

HUMAN RESOURCE AND WELFARE POLICY

PROCEDURE FOR APPOINTMENT & JOINING

PIET is known for excellence in teaching & learning processes. PIET not only employs a diversity of people like doctorates, post graduates and graduates but also helps in achieving and exploiting your immense potential and growth remarkably creating a better world for yourself. PIET is an established and reputed organization in Rajasthan having excellent management culture with 100% job satisfaction and scope for career advancement.

For Applying at PIET

- The applicant must apply through online process only by mailing their CV at director@poornima.org
- The application will be screened & shortlisted as per current vacancies & requirements.
- Shortlisted Candidates shall be informed by Email & Telephone and called for online Interview / Discussion by the HR Department.
- The discussion/ Interview will consist of Technical round & HR Round.
- One must bring all relevant documents in original as well as in photocopy during the joining process with us.

For any further clarification one may contact us at +91-88756-66627 from 10AM to 4PM from Monday - Saturday. Alternatively one can also write to us at hr@poornima.org

HOURS OF WORK RULES

For all PIET Faculty & Staff hours of work and leave rules are defined as follows:

Working Hours: Normal working hours of the institutes will be from 8.00 to 3.00 PM for faculty and technical staff. Timings for administrative staff will also be the same or may be from 9 AM to 4 PM or 10 AM to 5 PM as per the requirement of the organization.

Duty Hours: Inclusive of lunch period of 30 Minutes, the duty hours for various categories are as under:

Teaching staff	: 7:00 hours
Technical staff	: 7:00 hours
Administrative staff	: 7:00 hours
Subordinate staff	: 9:00-12:00 hours

It is the management's prerogative to introduce extended hours of duty, shift system and seven days working module depending upon the requirement of the institutes and aspirations of the students and parents, etc. without affecting the total working hours of the Faculty & Staff, subject to statutory provisions.

All faculty members/technical staff administrative staff of the PIET is required to work as per following table:

S.No.	Category	Working Days	Description of Leaves				
			Sundays	Permitted Leaves	Summer Leaves	College Holidays	Total Leaves
1	Faculty Members & Technical Staff	260	52	12	24 – 26	15-17	105
2	Officers, Administrative and Sub-ordinate Staff Members	270	52	12	9 – 11	15-17	90

3	Staff Members residing in campus free of cost and engaged in running campus facilities	305	60	60
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All Sundays and holidays declared by the college authorities shall be observed as holidays except in case of officers and staff with 305 working days.

LEAVE RULES

It may be noted that LEAVE is not a matter of right and normally appropriate permission in writing needs to be sought prior to proceeding on leave. For all faculty/ staff members, leave must be approved by concerned recommending authority and sanctioning authority as per given table:

Designation	Recommending Authority	Sanctioning Authority
Director (Infrastructure) and Director General	Chairman, PIET	Chairman, PIET
Head of Institution, Principal, Director, Vice-Principal, Deans, Assistant Director, Mess Manager, Transport Officer, Accounts Officer and other facility Management Officers	Director, PIET	Director General
HoD's, Chief Proctor & Registrar	Head of Institution	Head of Institution
Dy. HODs,	HoD	Head of Institution
Faculty Members, Technical Staff	Dy. HoD	HoD
Administrative Staff	Reporting Officer	Reviewing Officer
Warden	Chief Warden	Registrar
Hostel staff / Campus staff	Chief Warden	Chief Proctor
Drivers	Transport Officer	Chief Proctor
Attendants/ Gardeners	Reporting Officer	Chief Proctor
Security Guard	Chief Warden	Chief Proctor

- Leave is earned by duty only. Leave cannot be claimed as a right.
- Discretion is reserved to authority empowered to grant the leave, refuse or revoke leave at any time according to the exigency of the service.
- Total 06 leaves are allowed in a semester out of which 5 are Planned Leaves and 01 is Telephonic Leave (TL).
- If someone takes more than one TL in a semester, it will be treated as ABSENT only.
- An employee (260 working days) can avail a maximum of 2 leaves in a month, which must be monitored by Recommending Authority/ Sanctioning Authority. For more than 2 leaves in a month approval from the Head of Institution is mandatory else it will be considered as ABSENT only.
- It is advisable that faculty/ staff members should take plan leaves on Saturday (if possible).
- All the faculty & staff are required to submit their leave application for approval on or before Saturday of the previous week in which leave is to be taken.
- Half-day leave will not be permitted.
- Medical certificate doesn't confer the right to leave.
- All Sundays and holidays declared by the University/ college authorities shall be observed

as holidays.

- If any employee remains absent from duty on any day without information/ permission of competent authority, he/ she would be marked as 'A'(ABSENT) and 1 day's leave & one day salary would be deducted from the casual leave account (total up to working days) for each such absence. A separate account shall be maintained by the registrar & it will form an important part of the performance appraisal system.
- If any employee (faculty member/ technical staff/ administrative staff of the institution) is required to work on Sunday/ holidays as per the approval of sanctioning authority, he/ she would be allowed equivalent compensatory holidays either during the session or as a part of the summer vacation, as may be feasible.
- Willful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- In very special circumstances, when in the interest of the institution the leave/ holidays/ vacations due to an employee is not availed in a particular academic year; it may be permitted to be encashed at the discretion of the Authorities.
- The academic year for the purpose of these rules shall commence as specified for the concerned academic year by the institution keeping in view the dates of examination and dates of starting of the academic activities for the next session.

HOURS OF WORK AND LEAVE RULES FOR VISITING FACULTY

Objective for appointing visiting faculty members: One of the key objectives of inviting visiting faculty members is to have a strong and robust collaboration between the education and industry. PIET encourages quality involvement of persons working in industry, academicians, scholars, practitioners and policymakers in teaching, research & related services on a regular basis. Such involvement helps in bringing external perspective to regular teaching to make classes more interesting and to further enrich existing knowledge of faculty members.

