS SERVICES :

Sports - The College offers wide range of sports and athletic

opportunity. The students have the opportunity to play for fun, take part in health and fitness activities in the Gymnasium. Indoor facilities are provided in the hostels. The college sports recreation facilities are normally available between 6 A.M. to 8 A.M. and 4 P.M. to 6 P.M. For further information, contact physical training instructor.

Personality Development & Cultural activities :-

The Cultural club conducts various cultural activities during the year under the supervision of vice president, cultural wing. These activities are conducted for personality development of the students, for example Quiz, Debate, Group Discussion, Music, etc.

LIBRARY :

All Students have access to college library, which offers facility and service on a wide range of materials to support academic pursuit of Students, Books, Journals, Electronic information sources i.e. Delnet, photocopy/aids. College librarian will provide details about the library.

LIBRARY RULES :

1. Hour of Opening : The hour, when the SIET library will be opened to its users, shall be determined by the Principal from time to time. At present the library is kept open to its users on all days from 10 A.M. to 5 P.M.
- 1.2 Reading Room Service : 8 A.M. to 8 P.M.

ADMISSION TO LIBRARY :

- 2.1 Only bonafied students are allowed to enter into the library, they have to produce I-Card, on demand.
- 2.2 Books, Umbrella, bags and such other articles which are prohibited shall be kept at the entrance of the library i.e. the property counter.

CONDUCT WITHIN THE LIBRARY :

- 3.1 Silence shall be strictly maintained in the Library.
- 3.2 Spitting smoking & sleeping are strictly prohibited.
- 3.3 No person shall write upon, damage or, make any mark which will disfigure the beauty or library documents such as books, journals, charts, the furniture, fittings, etc.
- 3.4 The user concerned or a group of users will be held responsible for any damage done by him/her/them to the books or other property of the library. He/She/They will be required to replace such Book(s) or other properties damaged or pay the cost with fine.
- 3.5 Tearing or cutting of books will be seriously viewed.
- 3.6 Before leaving Library, a particular user shall return any Book, manuscripts, journals and dailies taken by him/her for consultation.

4. BOOK BANK :

The Book Bank facility is designed to meet the needs of the students. To enroll as member of Book Bank, students are required to submit a refundable, interest free deposit of Rs. 1500/- at the time of admission. A member of the Book Bank is allowed to retain 5 text books during the entire semester.

5. LOAN PRIVILEGES :

- 5.1 Library Card : Each regular student shall be issued a library card at the time of admission/readmission.
- 5.2 Validity of Library Card : The Library card will be valid for two semesters/trimesters of an academic session.
- 5.3 Duplicate Identity Card : In case of loss of identity card, a duplicate card may be issued on receipt of an application with a fee of Rs.20/-.
- 5.4 Students intending to borrow books are to submit their library cards along with duly filled in requisition slip before 10A.M. The

book(s), if available may be issued in favour of the students between 11 A.M. to 5 P.M.

6. ISSUE OF BOOKS :

- 6.1 Maximum number of books that may be issued to various classes of borrowers of this Institution is as follows :
Each student : 05 nos., Professor : 10nos. Asst. Prof. : 08nos.,
Lecturer : 06nos, Instructor / Lab. Asst. / Programmer & other : 5
- 6.2 Before leaving counter, a borrower shall satisfy as to whether the book lent is in sound physical condition; if not, the borrower shall immediately bring the matter to the notice of the librarian or his deputy in his absence; otherwise the borrower is liable to be held responsible for the replacement of the book by a sound copy.
- 6.3 If one book of a set is damaged or lost, the borrower shall be liable to replace the whole set.
- 6.4 Periodicals, directories, handbooks and certain other books kept in the reference section shall not be issued.
- 6.5 The borrower is not allowed to sub-let the library documents.
- 6.6 A student may retain the borrowed books for a maximum period of 15 days.
- 6.7 All books on loan shall be returned on due date.
- 6.8 If a book is not returned to the library when due, an overdue charge of Rs. 1.00 per book for each day of delay shall be levied.
- 6.9 Loan may be renewed for 4 further periods, provided :
- No other reader has applied for the book in the mean time.
 - Not more than two consecutive renewals shall be allowed for the same book without its production to the library for inspection.
- 6.10 Loans may at any time be terminated by order of the Principal/ Librarian.
- 6.11 A member against whom any overdue or other charge is outstanding shall not be allowed to borrow books until the person has paid the amount due to him.
- 6.12 All books borrowed from the library should be returned before

summer vacation or form fill-up date.

