

PSIT

Kanpur



EMPLOYEE SERVICE RULE BOOK

Applicable from
1st July 2025


DIRECTOR
PSIT-Pranveer Singh Institute of Technology (Pharmacy)
(Formerly Pranveer Singh Institute of Technology)
Kanpur-Delhi National Highway (NH-19),
Kanpur-209305 (U.P.)

PSIT-PRANVEER SINGH INSTITUTE OF TECHNOLOGY (PHARMACY)

(Formerly Pranveer Singh Institute of Technology)

College Code: 1210 | BTE Code: 3365

Approved by PCI, UGC (2f), Affiliated to Dr. A.P.J. Abdul Kalam Technical University and BTE Lucknow (U.P.)

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Kanpur-Delhi National Highway (NH-19),
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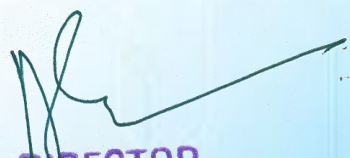
About the Institute

PSIT- Pranveer Singh Institute of Technology (Pharmacy), Formerly Pranveer Singh Institute of Technology, **Kanpur** started on the path of Technical and Professional Education in the year 2004. The Institute is approved by PCI, New Delhi, is affiliated with DR APJ Abdul Kalam Technical University & Board of Technical Education, Lucknow and is recognized under Section 2(f) of the UGC Act 1956. Sprawling over 80 acres of land, on Kanpur-Agra- Delhi National Highway (NH-19), Bhauti, Kanpur, the campus is an excellent example of an architectural marvel. In pursuit of academic excellence, PSIT Pranveer Singh Institute of Technology (Pharmacy) offers admission to D.Pharma, B.Pharma & M.Pharma (Pharmaceuticals and Pharmacology).

Designed as the best environment-friendly campus in North India, we are committed to providing our students with a clean and healthy environment. Our infrastructure includes an auditorium, high-tech labs, spacious seminar halls, well-stocked libraries, internet access at 1 Gbps (STM-1), 24*7 power backup enabled through a 33KV power line, a RO plant 25,000 Liters, a centralized AC campus through a 2850 TR AC plant, a three-chambered vermin compost plant, etc. Our fleet of 43 air-conditioned buses covers the entire city and ensures an efficient transportation network.

Since its inception, the institute has been designed to train extraordinary minds by providing an ecosystem for holistic development. PSIT Pharmacy has grown impressively and achieved wide spread recognition from industry, academic circles, and professional bodies. The institute offers high-quality programs in Pharmaceutical sciences to a cross section of students across India. The students are imparted a holistic view of life with a "can-do attitude" by faculty members with rich experience in industry and academia.

All the above-mentioned aspects have made PSIT Pranveer Singh Institute of Technology (Pharmacy), Kanpur, the first choice among Pharmaceutical sciences aspirants.



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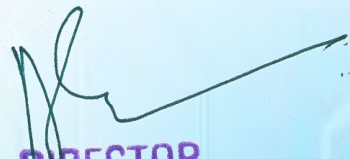
Vision

To flourish and excel in the sphere of Pharmacy and other allied sciences with the ultimate goal of providing excellent & innovative measures in patient care and drug-development.

Mission

The institute is committed to:

- Focus on developing research platforms, provide guidance to students and involve interdisciplinary research.
- Educate students to serve the society by taking care of challenges in healthcare, contributions to pharmaceutical industry, community pharmacy and hospital practices.
- Make our students skilled in all spheres and help them reach out to infinite possibilities on global levels.



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Induction, Probation & Confirmation

The Institution recognizes that the first day in the employment life cycle of an employee is a memorable day in the relationship between the employee and the employer. Hence, some guidelines are suggested below:

- On the first working day, an employee reports to the HR Department with his/her Academic Testimonials and Work Experience records. Subsequently, the concerned HR individual briefs the incumbent about the Institution and its guiding policy framework, followed by documents verification, generation of Employee code, issue of ID card and Biometric registration, respectively. The new joiner is also given an Information kit containing Employee Service Rule Book and Institute Brochure, towards ease of understanding and better acquaintance. An Appointment letter is handed over on the date of joining of the new employee.
- Post briefing by the HR Department, the new joiner is assisted to report to the Director for a brief meeting. Further, the incumbent meets the Dean and then immediate Superior who ensures a brief introductory session with his/her colleagues, Superiors and Staff. Thereafter, the new joiner is shown his/her workstation and is provided with necessary assistance for settling down, including the provision of stationery, etc.
- The employee will be on probation for the period as stated in his/her Appointment Letter (which is one year) and upon satisfactory completion of the probation period, (HOD/Reporting Authority to certify) the employee will be normally confirmed in his/ her service.
- Once confirmed, the regular increments will be considered annually based upon Performance Appraisal outcomes.