Guidelines for appointing visiting faculty members:

- Visiting faculty members may be appointed by various departments in consultation with Director/ Principal of the institution
- The remuneration, working hours, load & time table of such faculty members needs to be approved by the office of Director (Admin & Finance) at-least one month before the beginning of new semester.
- The remuneration includes an hourly allowance against teaching & daily allowance against conveyance (if applicable) subject to TDS deduction.
- All the academic work i.e. preparation for lectures/ studio, teaching & guiding, assessment and evaluation is an overall responsibility of a visiting faculty and it should not be accounted for additional number of hours other than the teaching hours.
- Upon prior approval from the Director or Principal, if any additional responsibility is given to a visiting faculty by HoD for the development of the department, it will be accounted for an additional number of hours.
- Visiting faculty members must adhere to the time slot allotted to them by the department head. Any deviation needs prior approval of HOD and information to the Registrar by respective HOD via email before the end of calendar month.

- It will be compulsory for all visiting faculty members to get themselves registered under Face Recognition Attendance System (FRAS), failing which the monthly remuneration will not be credited by the Finance Department.
- The calculation of hourly remuneration will be strictly done on the basis of a finalized timetable. Visiting faculty members will get a relaxation of 15 minutes for maximum one out of three instances in a calendar month to come late or leave early. For every second & third default out of three instances, deduction in salary (to be calculated in multiple of 30 minutes) will be done by the Finance Department. In case of repetitive default, PIET management will deal with the issue on a case to case basis.
- A relaxation of 5 min. will be given to all with respect to their time. No relaxation will be given with respect to the out time.
- The monthly statement of remuneration will be sent to all visiting faculty members by the Registrar via email.

Format for Attendance of Visiting Faculty Members, Month of ____ Year Of ____

S.No.	Emp ID	Name of Faculty	Date	Time		Hours	Actual Working Hours (Recommended by HOD)	Gross Hours	Remarks
				IN	OUT				
1	XXXX	XXXXXX	XXXX	XXXX	XXXX	XXXX	XXXX	x	
							XXXX		

GUIDELINES OF ATTENDANCE AND CALCULATION OF SALARY

Detailed guidelines for attendance through Face Recognition Attendance System were last circulated by Office Order dated 15.12.2015. With passage of time of more than 15 months, the system has stabilized, but the system of submission of E2 form for late coming or early going is being misused extensively with submission of E2 forms almost daily by a number of staff. It has led to issue modification in guidelines. There are thirteen categories of Faculty & Staff with nine time slots as detailed below:

Type	Code	Category	No. of WD	S/in	S/out	W/in	W/out
A	10PGDIR	Director (Infra.) and Director (Admin. & Fin.) (In time for attendance of this category of Faculty & Staff will be before 10:00 AM and out time will be after 6:00 PM)	As per institutional needs	Flexible with 10 hrs. of working		Flexible with 10 hrs. of working	
B	11CAMDIR	Principal, Director and Deans	As per institutional needs	08.00 AM	04.00 PM	08.00 AM	04.00 PM
C	12STUADM	All Administrative Officers and office assistants/ executives who are essentially required throughout the duration of students stay on campus.	270	08.00 AM	04.00 PM	08.00 AM	04.00 PM

D	13STFADM	All Administrative Officers and office assistants/ executives who are not essentially required throughout duration of students stay in campus	270	09.00 AM	05.00 PM	09.00 AM	05.00 PM
E	14HSTADM	All Officers, hostel wardens, mess in-charges, executives and assistants involved in supervision and maintenance of various services/ facilities and are using free campus housing/ hostel facilities (In time for attendance of this category of Faculty & Staff will be before 10:00 AM and out time will be after 6:00 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
E	15INFADM	All staff members including infra. executives, plumbers, electricians, fabricators, attendants, who are using free residential and mess facilities (In time for attendance of this category of Faculty & Staff will be before 10:00 AM and out time will be after 6:00 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
F	15INFGUA	All guards (In time for attendance of this category of Faculty & Staff will be before 08:00 AM and out time will be after 08.00 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
G	15INFDRV	All drivers who are using free residential and mess facilities (In time for attendance of this category of Faculty & Staff will be before 10.00 AM and out time will be after 06:00 PM) In punch Time lag -4 hrs.& out time punch -2 hrs.	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
H	16DRVADM	Drivers not covered under above mentioned category (In time for attendance of this category of Faculty & Staff will be before 09:00 AM and out time will be after 02:30 PM)	270	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
C	17ATNADM	Attendants not covered under above mentioned category	270	08.00 AM	04.00 PM	08.00 AM	04.00 PM
C	18FACACD	Faculty members not covered under above mentioned category	260	08.00 AM	04.00 PM	08.00 AM	04.00 PM
C	19TOAACD	Technical Officers and Technical/ Lab assistants	260	08.00 AM	04.00 PM	08.00 AM	04.00 PM

I	20VSTACA	Faculty on hourly visiting or lesser periods a day/week will be within academic timing of (08.00AM-03.30 PM in summer & 08.30AM-04.00PM in winter) with flexible attendance at any point of time.	Visiting/ Less hours working	Flexible within Academic Timings	Flexible within Academic Timings
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In addition to above mentioned regular slots of timings, following special categories have also been designed, which accommodates deviations in regular category:

Type	Code	Category	No. of WD	S/in	S/out	W/in	W/out
J	31DE VIA1	If permitted by competent authority, Deviation Category 1	All Types	09.00 AM	05.00 PM	09.30 AM	05.30 PM
K	32DE VIA2	If permitted by competent authority, Deviation Category 2	All Types	10.00 AM	05.30 PM	10.00 AM	05.30 PM
L	33DE VIA3	If permitted by competent authority, Deviation Category 3	All Types	10.00 AM	06.00 PM	10.00 AM	06.00 PM
M	34DE VIA4	If permitted by competent authority, Deviation Category 4, especially for Faculty & Staff having outside duties.	Rare Category	09.00 AM	05.00 PM	09.00 AM	05.00 PM
N	35DE VIA5	If permitted by competent authority, Deviation Category 5	Rare Category	08.30 AM	03.00 PM	09.00 AM	03.30 PM
O	36DE VIA6	If permitted by competent authority, Deviation Category 6	Rare Category	11.00 AM	05.00 PM	11.00 AM	05.00 PM
P	37DE VIA7	If permitted by competent authority, Deviation Category 7	Rare Category	10.00 AM	04.00 PM	10.00 AM	04.00 PM

Keeping in view extensive misuse by submitting E2 forms almost daily by a number of staff members, revised guidelines are as under:

Detailed guidelines for attendance through FRAS were last circulated by Office Order dated April 28, 2017. Referring the same, PIET Management wishes to highlight following guidelines, which will come in force w.e.f. 01.07.2018, for further strengthening of the system:

1. Every staff member falls in a category out of the above first thirteen categories, he/she should follow meticulously.
2. Those who require deviation in above mentioned timings as per categories no. 14 to 20 are required to get written approval from the Director (Admin. & Fin.), duly recommended by the Principal/ Director.