7. GENERAL

- 7.1 The Principal/Librarian may refuse, under special circumstances, admission into the library to any person or the use of any book without assigning any reason thereof.
- 7.2 The Principal/Librarian may grant special loan temporarily for a short period, subject to the availability of the books.
- 7.3 Any infringement of the rules will forfeit the privilege of admission to end of borrowing books from the library.
- 7.4 Principal reserves the right to modify any or all of the above rules, if situation demands so.

STUDY CENTRE RULES :

- 1. The study centre of the Central Library, SIET will be kept open for its users from 8A.M. to 8P.M. every day excluding Sundays and Holidays.
- 2. Each student may be issued with one document (viz-Book, Journal, Magazine, Newspaper etc.) if available, at a time, on production of renewed Identity Card. A student without renewed Identity Card may not get entry into the Library.
- 3. Students are not allowed to take books, journals etc. outside the study centre.
- 4. A borrower is allowed to change the document once during his/her stay inside the Reading Room. Such change of document, except newspaper, cannot be allowed before expiry of one hour.
- 5. Utmost silence and discipline must be maintained inside the Study Centre.
- 6. Arrangement of chairs and tables must not be disturbed under any circumstances.
- 7. Anybody found talking or causing disturbance in any manner, blocking the passage way may be fined at the first instance and deprived of library facilities if the offence is repeated.

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- 8. Anybody who wants photocopies of articles may get them inside the library, paying charges as fixed by the college.

Action by Principal for Breach of Discipline

When breach of college discipline is directly brought to the notice to principal, he may refer it to HOD/Warden for action under the provision set out by the College.

- i) Finally the Principal shall appropriately dispose of the case.
- ii) Warning the students informally of the possible consequence for any further misconduct.
- iii) Warning the students in writing of the likely grave consequence for any further misconduct.
- iv) Reprimanding students in writing.
- v) Imposing fine on Students.
- vi) Suspension of students.
- vii) Expulsion of students.
- viii) A student has the right to appeal, against the action of Principal for suspension or expulsion, to the Chairman, but this appeal is not applicable in ragging cases. He should appeal in writing to the chairman's office.

HOSTEL.

Hostel Rules :

- 1. No candidate shall be admitted into a hostel unless he/she has been admitted into any class of the Institute.
- 2. Seats are allotted to the boarders by the Superintendents. No boarder is permitted to change his seat without the permission of the superintendent.
- 3. No Student is entitled to retain accommodation in the hostels beyond the normal period of the programme, without prior permission.
- 4. A student will take possession of the room after signing the inventory of the furniture, electrical and other items in the room. They are responsible for any damage to the furniture, fittings,

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- walls etc. of the room allotted to them.
5. Boarders must observe study hours and strict silence during these hours. Playing of musical instruments, creating any kind of noise or disturbance during these hours are strictly forbidden.
 6. For leave of absence from the hostel, boarders shall have to obtain prior written permission of hostel superintendent.
 9. Boarders shall not allow any outsider to stay in the hostel premises. Keeping guests without permission of the hostel superintendent is liable for punishment.
 10. All cases of illness of any boarder should be immediately reported to the hostel superintendent for necessary action.
 11. Messing is provided in the hostel and is compulsory for all the boarders. No student is allowed to take his meals outside. To stop meals in the hostel in cases like absence/sickness etc. the hostel superintendent is required to be informed in time.
 12. No boarder will be allowed to enter into the dining hall except during routine timings fixed by the superintendent.
 13. Any boarder expelled from the hostel has to get a hostel clearance from the superintendent after which he/she can leave the hostel.
 14. Any boarder may be expelled from the hostel if he/she is found guilty of misconduct or indiscipline by the Superintendent any time.
 15. Ragging of any kind by seniors in the hostel in any form is prohibited as an offence. Any body detected in the act of ragging or reported to be indulging in ragging is liable to be summarily expelled.
 16. Quarrels and disputes with fellow boarders should be avoided. They must be amicably settled or brought to the notice of hostel superintendent.
 17. Any boarder found guilty of having committed breach of rules shall be liable to be punished as per the statutes.
 18. Boarders should take permission from Hostel Superintendent

for absence from the Hostel overnight or for a longer period. They should not stay outside the hostel after 7.00 P.M.