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Roles & Responsibilities (Faculty)

	Assistant Professor	Associate Professor	Professor/ HOD/ Dean	Director
Responsibilities:	He/ She is expected to be student focused with due orientation towards training. New tools/ techniques/ technologies must be practiced in the Lab.	He/ She is expected to be academic focused and must be very sound with administrative capabilities. Expected to be master of the subject. Should focus on R&D, Projects, Lab developments etc.	He/ She are expected to be a sound administrator with proven problem solving capabilities. An adept planner with a visionary approach and strong execution skills. Must focus on approach and method. Should look at linkages with societal needs and stakeholders.	
Teaching	16 hours	14 hours	10 hours	4 hours
Review of preparation for Teaching, Assessment and Evaluation	14 hours	11 hours	8 hours	4 hours
Administrative Work	3 hours	5 hours	12 hours	25 hours
Lab Development/ Research & Development/ Industry linkage	4 hours	7 hours	7 hours	4 hours
Student Guidance/ Counseling	5 hours	5 hours	5 hours	5 hours
Total Hours per Week	42 hours	42 hours	42 hours	42 hours


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Code of Conduct (Faculty & Trainer)

- It is mandatory for each Faculty member to comply with the Biometric Attendance System. In this regard, one has to ensure finger scan, each while entering the work premises and while exiting the campus respectively, post completion of working hours. Faculty member is prohibited from marking the attendance at the main gate from 8:00 AM till 6:00 PM. The normal working hours of the Institute are 9:00 AM. till 5:00 PM. on all days from Monday to Saturday. However, up to two Saturdays of a given month may be treated as paid holidays which shall be at the sole discretion of the Management.
- In alignment with the Institute protocol, each Faculty member is expected to be well behaved, disciplined and cordial with the students, colleagues and seniors, respectively. They must report to the Institute premises in neat attire on all occasions (formal dress code to be followed strictly).
 - Formal dress for male faculty implies full sleeves formal shirt along with formal trousers and polished shoes.
 - Formal dress for female faculty implies Saree / Salwar Kameez / Formals.
 - Wearing of Jeans/T-shirts/Casual footwear is not allowed.
 - ID cards must be worn at all times during the official hours at campus.
 - Use of abusive language inside Institute premises is strictly prohibited.
- Each Faculty member is expected to be well prepared with the Detailed Lecture Plan and Lecture Zero prior to the commencement of the academic semester. Post approval by the respective Head of the Department, the faculty needs to ensure uploading the soft copy of the plan via the online system. The Faculty member needs to timely generate and prepare soft copy and hard copy of various academic reports, as demanded by the Management.
- Use of non-standard books for the purpose of teaching is strictly prohibited. The Management reserves the right to initiate strict action against willful defaulter.
- The Faculty member is expected to be well rehearsed and prepared in advance in order to ensure smooth handling of Classroom lectures and Laboratory practical sessions respectively. The official mode of communication (for all purposes inclusive of presentation, delivering lectures, interacting with students and written intimation) shall be in English only and none else. Faculty member must be well equipped to handle issues, grievances and queries posed by the students, by offering amicable solution to them.
- The Faculty member is required to be punctual in engaging the classes as per their stipulated time table. Further, proper academic record pertaining to student's attendance, assignments, midterm tests, etc. has to be maintained and produced as and when demanded. On-line attendance of students on the web portal has to be uploaded on the same day itself. The Faculty member should be able to put forth their remarks pertaining to academic performance and general conduct of the students as and when required.
- The Faculty member is expected to comply with the instructions and guidelines as issued by the Management from time to time. He/ She is required to perform additional responsibilities entrusted by Head of the Department/ Management with diligence and sincerity.
- Smoking/Alcohol consumption/Chewing tobacco/Consumption of illegal drugs inside Institute campus as well as at any public place is strictly prohibited.
- Faculty member is strictly prohibited to undertake/ pursue external assignments which include association with coaching institutions, imparting tuitions at home/ coaching centers, side business, etc.
- Leave is not the right of an employee. The Faculty member must avail leave only under extenuating circumstances (due to sickness, emergency conditions, self marriage, etc.) through official intimation and seeking due permission and concordance in advance from the Director only. However, in case of dire emergency, the Faculty member must obtain telephonic approval from the respective HOD and subsequently shall apply for the leave (through online leave portal) within 24 hours of reporting to duty. The Institute reserves the sole right and discretion to cancel all the pre- sanctioned leaves,

as and when the situation demands. Faculty member may refer to the Leave entitlement policy for further details.