3. Relaxation of 05 minutes to all respect to their in-time is continued. However, there is no relaxation with respect to out-time.
4. As mentioned in the referred order, the relaxation of 15 minutes to come late or leave early was six times in a calendar month and was proposed to be reduced to three times in due course of time. However, a comprehensive study revealed that nearly all faculty & staff members are utilizing this relaxation at least up to four times. In light of the same, this relaxation has been reduced to four times in a calendar month instead of earlier mentioned reduction.
5. E2 form is to be used for leave availing purposes only.
6. Each faculty and staff member (except the protocol list of PIET) needs to make entries into the Movement Register (department wise), placed at the main gate of the campus and in effect from June 01, 2018, while going outside/coming inside the campus during the duty timings.
7. Faculty & staff members are advised to enter details in neat handwriting, failing which the entry might be nullified by the HR Department.
8. Faculty & staff members are advised to write a self-explanatory description of duties outside the campus. Mentioning reasons like “Official” or “Personal” will be considered ambiguous and may get nullified by the HR Department.
9. Faculty & staff, while moving outside need to take permission from a person of the rank HOD & above. Once in a week, the primary movement register will be rotated amongst all permitting officers / staff to verify & approve the movement by respective faculty & staff.
10. Only after the approval of respective permitting officers / staff, the in charge of the register will give his approval.
11. If any staff is deputed for outside duties, entry will be made in “Movement Register”.
12. If any staff is required to report for duties in campus on different times instead of scheduled reporting time due to requirement of performance of his/her duties on different time slots, such entry will be made in “Movement Register” on day to day basis along with in-out punching in FRAS system. An example of such eventualities is performing duties in the auditorium for ‘a programme from 4.00 PM in evening till night.’
13. Register will be kept at Campus Gate in custody of Guard during day time, where entry will be made by staff leaving campus during duty time from column A to H. After college hours, the registrar in each campus and will take custody of the register to get remaining columns completed by concerned authorities under column I to L. Scanned copy of “Movement Register” will be sent to Central Office on mail id: attendance@PIET.org on weekly basis for updating FRAS.
14. Pre pre-authenticated register is issued to each campus. No register will be put in use without pre-authentication by Assistant Director, PIET.
15. Above guidelines have come in force w.e.f. 01.07.2018.

SUBSIDIZED ACCOMMODATION & FOOD FACILITY FOR FACULTY & STAFF MEMBERS

To encourage faculty & staff members to stay in PIET hostels, the management is offering affordable accommodation to its faculty & staff members. The subsidized rates are as follows:

S. No.	Services	Category / Salary Range	Per Month Charges (in INR)
1	Fixed Common Maintenance	Gross Salary INR 0 to INR 25000	250
		Gross Salary INR 25001 to INR 50000	500
		Gross Salary more than INR 50000	750
2	Minimum Electricity Charges	Gross Salary INR 0 to INR 25000	250
		Gross Salary INR 25001 to INR 50000	500
		Gross Salary more than INR 50000	750
3	Accommodation Rental	Single occupancy room with common bathroom	1000
		Single occupancy room with attached bathroom	2000
		Double occupancy room with common bathroom	750 Per Person
		Double occupancy room with attached bathroom	1500 Per Person
		1 BHK family apartment	4000
		2 BHK family apartment	4000
4	Mess Charges Category	Fixed	2000
		Coupon	Coupon

Please Note

- Campus accommodation is not a matter of right but is a facility provided to faculty/staff at subsidized cost;
- Due to the limited availability of accommodation, It will be provided on first come first serve basis only;
- All **Grade 4** staff like Attendants, Drivers, Security Guard, Mess staff residing in PIET Campuses and part of residential services are exempted to pay of the above charges.
- All staff other than Grade 4 who are part of residential services will be required to pay fixed maintenance charges and electricity charges (minimum or as per actual whichever is higher).
- All Faculty and staff other than above two categories will be required to pay the fixed common maintenance charges, electricity (minimum or as per actual whichever is applicable).
- The list of all such faculty and staff will be created and maintenance by the respective registrar with the help of Mr. Aswini Lata, Director (Student Welfare).

GUIDELINES FOR GUEST HOUSE ACCOMMODATION

Revised Rates of Guest House Accommodation				
Category	Single Occupancy in INR/ Night	Double Occupancy in INR/ Night	Single Occupancy in \$/ Night	Double Occupancy in \$/ Night
AC Guest House Room	1000	1500	\$20	\$25

Air Cooled Hostel Room	600	800	\$10	\$12
Non- Air-Cooled Hostel Room	400	500	\$8	\$10
NOTE: These rates are Inclusive of Accommodation & Meals				
Check In Time : 10.00 AM , Check Out Time : 8.00 AM				

POLICY FOR AWARD TO EMPLOYEE GETTING MARRIED

Any employee who has completed one year of service and is getting married for the first time is eligible to receive an award of INR 5100. He/ She needs to submit an application to the Registrar along with a copy of the Invitation Card of Marriage.

CANTEEN TIMINGS

PIET Canteen will be open till late with effect from Sept 18, 2022. The revised timings are as follows:

Days	Working days	Holidays
Morning	9 AM to 4 PM	10 AM to 12:30 PM
Evening	8 PM to 12 AM	8 PM to 12 AM

GROUP INSURANCE SCHEME FOR FACULTY & STAFF

Every PIET staff/faculty/students that are on roll (regularly updated) and are in the age group of 18-65 years are covered under Group Personal Accident Insurance Policy. Students are insured for 50000 against risk of Accidental Death and Dismemberment, Permanent Total Disability and Permanent Partial Disability. The Faculty/Staff is insured for 100000 against risk of Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability. The Faculty/Staff will also be eligible for claiming Accident Medical Expenses @1000 per week for a maximum period of 52 weeks. The claims will be entertained by TATA AIG. The management does not take responsibility for the tenability of any claim under the policy.