19. Boarders shall keep the furniture, electrical fittings, etc in good condition. Cost will be realized, in case of damage or breakage.
20. Consumption of liquor, narcotics and gambling in the hostels and inside the campus is strictly prohibited.
21. Boarders are not allowed to use electrical appliances such as heater, cooker etc.
22. Boarders are responsible for their belonging in the hostel. They should not keep costly things in their rooms.
23. Boarders shall treat their fellow boarders college staff, Hostel staff, mess staff with dignity and decorum.
24. All cases of medical emergency or any other emergency must be immediately reported to the Hostel Superintendent or the Administrative Officer of the Institution.
25. Hostel dues have to be regularly paid as per the directives issued by the Superintendent.
26. Without prior approval of the Superintendent no meeting can be held in the hostel.
27. Shouting and using slangs are strictly prohibited.

Special Rules for Ladies Hostel :

1. Gents are not allowed to enter into the girls hostels.
2. Visiting hours for the Girls' hostel are from 4.30P.M. to 6.30P.M.
3. All the residents of the Girls' hostel should be inside the hostel by 6.30 P.M. They are not allowed to stay outside beyond 6.30 P.M.
4. Only lady family visitors are allowed to enter into the girls hostel.
5. Parents should furnish beforehand the names of such visitors to the Hostel authorities.
6. When the boarders go out, they must sign the register mentioning the time of departure and arrival.

Ragging (Ordinance-XV C)

*** Prohibition of and Punishment for ragging***

1. Ragging in any form is strictly prohibited within the premises of College/Department or Institution and any part of SIET system as well as on public/private transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with suitably under this Ordinance.
3. Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which.
 - a) Involves physical assault or threat, use of physical force;
 - b) Violates the status; dignity and honour of women students;
 - c) Violates the status; dignity and honour of students belonging to the schedule castes and tribes;
 - d) Exposes students to ridicule and contempt and affect their self esteem.
 - e) Entails verbal abuse and aggression, indecent gestures and obscene behaviors.
4. The Principal of a college, the Head of the Department of an Institution, the authorities of College, hostel or Halls of Residence shall take immediate action on information of the occurrence of ragging.
5. Not with standing anything in Clause (4) above, the Proctor may also inquire into any incident of ragging and make a report to the Principal of the identity of those who have engaged in ragging and the nature of incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrator of ragging and the nature of the ragging incident.
7. If Head of the Department of Institution or the Proctor is satisfied

RULES OF EXAMINATION SECTION

Sub-Section 1

that for some reason (to be recorded in writing), it is not reasonably practical to hold such an enquiry, he/she may so advise the Principal accordingly.

8. When the Principal is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On receipt of a report under Clause (5) or (6) or in determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Principal shall direct or order rustication of a student or students for a specific number of years.
10. The Principal may, in other cases of ragging, order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study in a college, departmental examination for one or more years, or that the results of the student or students concerned in the examination or examinations in which they appeared, be cancelled.
11. In case any students who have obtained degrees from BPUT are committing an act prohibited under this Ordinance, appropriate action may be initiated for withdrawal of degrees conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
13. All Institutions within the SIET system shall be under obligation to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

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RULES OF EXAMINATION SECTION

1. Subject Registration:-

(A) Registration fee for 1st year students(2nd semester) is Rs. 1775/- including processing fee and all other semester students are to pay Rs. 1655/- including processing fee of Rs. 35/- . All Regular students are to register their names after depositing the current year fees(College/Hostel) along with previous dues and other dues if any and to fill up their forms in their respective departments by depositing the Xerox copy of fee receipt-cum-deposit slip and to produce the original receipts before verifying officer for verification of forms. The copy of the same deposited slip should be attached along with the registration form.