- Faculty member desirous to pursue career advancement courses (part time/full time) or seeking jobs in Government sector or otherwise; need to mandatorily obtain N.O.C (No Objection Certificate) from the Management authorities prior to application.
- The policy of Bi-Annual Performance Appraisal system is applicable for all Faculty Members and is based on continuous evaluation of behavioral attributes, administrative responsibilities and academic contribution by the Faculty members towards progressive development of students and Institute, respectively. The Faculty member is required to fill up the objective Appraisal form timely and in all aspects (via online portal), towards suitable performance assessment by the Top Management.
- In case any Faculty member is found to be involved either directly or indirectly, individually or collectively in any act of embezzlement, theft, furnishing false information at the time of joining, tampering with the official records or misappropriation of Institute's funds, he/she would be liable for termination from the employment beside other disciplinary action as per the case.
- The Internet facility shall be provided so as to have access to the global information and keeping one self abreast with the latest changes and innovations in their respective fields. Any information/material that is not meant for official use such as audio/video files, screen savers, obscene/indecent literature, photographs and, pornographic substance shall not in any case be browsed or downloaded by any faculty member. Violation of Cyber protocol will attract strict penalty from Management authorities. Internet facility should only be used for institute academics/official work.
- The Faculty member should dedicate the entire official time (when they are not having any official engagement) towards lecture & lab preparation, updating themselves with changing technology, professional development, research etc. They should refrain from wasting their time by sitting idle with their colleagues/friends, extended use of mobile phone for personal reasons etc.
- The Faculty member is expected to respect the rights and dignity of all persons and recognize that discrimination or harassment in any form undermines the fundamental principles of the institute. Hence, support the respectful environment of the Institute through his/her meaningful actions.
- All requests to hold events on the campus of the Institute or on property controlled, operated or owned by the Institute must be sponsored by an administrative or academic department or a recognized interim committee. Requests for events must be submitted to the Top Management in due advance and approval must be sought prior to conducting the event inside Institute premises.
- The Faculty member is expected not to shelter their subordinates or students in case they are involved in any act of indiscipline or any other activity which is immoral or unethical. Such an incident should be immediately brought to the notice of the Director.
- All Faculty members are required to handle the property / equipments of the Institute with due diligence and care. They shall return all such property / equipment to the Institute in good condition at the time of separation from the Institute or as and when directed by the Management. They shall not take any of the Institute's property entrusted to them for official work to their residence for personal use.
- Exit by any Faculty member during the continuation of span of academic classes of even/odd semester is prohibited. However, in the event of proposed exit by any faculty during non- academic period; he/she is required to tender a formal Resignation letter (in writing or via e- mail) to the reporting Head. Resignation requests received on or before 15th December in case of odd semester and on or before 31st May in case of even semester shall only be entitled for salary processing by HO-Payroll. Leaves (of any nature) availed post resignation shall be treated as loss of pay. The concerned Head of the Department must discuss the probable causes of the exit through one-to-one discussion with the faculty member and if required counsel him/her towards possible retention (as the case may be). Further, the faculty member needs to comply with the 'No Dues' formalities in all aspects and ensure formal handover of all relevant documents, records, information, etc. to the concerned authorities, as on or before the last date of working.
- All Faculty members are always required to comply with the Traffic Management/ Road Safety Rules. Safety gears (like helmet) must be worn at all times while riding a two -wheeler. Driving a vehicle under the influence of alcohol is strictly prohibited inside Institute campus. Parking instructions and, adherence to speed limits must be followed strictly as per the visual displays at various places inside campus. It is advisable to conform to the road safety signals at all times.

- The Faculty member is expected to conform to all the guidelines of the Institution as laid down from time to time towards smooth running of the Institute affairs.
- Any Faculty member who commits breach of the above rules or who display negligence, inefficiency or who knowingly does anything detrimental to the interest of the Institute or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, shall be liable to the following penalties:
 - Verbal Warning.
 - Stoppage of Increment.
 - Stoppage of Salary.
 - Recovery from the salary in lieu of the quantum of damage caused to the Institute property.
 - Termination of employment.
- The above punishment would be awarded based upon the facts and circumstances therein, which shall be at the sole discretion of the Top Management.