GUIDELINES FOR AVAILING TRANSPORT FACILITY BY FACULTY & STAFF

All Faculty & Staff of PIET are provided with free transport facility for all corners of Jaipur. 14 dedicated buses are providing comfortable and time bound travel to more than 560 Faculty & Staff. Every user has to register for this facility by applying on prescribed format to the transport officer of PIET along with prescribed annual fees of 100. Faculty & staff members can download form E8 from the staff login section of www.PIET.org & submit to the transport department for availing the facility.

TRAVEL RULES

Category	Designation/ Posts
1	Management/ Head of Institution/ Director/ Principal/ Dean/ Associate Dean/ Professor/ Associate Professor/ Officers and/or gross salary INR 100000 / month and above (Travel by low cost airline under economy class)
2	Assistant Professor, Registrar and other Teaching and Non-teaching Staff equivalent to Assistant Professor and/or gross salary above INR 25000
3	Executives, Technical and Administrative Staff having gross salary between INR 10000 to INR 25000 (Travel by Deluxe Bus/ 2 nd Class Sleeper).

4	Attendants, Drivers and others having gross salary of less than INR 10000 (Travel by express Bus / 2 nd Class Sleeper)
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Travel rules:

All Faculty & Staff of PIET are broadly categorized in four categories for the purpose of reimbursement against travel for official purposes.

TA/DA: Various expenses on undertaking journey will be reimbursed on the scales prescribed herein: The Faculty & Staff are divided into following four categories for traveling rules:

The Cities are divided into following three categories:

Category	Station
A	All Cities classified as “X” by GOI for grant of HRA to central government employees
B	All Cities classified as “Y” by GOI for grant of HRA to central government employees
C	The remaining cities/ towns in various states / UTs which are not covered under category “A” & “B”

Hotel /Stay Expenses with daily maximum ceiling stipulated below, inclusive of all taxes, subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	2500	2000	1500
2	1500	1000	750
3	1000	750	500
4	750	500	250

Daily Allowance (covers meals etc.) with daily maximum ceiling stipulated below, inclusive of all taxes, subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	500	400	300
2	350	350	250
3	275	275	250
4	175	175	150

Conveyance Allowance (covers of local & outstation travel both) with daily maximum ceiling stipulated below subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	1000	500	250
2	750	400	200
3	500	300	150
4	300	200	100

Please Note:

1. If the faculty/ staff is permitted to use a personal vehicle, he / she is permitted to charge expenses @ INR 3.50 per km for two-wheeler and @ INR 7.50 per km for four-wheeler. These rates are revised in December 2021 and it will come into effect from 1.1.22.
2. Head of Institutions on recommendation of Registrars are authorized to permit two-wheelers & four-wheelers for local use on a case to case basis ensuring that multiple tasks are carried out.

3. If any faculty/ staff are permitted to go outstation on duty, he/she has to undertake his/ her journey as per TA rules. If he/ she uses his/ her own vehicle without prior permission of the head of institution, he/ she will be reimbursed such expenses subject to his/ her entitlement only.
4. If a staff member wishes to avail services of Ola/ Uber Moto/ Go under permission as above, he/ she may claim the amount by submitting a bill of such ride, subject to limits mentioned above.

PERFORMANCE INCENTIVE SCHEME

To appreciate & recognize efforts made by departments & individuals for betterment of academic performance & standards, and encourage faculty & staff members to contribute in a positive & a competitive environment, the management of PIET is pleased to revise the Performance Incentive Scheme as per recent changes in RTU Examination Pattern. These incentives will be awarded on the basis of university results declared for session 2022-23& onward.

Incentive against individual performance of student(s)

S. No.	Difficulty level of subject	Grade secured by students in a section	Amount of incentive per student
1	A	A++	INR 400
		A+	INR 300
		A	INR 200
2	B	A++	INR 300
		A+	INR 200
		A	INR 100
3	C	A++	INR 200
		A+	INR 100
		A	INR 50

Incentive against performance of class/ division/ section

S. No.	Difficulty level of subject	Pass Percentage of a section	Amount of incentive per student
1	A	90% or above	INR 2000
		85% or above	INR 1500
		80% or above	INR 1000
2	B	95% or above	INR 1500
		90% or above	INR 1000
		85% or above	INR 750
3	C	100%	INR 1000
		95% or above	INR 750
		90% or above	INR 500

Eligibility:

1. Those faculty members who are in service on 31st December or 30th June of next semester or have completed 260 working days shall only be eligible for awards under performance incentive scheme for previous semester / session as applicable.
2. Every section / class / branch shall be treated as one individual entity for deciding awardees under this scheme.

3. If a subject is taught jointly by two faculty members (generally due to leaving of a faculty member) then both will be treated as joint awardees and cash award would be shared between them in the proportion as mentioned in their subject syllabus handing over taking over format duly approved by HOD.
4. The faculty members not teaching any subject or lab are not eligible for the performance incentive under this scheme.

Incentives:

1. Maximum of INR 17500 for a semester (best of two subjects' incentives earned will be considered) and INR 35000 for a session may be granted as incentive to each individual.
2. Out of the appeared students, if the result of the passing students is 100% in a theory subject, the concerned faculty members will get INR 500 as bonus incentive.
3. In addition to the above cash incentive, a certificate of appreciation would also be presented to those faculty members who achieve incentive in both categories (i.e. 1 & 2).
4. The whole department will be awarded with half (50%) of the amount earned by its faculty members, irrespective of whether in service or not as per eligibility clause (1). The total amount accumulated for a department will be distributed as per three components as follows:
 - 20% will be awarded to HoD of respective semester.
 - 10% each to both Dy. HoD. (Academic) & Dy. HoD (Admin) of respective semester.
 - Remaining amount will be distributed among all technical staff members equally fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a minimum limit of INR 2000 and maximum limit of INR 3000 per semester.
5. In case, the charge of HoD or Dy. HoD is transferred from one faculty member to another during the course of a semester (between July 01 to December 31 or between January 01 to June 30), proportionate amount of incentive considering the period of Headship and Dy. Headship will be awarded on the basis of the recommendations of the Principal/ Director.
6. All faculty members with no theory RTU subject will be graded on the basis of recommendation and feedback reported by HoD & Principal/ Director against each semester. All such Faculty Members will be eligible for incentive with a maximum limit of INR 4000 per semester and INR 8000 per session (On pro rata basis for partial service).