(B) No student is allowed to appear in the class test and University examination without depositing the fee and submitting the forms in their respective departments. HODs of above departments are requested to nominate the faculty advisors for verification of forms and to submit the same with the xerox copy of fee receipt-cum-deposit slip and statement of students who have filled up the forms in the examination section as per the date intimated to them.

2. Entry into examination hall by the student and to leave the hall during the period of class test examination. (Notice No. 5661, dated 07.02.2011)

(A) No student is allowed to enter the examination hall after 10(Ten) minutes of commencement of examination and no student should be allowed to leave the hall before half an hour. (Vide Notice No. 5453, dated 25.09.2010)

(B) Cell phone is strictly prohibited in the examination hall. The student who will bring the cell phone to the examination hall he will be debarred from appearing the subsequent examinations.

3. Instruction to Invigilators:-

1. Any leave application must be roughted through the Controller of Examination during the period of examination with signature and name of the alternative Invigilator.
2. Mobile phones are strictly prohibited in the examination halls.
3. The Invigilators are to alert and move around inside the examination halls.

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4. The Invigilators are required to report to the examination section half an hour before the commencement of the examination to receive the examination materials.

5. In case of any faculty having examination duty and in same time class duty is required to intimate the Controller of Exam well in advance for exemption of Invigilation duty.

4. Submission of Hard Copies and Soft Copies in the Exam. Section:-

The faculties are to submit the hard copies and soft copies within 7(Seven) days from the date of receipt of the Answer Scripts of class test examinations.

(Vide circular No. 5455, dated 25.09.2010 of the Principal)

5. Deputing Faculties for evaluation of B.Tech Special Examination:-

The Faculties are to carry the model answer of their subjects of evaluation and to submit the same on the date of reporting. They are requested to carry a letter from the Principal/Director regarding the subject to be evaluated by them. Under no circumstances teacher with less than 2years teaching experience under BPUT system shall be allowed. Results of the Colleges who are not sending their faculties for evaluation shall be kept with- held.

6. Rules about Registration /Re-checking and Re-totaling:-

- a) Re-Totaling/Re-checking Rs. 200/- per paper
- b) Re- Totaling /Re-checking with photocopy of Answer Scripts Rs. 260 per paper.
- c) Processing charges of registration form Rs. 35/-
(As per the circular of BPUT)
- d) Regular registration for 1st year Rs. 1755/-.
Regular registration for 2nd, 3rd & 4th year Rs. 1655/-.
- e) Back paper registration Rs. 200/- per paper along with processing fee Rs. 35/-.

7/2/2011

SYNERGY INSTITUTE OF ENGINEERING AND TECHNOLOGY, DHENKANAL

Ref.No.SIET/E/2011/ 5661

Date 07.02.2011

NOTICE

Cell Phone is strictly prohibited for Exam halls. The students who will bring the Cell Phones to the Exam Halls he **will be debarred** from appearing the subsequent examinations.

DIRECTOR ACADEMIC

Shubh
07/02/11
CENTRE SUPERINTENDENT

Copy to:- Notice Boards(College & Hostels)/CMT/Director Academic/PA to Principal/all HODs/Registrar/AO/Security Officer

NOTE

lan 26/11/10 24.11.2010

Chairman & Managing Trustee

I have modified the Vehicle Rules for smooth management. This is enclosed in the file. It may be perused and approval may be given.

A.S. Manoj
24.11.10
DIRECTOR ACADEMIC

P.A.

Circulate to all H.O.D's & H.O.s for information of all employees.

A.S. Manoj

*Copy to CMT/Principal/Director/Prob. in-charge, vehicle.
Copy forwarded to all HODs for information of all staff members/HOs.*

Seen
S. S. Babu
26/11/10

- 1) Rules: The responsibility be assigned to being students from 10:00 AM to 12:00 PM to use the college bus and leave after the college hour in the normal way and route.
- 2) The buses, assigned to pickup students from 10:00 AM to 12:00 PM and leave after the college hour as instructed by Professor in charge vehicles and also the morning to students and leaving will be given by the Administrative Officer in the Prob. in-charge vehicle and will give it to the bus driver. It should be circulated to all the employees through a notice in the notice board and notice.

**SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY:
DHENKANAL**

26/11/2010

Sub:- Frame work of Transport Rules for approval - Reg.

Vehicles: The buses, cars, vans & two wheeler of Synergy Institute of Engineering & Technology (SIET), Dhenkanal shall here-in-after be termed as vehicles.

1. **Documents**

All the documents of the vehicles including the purchase invoices, owners manual Registration Certificate, warranty certificate, Insurance Certificate Permits (if any) shall be in the custody of the Administrative Officer. These original and or photocopy may be issued to the respective vehicle driver or Security Officer as and when required on demand.

Xerox Copy of Documents must be with the Vehicles.

2. **Movement of the vehicles**

No vehicle will move outside the campus without permission of the Professor in-charge, Vehicles. All vehicles will be checked by the Security Officer and any deviation to this rule be reported to the Director Academic.

Practice of Movement:

- a) **Buses:** The buses shall be engaged to bring students from Dhenkanal town & hostels to the campus & leave them after the college hour in Dhenkanal town and hostels.
- (i) The buses, engaged to pickup students from Dhenkanal town and hostel should move at specific time as instructed by Professor in-charge Vehicles and stoppages for picking up students and leaving will be given by the Administrative Officer to the Prof. in-charge Vehicles who will give it to the bus drivers. It should be circulated to all the beneficiaries through a notice in the institution and hostels.

Any change in time and stoppage should be informed as and when required in writing to the bus drivers with approval of the Prof. in-charge Vehicles.

- (ii) The WINGER engaged for bringing the employees from Cuttack to the campus and return will be in the charge of Ms. Bedarata Dash, Librarian. The details of timing & stoppage shall be decided by her according to the timing of the office and may be circulated among the employees who are availing this facility. The employees availing this opportunity are to pay freight charges which will be deducted from their monthly salary. Employees who do not avail this opportunity regularly have to pay freight charges which will be collected by the librarian and deposit in the accounts office of the institution.
- (iii) The log books of the buses ^{Winger} are to be maintained by the respective drivers and shall be verified by the Asst. Security Officer ^{of college} daily and Prof. In-charge Vehicle monthly.

b) Light Vehicles

- (i) Anybody who wants to avail light vehicle ^{in official transport.} has to send requisition 24 hours before to the Prof. In-charge Vehicle through the establishment office for permission. Allotment of vehicle will be made by the Prof. in-charge Vehicles. However, in case of emergency a short notice will be entertained. For local movement permission of the Prof. in-charge Vehicles has to be taken at least 4 hours before.
- (ii) The driver of the vehicle will maintain the log book as per the proforma given. He has to get signature of the employee availing this transport facility at the end of his journey. If the log book is not maintained and signature is not taken the driver will be held responsible for movement of the vehicle and this will be treated as unauthorized and driver has to pay @ Rs. ^{4.50} 3.50 per Km. This amount shall be deducted from his salary.
- (iii) The vehicle allotted for a particular work cannot be diverted for any other work. In violation of this the driver and the employee using the vehicle shall jointly be held responsible and rule 2.b (ii) shall be enforced.

- (iv) Vehicle will not be given to anybody for any private work. As per terms and conditions of the appointment letters issued to some employees, they are given transport facilities. If they violate this rule they will be charged as mentioned in rule 2.b (ii).

c) Requisition of the vehicle

- i) All requisitions of vehicles except leaving headquarters should be submitted to the Prof. in-charge Vehicles through the Assistant Security Officer. Light vehicles will move for official work and/ or some emergency need with permission of the Prof. in-charge Vehicles.
- ii) Heavy vehicles may also be available for requisition in some extraordinary cases. Permission has to be obtained from the Chairman through Director Academic for extra ordinary cases. However, routine work like study tour, official picnic, sports & cultural programmes permission from Director Academic may be taken.