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Code of Conduct (Staff)

- It is mandatory for all Staff Members to comply with the Biometric Attendance System. In this regard, one has to ensure finger scan, each while entering the work premises and while exiting the campus respectively, post completion of working hours. It is prohibited to mark the attendance at the main gate from 8:00 A.M till 6:00 PM. The normal working hours of the Institute are 9:00 AM till 5:00 PM on all days from Monday to Saturday.
- In alignment with the Institute protocol, every Staff member is expected to be well behaved, disciplined and cordial with the students, colleagues and seniors, respectively. They must report to the Institute premises in neat attire on all occasions (formal dress code to be followed strictly).
 - Formal dress for male staff implies formal shirt along with formal trousers and shoes.
 - Formal dress for female staff implies Saree/formals/ Salwar-Kameez.
 - Wearing of Jeans/T-shirts/Casual footwear is not allowed.
 - ID cards must be worn at all times, during the official hours at campus.
 - Use of abusive language inside Institute premises is strictly prohibited.
- The Staff members (TAs) are required to be punctual in engaging the classes as per their stipulated time table.
- The Staff members are expected to comply with the instructions and guidelines as issued by Management from time to time. He/she is required to perform additional responsibilities and tasks entrusted by Head of the Department/Management with diligence and sincerity.
- Smoking/Alcohol consumption/Chewing tobacco/Consumption of illegal drugs inside Institute campus as well as at any public place is strictly prohibited.
- Staff members are strictly prohibited to undertake/ pursue external assignments/ side business, etc.
- Leave is not the right of an employee. The Staff member must avail leave only under extenuating circumstances (due to sickness, emergency conditions, self marriage etc) through official intimation and seeking due permission and concordance in advance from the Director only. However, in case of dire emergency, the Staff member must obtain telephonic approval from the respective HOD and subsequently shall apply for the leave (through online leave portal) within 24 hours of reporting to duty. The Institute reserves the sole right and discretion to cancel all the pre-sanctioned leaves, as and when the situation demands. Any Staff member found to be absenting from duty for 6 consecutive working days without prior intimation to the HOD, shall be treated as voluntary abandonment of services. Under such circumstances, the Institute reserves the right to recover the Notice Period amount from the incumbent suitably. Staff members may refer to the Leave entitlement policy for further details.
- Staff members desirous to pursue career advancement courses (part-time/full time) or seeking jobs in Government sector or otherwise; need to mandatorily obtain N.O.C (No Objection Certificate) from the Management authorities prior to application.
- In case any staff member is found to be involved either directly or indirectly, individually or collectively in any act of embezzlement/theft/furnishing false information at the time of joining, tampering with official records/misappropriation of Institute's funds, he/she would be liable for termination from the employment.
- All Staff Members are required to make optimum use of Electricity and ensure that no Electric equipment is switched on in case it is not required.
- The Internet facility shall be provided so as to have access to the global information and keeping one self abreast with the latest changes and innovations in their respective fields. Any information/ material that is not meant for official use such as audio/video files, screen savers, obscene/indecent literature/photographs, pornographic substance, etc. shall not in any case be browsed or downloaded by any staff member. Violation of Cyber protocol will attract strict penalty from Management authorities. Internet facility should only be used for institute academics/official work.
- The Staff members should dedicate the entire official time (when they are not having any official

engagement) towards maintenance & upkeep of the labs/workshop/office records updating themselves with changing technology and professional development, etc. They should refrain from wasting their time by sitting idle with their colleagues/friends, extended use of mobile phone for personal reasons, etc.