Note:

1. Only the first time declared original results will be considered for incentive purposes.
2. For all results declared by RTU for promoting students due to covid-19 pandemic, no incentives will be awarded.
3. In case of any disagreement in implementation of provisions and outcomes of this scheme, the decision of management of PIET will be final and binding.

TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of PIET Institute of Engineering and Technology (PIET) is pleased to revise and declare the "Technical Publications Incentive Scheme (TPIS)" for faculty members for the session 2023-24 and onward. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt with by the faculty member & must include the name of PIET with the author's name. The details are given below:

1.Author Category: It is the category where the faculty of PIET has effectively contributed in the

research work resulting in the said publication as an author or supervisor or guide. They are further divided into following three categories:

- a. As Supervisor or guide: The faculty applying as Supervisor or guide must ensure that the student they are guiding must be from PIET.
- b. As Student or research scholar: It must be mentioned in the affiliation of the paper that the author is a student or research scholar at PIET.
- c. As Author: The publications must be related with broad academic disciplines related to respective qualification or specialization and must include the name of PIET in the publication.

2. Publication Category

2.1 - Full Book [ISSN No. / ISBN No.]		Please Note:
Category	Incentive	
a) Book published with SCI/ Scopus Indexing	INR 40,000	There is 100% incentive for writing 1st edition and full book & 30% for further Editions [To be equally divided amongst all authors]
b) Conference proceedings/ edited book with Scopus indexing	INR 20,000	
c) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, Wiley, Taylor & Francis and all other non-SCI/ Scopus International Publishers	INR 15,000	There has to be a significant contribution in the revised edition and proof of such modification needs to be submitted. Claims without an ISBN will not be considered under categories 2.1 (d)
d) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	INR 10,000	
e) Published in Int'l reputed publishers not covered in categories 2.1 (a, b &c)	INR 8,000	

2.2 Chapters in Book [ISSN No. / ISBN No.]		Please Note:
Category	Incentive	
a) Published with SCI/ Scopus Indexing	INR 15,000	The incentive amount will be distributed in a 60:40 ratio amongst the 1st Author & corresponding authors.
b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, Wiley,	INR 10,000	

Taylor & Francis and all other non-SCI/ Scopus International Publishers		Claims without an ISBN will not be considered under categories 2.2 (d)
c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	INR 8,000	
d) Published in Int'l reputed publishers & not covered in categories 2.2(a) and 2.2(b)	INR 4,000	

2.3 Paper Publications [ISSN No. / ISBN No.]			
Category	Incentive	Authored Publications	Guided Publications
a) SCI-E (Q1- Category)/ Scopus equivalent indexed Journal (Q1- Category)/ ABDC Indexed Journal (A star Category)	INR 40,000	The incentive amount will be distributed in a 60:40 ratio amongst the 1st Author & corresponding authors.	The incentive amount will be distributed in a 50:50 ratio amongst the Scholar (if the scholar is working at PIET) & the guide.
b) SSCI/ AHCI/ Scopus indexed Journal (Q2 & Q3 Category)/ IEEE Transaction/ ABDC Indexed Journal (B Category) Not Covered in category (2.3 a).	INR 30,000		
c) ESCI/ Web of Science/ ABDC Indexed journals not covered in 2.3 (a & b)	INR 20,000		
d) Scopus (Q4 Category)/ IEEE/ ACM/ ELSEVIER/ SPRINGER/ EMERALD/ EBSCO JOURNALS not covered in category 2.3 (a, b & c)	INR 15,000		
e) SCOPUS indexed Conference Proceedings/ IEEE/ ACM/ Elsevier/ Springer/ AIP/ IOP & Others)	INR 10,000		

1.Criteria for Award of Technical Incentive:

- For Publications under category 2.1 & 2.2, Maximum incentive per annum = INR 50000
- For High Quality Publication under category 2.3a to 2.3e, Maximum incentive per annum = INR 1,50,000
- For Single Authored publication of any kind above, 100% incentive shall be given
- TPI will be given only to eligible faculty members (except protocol holders/ management personnel), who have completed minimum 1 Year or 260 WD till July 31 of the

corresponding year at PIET and continue to work with PIET as on date of award of incentive. In case the paper/ chapter/ book is published in less than a year/ 260 WD, the incentive will be approved but paid when a faculty/ staff completes 1 year/ 260 WD at PIET.

- e) Teachers, Guides, Research fellows/ scholars, Research assistants who are not on the payrolls/ empaneled visiting faculties of PIET are not eligible for incentive under this scheme.
- f) The TPI will be calculated by dividing the total incentive among all the authors as per above table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in PIET only.
- g) Paper published by more than six authors will not be considered under this scheme.
- h) For Single Authored publication of any kind above, 100% incentive shall be given
- i) Paper guided by more than 2 supervisors or guides will not be considered under TPIS.
- j) Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately; hence E 20 format should be unique for each claim).
- k) Applications with all relevant information shall be entertained in July every year for publications during the previous session / year.
- l) Incomplete or not properly filled E-20 formats will not be considered for incentives.
- m) In all matters related with this “Technical Publication Incentive Scheme”, the decision of Management of PIET would be final.

2. In order to claim the Incentives, the following documents must be submitted to the Office of Registrar along with completely filled format E20:

- a. Copy of proof of the publication category i.e., 2.3 (a), 2.3 (b), 2.3 (c) etc.
- b. Copy of notification of conference / seminar
- c. Copy of e-mail communication submitting the draft copy of the paper
- d. Copy of the acceptance mail communication
- e. Copy of the reviewer’s remarks (in case of reviewed journals) ISSN Number; Impact Factor (Thompson); Editorial Board; Name of Publisher & age of Journal (in case of journals); Evidence of participation (in case of conference / seminar)
- f. Copy of Paper published in the proceedings of the journals/ conference / seminar
- g. Copy of Index page of journals/ conference / seminar proceedings.
- h. Copy of certificate of presentation in conference wherever applicable.