3. Fueling the Vehicles

- i) The fueling procedure of the vehicle shall be directly followed and maintained by the drivers.
- ii) For fueling the vehicles permission from the Prof. in-charge Vehicles has to be taken by the driver concerned. This will be issued after verification of log book by Sri L.N.Singh, Jr. Asst. who will accompany for fueling the vehicle and he will sign in the log book each time. The fuel tank should be filled and Kms. should be checked and reported to Dr. C.R.Deo, Vehicle in-charge, Maintenance.
- iii) All the vehicles will be tested for fuel consumption (mileage test) once in every 3 months by Dr. Deo, or his representative. Accordingly fuel consumption figure will be matched, if deviation is found the driver will be held responsible.
- iv) The fuel filling details should be entered in the log book of the vehicle immediately by the drivers and will be countersigned by the person accompanying him.

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4. Maintenance

The maintenance of all the vehicles will be controlled by Dr. C.R.Deo assisted by Mr. R.C.Tripathy, Department of Mechanical Engineering.

a) Regular Check up

The regular check up such as oil check, greasing, washing the vehicles are the responsibility of the drivers who shall report to the Maintenance in-charge periodically.

b) Minor maintenance

Minor maintenance such as tyre puncture, bulb replacement & small mechanical requirement which costs less than Rs.100/- for light vehicle and Rs.150 for heavy vehicles can be carried out by the respective drivers without prior permission when they are in transit. The driver has to submit the bill at the end of his journey with proper justification to the maintenance in-charge. It can only be reimbursed after the approval of the maintenance in-charge.

c) Major Maintenance

i) Periodic check up

The vehicle shall be send by the maintenance in charge for the periodic check up such as oil change, servicing, wheel alignment to the designated service centers with due permission of the office of the Prof. In-charge Maintenance.

ii) Breakdown, Major replacement of spares.

For any break down the driver has to report the maintenance in-charge and Asst. Security Officer immediately. The maintenance in-charge shall visit the site and assess the damage for repair and take necessary action.

For any other replacement of spares or mechanical check up of major kind the driver will submit his proposal to the maintenance in-charge. After his approval the specific work/replacement shall be carried out.

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5. Duties & Responsibility of the staff

- (i) The allocation of duties among drivers and helpers shall be issued by the Prof. in-charge Vehicles.
- (ii) All the drivers & helpers will report the Security Officer before joining and leaving their duty on shift.
- (iii) The drivers shall be responsible for any loss or damage of their respective vehicle. They shall inform the Asst. Security Officer about the condition and position as well as tools available in their vehicles before resuming duty.
- (iv) In case of any major or minor accident, the driver will immediately inform the Administrative Officer and the maintenance in-charge. The A.O. will enquire into the matter and take necessary action.
- (v) All the drivers should leave their contact number and address in the Security Office & Establishment Section. For any emergency any driver may be called for duty if required.

6. Accident and claims:

In case of accident, the maintenance in-charge shall give a report and suggestion on the basis of which the Administrative Officer shall initiate & finalize the claim from the respective Insurance Company.

7. Standing Order

- a. An employee will be allowed to avail vehicle free of cost as per terms & conditions of his appointment ||
- b. Maruti Alto allotted to the Director Academic cannot be allowed for use without his permission. In absence of the Director Academic Prof. in-charge Vehicles may allot the vehicle.
- c. Principal shall avail transport facilities from his residence to the college & back and not private work.
- d. Dr. Jatin Dash, Prof. P.K.Misra, Dr. I.Mohanty & Prof. P.Mohapatra will be provided one vehicle for attending duty and back to their house. The same will be used by them for lunch break.
- e. Prof. Samir Roy will be given vehicle on Sundays for marketing and medical checkup. He may also be allowed vehicle for getting gas cylinder and not for any other private work.

- f. Dr. U.C.Patnaik & Prof. B.K.Patel will be given vehicle facility for bringing them from Rly. station, Dhenkanal to the institute and leaving them in the Rly. Station from the institute on the days on which they attend their duties. They should provide their plan of visit 4 hrs. before to the Prof. in-charge Vehicles to enable him to provide the facility in time.
- g. Faculty who are given vehicle facility are required to avail it in time to attend duties so that other work will not be delayed. If they do not avail it in time no extra time will be given to them.
- h. Movement of two-wheeler will also be controlled by the Prof. in-charge Vehicles.

8. Amendment

These rules can be amended as and when required from time to time.

A. Sanyal
24.11.13
DIRECTOR ACADEMIC

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25/11/13