Each year, the application needs to be submitted to the Office of Registrar in the 1st week of August for the previous academic session. On receiving applications, the Head of Institute will constitute an expert committee within a fortnight for consideration of all applications for incentive for publications. The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. The Registrar will compile these reports recommendations and place them before the Head of Institution for approval. The Registrar will then send the finalized list to the Finance Department for release of incentive amounts to be presented to concerned faculty members in the faculty incentive program on the occasion of teachers’ day on 5th September every year. In all matters related with this “Technical Publication Incentive Scheme”, the decision of Management of PIET would be final.

CONSULTANCY & RESEARCH INCENTIVE SCHEME OF PIET (CRISP)

Applicable with effect from July 1, 2018

1. Preamble

In the light of changing economic scenario, government policies and priorities of PIET, the institute considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the institute to the sponsoring agencies broadening the experience base of the Institute community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the institute encourages its faculty members to undertake research and consultancy work as a measure of scientific/ technical collaboration with outside agencies. Appropriate research and consultancy projects, in addition to providing much needed service to the government and industry, also benefit the concerned faculty members and the institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide first-hand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contribution to all categories of staff.

2. Categorization of Grants/ Projects

3. Category A: Government funded research projects – This type of research based project work that does not require existing institutional infrastructure but helps in creation of assets through government funded research projects and are based on the expertise of the consultant. The assignments under this category are of highly specialized nature and must be handled with utmost sincerity as they may have far reaching impact on academia as well as society. Thus, any compromise in the execution of such assignments may tarnish the image of the institution. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of the project.

Category B: Design, development & infrastructure based consultancy – This type of Consultancy will involve use of the institution's computational facilities / software / hardware, testing of sample/ component/ product against a standard and other technical, physical infrastructure by the client. The institution will undertake testing jobs provided testing facilities and expertise are available in the institution itself. The consultant must undertake any consultancy assignment under this category only after ensuring that the machine/ equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.

Category C: Skill & knowledge based consultancy – This type of consultancy will NOT involve use of the institution's computational facilities / software / hardware but is based on the expertise of the consultant. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.

4. Incentive Amount

Category	Incentive to the consultant / Principal investigator (i.e. the principal faculty)	Incentive to the supporting team members (faculty & staff)	Date of grant of incentive
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A	8% of the total grant amount, but limited to a maximum of half of annual gross salary of consultant (to be given from resources of institution)	2% of the total grant amount (On sole discretion of the consultant / principal faculty & to be given from resources of institution)	After the completion of project & obtaining NOC from grant disbursing agency & auditing firm(s)
B	40% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received
C	80% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received

5. Important Points

- 5.1. **Individuals or Departments shall take up projects after obtaining NOC from the Director, PIET via Head of Institution.**
- 5.2. All funds in connection with above mentioned consultancy/ projects should be received in the name of the Institute only. The account will be maintained & controlled by the office of Director (Admin & Finance).
- 5.3. The time spent by a faculty/ consultant on such projects should not exceed one day per working week plus one day during weekends, thus a total of 52 man days during the calendar year.
- 5.4. Report(s) and data collected/ originated out of project will be the joint intellectual property of the sponsor, consultant & PIET which can be used by the sponsor, consultant & institution for its own use only and cannot be disclosed to any other party without obtaining the NOC of sponsor, consultant & institution
- 5.5. The report of the project / consultancy will be kept by the consultant for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 5.6. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director (Admin & Finance), on the recommendation of Head of Institution may prohibit the concerned faculty / staff member to take part in any new project as consultant till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty/ staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
- 5.7. All purchases under projects shall be made through the Purchase Manager, PIET. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 5.8. The faculty may engage student(s) of PIET as student assistants for the project work
- 5.9. The most expeditious and convenient mode of travel should be used to minimize periods of absence from the Institute. Admissible DA or actual boarding & lodging expenses and expenses on local travel by taxi will be reimbursed against receipt.

6. Documents to maintain

Consultant faculty member through his team members will maintain:

- 6.1. Attendance Records of the Consultant(s), supporting staff etc. with man-hours spent during execution of project.
- 6.2. Inspection / Site Visit Register to record any site visit by the Consultant(s) are maintained. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by an external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).
- 6.3. Salary / Payment Record of all payments made to Consultant(s), supporting staff etc.
- 6.4. Consumable and Non-Consumable Register for recording hire/purchase of all equipment, materials, all consumables, non-consumables items etc. and its utilization.
- 6.5. Travel Register to record details of all expenditure incurred on travel.
- 6.6. Log books and Warranty/Guarantee Record: Log books are used to record number of hours, laboratory equipment or hired or purchased equipment have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment.
- 6.7. Correspondence File to maintain record of correspondence.
- 6.8. Agreement/Contract File to maintain complete record of all agreements, contracts, drawings and other legal documents.
- 6.9. Work Progress Report of monthly progress report.
- 6.10. Any Other Document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s).

At the time of completion of a consultancy project, the PI shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Registrar. **In all matters related with “CRISP”, the decision of Management of PIET would be final.**

PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS

The Management of PIET is pleased to declare the “PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS” for faculty & staff members. This scheme will cover the registration/ filing as well as award/ grant of copyrights and patents (including design registration, Silicon Chip Design etc.). Following terms and conditions must be kept in mind by respective applicant/ patentee while filing the applications:

- The principal applicant/ principal patentee must ensure that his/ her respective PIET Institution is the joint applicant/ partner in the complete process.
- A separate agreement must be jointly signed between the applicant/ patentee, other inventors & respective PIET institution before initiating the application process for each application.
- 50% of the registration/ application fee (including all fees like government, consultancy, legal etc.) will be borne by PIET and the rest 50% by the applicant(s)/ patentee(s).
- Upon award / grant of copyright or patent the applicant/ patentee is eligible for an incentive as per following table:

Category	Amount
Successful registration / application for Copyright/ Patent	INR 3000
Grant of Copyright	INR 3000
Publishing of Patent	INR 5000
Grant of Patent (Non-Commercial)	INR 30000
Grant of Patent (Commercial)	INR 50000

- Incentive will be given to the applicant/ patentee who has served PIET for minimum 1 year. In case of more than 1 applicant/ patentee, the amount will be equally divided.
- The incentive will be given to the principal applicant/ patentee only.
- The incentive will not be awarded for provisional copyrights / patents.
- In order to claim the Incentive the copy of proof of award/ grant of Copyright / patent must be submitted to the Office of Registrar.
- On receiving relevant documents, the Registrar will constitute an expert committee including a representative from the office of Chairman, PIET within a fortnight for consideration of all applications for such incentives
- The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above.
- The Registrar will then send the finalized list to the Office of Chairman, PIET for final approval & disbursement of incentive.
- **In all matters related with this “PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS”, the decision of Management of PIET would be final.**

SCHEME OF PURSUING PHD FOR PROFESSIONAL PROGRESSION AT PIET (SP5)

Management is delighted to announce the scheme for pursuing PhD for professional progression at PIET. This scheme is introduced in light of a recent circular released by UGC stating that Ph.D. Degree shall be a mandatory qualification for the post of Assistant Professor with effect from session 2022-23.

Objectives:

- To enhance the number of PhD faculty members working in PIET by 2025
- Give thrust to R&D, create an innovative ecosystem and enhance PIET’s competitiveness amongst competitors

Eligibility:

- All faculty & staff who have joined/ who will join PIET on or before 31.12.2025

Terms & Conditions:

- The scheme has come into effect from session 2022-23
- The scheme is applicable only if faculty/ staff members take admission in Doctoral program of PIET University
- The continuation of scheme for an individual is subject to performance review after every 6 months by office of Dean (Research & Development), PU
- After completion of PhD, re-fixation of salary will be done by management on the basis of prevailing remuneration provided in other private self-financed institutions (it will be fixed with effect from the date of provisional certificate or degree whichever is dated earlier)

- In case any faculty/ staff member leaves the organization (in any circumstances) during the tenure of PhD, the scholarship given under this scheme will be discontinued from the date of reliving.
- After completion of PhD, faculty / staff members have to stay at PIET for an ongoing academic semester (if PhD is completed during the running of semester) or have to stay at PIET for upcoming semester (if PhD is completed during the semester breaks). The semester break will be counted as the duration between the beginning of new semester & last teaching day of current semester.

Salient Features:

- Flat 25% Scholarship in Tuition fee.
- Flexibility to pay fees in monthly installments by deduction of a certain amount from monthly salary.
- Relaxation in working hours/ teaching load as per following:

Post	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)
HOD or equivalent	0-3	8-10	4-6	4-6	=> 7	0-2
Dy. HOD or equivalent	0-3	12-14	4-6	10-12	=> 7	8-10
Faculty						16-18(against existing 22)
TA						24-26(against existing 30)
Non-Teaching Staff (For Officers, Executives etc.)						Relaxation of 1 hour per day

How to apply

- Write to Dr. Sunil Kumar Gupta, Dean (R&D), PU at dean.research@PIET.edu.in expressing your interest to pursue PhD from PU under this scheme along with area of interest & details of past academic credentials.
- As the management has to keep a balance between ongoing teaching as well as admissions in PhD programs, all applications will be subject to final approval of Management (due to the ascertained number of applications per department/ institution).
- After admitting shortlisted applicants in PU, a list of such faculty & staff members will be sent to the Head of Institutions and copied to the Office of Director (Admin & Finance), PIET for further processing.

INCENTIVE SCHEME FOR CONTINUAL LEARNING (ONLINE)

The Incentive Scheme for Continual Learning (Online) covers completing certification courses from NPTEL & SWAYAM only. Purpose of this scheme is to promote a culture of continuous learning among faculty & staff members as the technology and industry requirements are changing with time. Eligibility criteria is as follows:

For Faculty members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of three or more credits. Courses of less than 03 credits will not be considered for the award of incentive.
- For each course (of three or more credits), the incentive amount will be INR 4000.
- A faculty member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.

For technical & administrative staff members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of one or more credits. Courses with no credit will not be considered for the award of incentive.
- For each course (of one or two credits), the incentive amount will be INR 2000 and for more than 2 credit courses the incentive will be INR 4000
- A staff member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.

Please note that - the faculty or staff members applying for this incentive should have completed at least 260 working days of service at PIET. The incentive will be awarded only after successful completion of the program and submission of the certificate. In case of any dispute, the decision of Management will be final & binding to everyone.

INCENTIVE SCHEME FOR JOINING PROFESSIONAL/TECHNICAL ORGANIZATION

OUTSIDE PIET RELEVANT IN THE FIELD OF STUDY

The incentive scheme for joining professional/ technical organizations will cover 50% of the membership fees paid by faculty members for joining professional/ technical organizations relevant in the field of study. Purpose of this scheme is to provide industry exposure to faculty and build their network/ connection for various academic purposes. Eligibility Criteria is as follows:

- All faculty & staff members are eligible for this scheme provided they have completed a service of at-least 6 months at PIET. 50% reimbursement of annual fee will be done by PIET and the rest 50% will have to be borne by the individual himself/ herself.
- Professional organizations such as CII, Yi, IIA, IID, IEEE, IGBC, ASHRAE, ISHRAE, FSAI, ISLE, ISTE, GIS, IMS, IEI, HRD Network, IMA and equivalent can be considered under this incentive scheme.
- Faculty & Staff members may apply via head of department or dean to the respective registrar office for final approval from the society office.
- Maximum amount to be reimbursed or to be incentivized will not be more than INR 10000 per annum.
- In case of any dispute, the decision of Management will be final & binding to everyone.

GUIDELINE FOR PARTICIPATION IN CONFERENCE/ SEMINAR/ WORKSHOP/ TRAININGS/ SYMPOSIA ETC.

Management of PIET is pleased to introduce the revised guidelines for participation in conference/ seminar/ workshop/ training/ symposia (to be termed as activity) etc. by faculty & staff of constituent institutions of PIET. The guidelines are aimed to provide opportunity to all Faculty & Staff members to interact at international and national level.

Criteria for participation –

- **Each Faculty & Staff member will normally be allowed to attend one activity from either of the categories in a session** excluding those internally hosted by PIET (Institution) itself by filling complete format: E-18A & E-18B available on website under download section.
- All faculty & staff who have not completed 260 working days / one year at PIET will be considered new faculty members under this scheme.
- Under category B, for any paper having more than one author from PIET (Institutions) only the first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above what is stated in the guidelines may be allowed but subject to the approval of the Head of the Institution.
- The suggestive list of programs and limits of grants (including registration & TA/DA charges) & on duty leave for attending an activity to be debited & accounted from Institutional budget (available with head of institution) in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Grades	Maximum Exposure	Maximum Grant (in INR)	Max. OD Leaves
A.1 Protocol Holders	● Enhancing Performance of Staff	AA/ A+	International	50000	10
	● Managerial Skills for Principals				
	● Effective Curriculum Implementation				
	● Developing Healthy Work Culture in Technical Institutions	A	International	40000	7
	● Developing Values, Attitudes and Managerial Skills in Teachers				
A.2 Professors/ Dean / HODs /Associate Professor	● Effective Curriculum Implementation	AA/ A+	International	30000	10
	● Tools for Engineering Research				
	● Personality Development				
	● Enhancing Performance of Staff				
	● Developing Values, Attitudes and Managerial Skills in Teachers				
	● Intellectual Property Rights and Patenting				
	● Project Planning, Execution & Evaluation				
● Academic support for weak Students					

	<ul style="list-style-type: none"> ● Strengthening Institutions to produce high quality engineers for better employability 	A	International 1	25000	10
	<ul style="list-style-type: none"> ● Training on Management Capacity Enhancement 	B	National	10000	5
	<ul style="list-style-type: none"> ● Enhancement of R&D and institutional consultancy activity 	New	National	5000	3
A.3 Assistant Professor /Research Associate/ Lecturer	<ul style="list-style-type: none"> ● Tools for Engineering Research. 	AA/A+	National	10000	6
	<ul style="list-style-type: none"> ● Effective Curriculum Implementation. 				
	<ul style="list-style-type: none"> ● Mentoring Coaching and Counseling 				
	<ul style="list-style-type: none"> ● Preparing Students for Job Interview 				
	<ul style="list-style-type: none"> ● Academic support for weak Students 	A	National	10000	6
	<ul style="list-style-type: none"> ● Training of faculty for effective 	B	Regional	7000	3
	<ul style="list-style-type: none"> ● Teaching Enhancement of R&D and institutional consultancy activity 	New	National	4000	3
A.4 Technical Officers /Technical Assistants	Laboratory Practices.	AA/A+	National	8000	5
		A	Regional	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
A.5 Registrar /Proctor /Officers	<ul style="list-style-type: none"> ● Training Program to enhance the administrative skills 	AA/A+	International 1	30000	10
	<ul style="list-style-type: none"> ● Effective Office Administration & Management. 				
	<ul style="list-style-type: none"> ● Developing Healthy Work Culture in Technical Institutions. 				
	<ul style="list-style-type: none"> ● Organizing Student Centered Activities. 				
	<ul style="list-style-type: none"> ● Mentoring Coaching and Counseling. 	A	National	20000	8
	<ul style="list-style-type: none"> ● Preparing Students for Job Interview 				
	<ul style="list-style-type: none"> ● Personality Development 	New	National	5000	4
A.6 Dy. HOD	<ul style="list-style-type: none"> ● Placement Preparatory Program. 	AA/A+	National	10000	6

/Tutor /Dy. Tutor /Warden	● Preparing Students for Job Interview	A	National	10000	6
	● Career Guidance and Counseling	B	Regional	7000	3
	● Academic support for weak Students	New	Regional	5000	3
A.7 Executives /Office Executives	● Office Executives Training Program	AA/ A+	National	10000	5
	● Effective Listening Skills				
	● Effective Communication Skills (oral and written)				
	● Telephone Handling Skills (making and receiving calls, leaving message on voicemail)				
	● Database Management	A	National	8000	5
	● Report Preparation	B	Regional	4000	3
	● Standard Office Procedure	New	Regional	2000	1
A.8 Library Staff	● Digital Library Management	AA/ A+	National	8000	5
	● Cloud Computing and Libraries	A	National	6000	3
	● Digital Library with KOHA and GSDL	B	Regional	4000	3
		New	Regional	2000	1
A.9 Attendants / Drivers /Security Guards	● Report Preparation	AA/ A+	Regional	2000	3
	● Effective Listening Skills				
	● Telephone Handling Skills				
	● Defensive Driving Safety Training	A	Regional	1000	3
	● Driver Training and Development Program	B	Regional	500	3
● Security Guards Training Program	New	Regional	500	1	
Category B – Technical (for all teaching staff)					
B.1	Participation, Full paper published & presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published & presented in an International activity with	All	National	7000	5

	publication in reputed journal with impact factor >.75				
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

In order to claim the grant / scholarship, the following documents must be submitted along with a completely filled form E-18 to the office of Registrar at respective campuses.

- A copy of notification of conference / seminar
- Copy of e-mail communication submitting the draft copy of the paper
- Copy of e-mail as the acceptance of the invitation/ paper
- Original receipt towards payment of registration fee
- Copy of certificate (if provided) of participation and presentation of paper. Otherwise a declaration (in specified format) will have to be provided.
- Original Travel Tickets (when claiming TA/DA)

In all matters related to “Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of PIET”, the decision of Management of PIET would be final.

PROCESS OF RESIGNATION, HANDING OVER & RELIEVING

- Each employee will have to serve one month's notice for relieving, if resignation is served during the semester break of the department where the staff is working.
- Each employee will have to pay one month's salary for relieving, if resignation is served, when semester classes are running or regular academics are going on in the institution.
- Steps to be followed for relieving:
 - a. Submit resignation to respective HOD in composite format available with Principal/ Director.
 - b. Status report by HOD/reporting officer in given format clearly indicating his views on (i) Subject teaching, (ii) Course status, (iii) Other duties, (iv) Attendance/marks submission, (v) Pending work, (vi) Lab status – Records checking, (vii) Subject files handing over – Blown-up/Zero Lecture/Tutorial Sheet/ Syllabus Deployment/ Previous Attendance sheet, (viii) Charge handed over to, (ix) New faculty joining – required/ not required, (xi) Other remarks
- After preparing the report HOD will forward resignation to the Director with a status report for acceptance and approval and for exit interview. If approved the faculty must complete the no dues in the specified format. Submit the no dues to the Registrar of the Campus and charge handing over the report to HOD.
- After clearing all dues at college they have to report to the Office of Director, PIET for finalization of the relieving process.