- The Staff members are required to ensure proper maintenance of all records pertaining to office repair and maintenance of the machinery/equipment, issue and return of the material, stock registers, consumables and non-consumables, material purchased, indent raised, etc. under the supervision of their reporting authority.
- The Staff members should strictly refrain from using the institute property like computer systems, lathe machines, workshop furnace etc. for any personal work. In case such an incident is reported, severe disciplinary action would be taken against the concerned employee.
- The Staff members are expected to respect the rights and dignity of all persons and recognize that discrimination or harassment in any form undermines the fundamental principles of the institute and hence support a respectful environment through their meaningful actions.
- The Staff members are expected not to shelter their colleagues or students in case they are involved in any act of indiscipline or any other activity which is immoral or unethical. Such an incident should be immediately brought to the notice of the Director.
- All Staff members are required to handle the property/equipments of the Institute with due diligence and care. They shall return all such property / equipment to the Institute in good condition at the time of separation from the Institute or as and when directed by the Management. They shall not take any of the Institute's property entrusted to them for official work to their residence for personal use.
- Exit by any Technical Assistant during the continuation of span of academic classes of even/odd Sem. is prohibited. However, in the event of proposed exit by any Technical Assistant during non-academic period; he/she is required to tender a formal Resignation letter (in writing or via e-mail) to the reporting Head. Resignation requests received on or before 15th December in case of Odd Semester and on or before 31st May in case of Even Semester, shall only be entitled for salary processing by HO-Payroll. Leaves (of any nature) availed post Resignation shall be treated as loss of pay. The concerned Head of the Department must discuss the probable causes of the exit via one to one discussion with the Technical Assistant and if required counsel him/her towards possible retention (as the case may be). Further, the Technical Assistant needs to fill up the 'No Dues' form in all aspects and ensure formal handover of all relevant documents, records, information etc. to the concerned authorities, as on last date of working.
- All Staff members are required to comply with the Traffic Management/ Road safety rules. Safety gears (like helmets) must be worn at times while riding a two-wheeler. Driving a vehicle under the influence of alcohol is strictly prohibited inside Institute campus. Parking instructions, adherence to speed limits must be followed strictly as per the visual displays at various places inside campus. It is advisable to conform to the road safety signals at all times.
- The Staff members are expected to conform to all the guidelines of the Institution as laid down from time to time, towards smooth running of the Institute affairs.
- Any Staff member who commits breach of the above rules or who display negligence, inefficiency or who knowingly does anything detrimental to the interest of the Institute or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, shall be liable to the following penalties:
 - Verbal Warning.
 - Stoppage of Increment.
 - Stoppage of Salary.
 - Recovery from the salary in lieu of the quantum of damage caused to the Institute property.
 - Termination of employment.
- The above punishment would be awarded based upon the facts and circumstances and shall be at the sole discretion of the Top Management.

Policy for Adjunct Faculty and Visiting Faculty

Objective: To improve the employability of the students, Industrial exposure shall be provided by appointing Adjunct/Emeritus Faculty/ Visiting Faculty respectively. The key objective is to develop a useful and viable collaboration between the educational Institute and Industry. To enhance quality of education and skills by involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis through interaction with distinguished individuals who have excelled in their field of specialization.

Definition of Adjunct Faculty: Adjunct Faculty is hired by an Institution to teach but is not full-time member of the Faculty. Adjunct Faculty is a Part-Time or contingent instructor. There are academicians, professionals whose primary employment activity is outside the Institution and who are not interested in seeking full-time appointment with the Institution, but can contribute to teaching in the Technical Institutions/ Academic Programs. The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at national/ international level and having outstanding Research publication work.

Duration of Appointment: The period of their empanelment shall vary between six months to three years. Minimum 25 hours per semester contribution in the form of lecture/demonstration is mandatory.

TA/ DA and Honorarium: TA/DA along with respectable Honorarium and other facilities will be provided to Adjunct Faculty as per AICTE/ UGC guidelines. It shall include Travel cost as per entitlement, from place of stay to Institution and back, and free lodging and Boarding at the Institute's Guest House.

Qualification and Experience: An Adjunct Faculty/ Resource person should be a Faculty retired from Technical Institution or a person of eminence, with or without a Postgraduate or Ph.D. qualification having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/she adds value to the education and academic activities of the Institution. He/ She shall satisfy the following norms:

- Teaching and Research Organizations of State/Central government Institutions/Universities
- Central and State Public Sector Undertakings (PSUs)
- Reputed Industries
- Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils
- NRIs and PIOs working with reputed overseas Academic, Research and Industrial Organizations or having a demonstrated interest in Indian issues.

Definition of Visiting Faculty: A Faculty is required to deliver the full course while part of the course can be delivered by Visiting Faculty/Guest Faculty to bring the Industry flavor. Industry person can nominate themselves for the Visiting Faculty/Guest Faculty, who shall be further invited by the existing faculty on getting the willingness. The engagement shall not exceed 25 hours per course in a semester to provide industry readiness to students. The roster must so created shall be updated annually. It is a perpetual requirement and will never cease.


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Honorarium Chart for Visiting Faculty:

CATEGORY	BACKGROUND	ELIGIBILITY	HONORARIUM
A	Academic	Associate Professor or equivalent and above. Associated with a premier organization (NIPER/ BITS/ Self managed venture etc.)	Rs 2000/- per hour of Teaching/ Classroom engagement and Rs 500/- (Transportation charges)
	Industrial	Minimum of 8 years of relevant work experience out of which 5 years should be in the capacity of a Manager.	
B	Academic	Assistant Professor or equivalent and above along with sound academic record and associated with organization of repute or into self managed venture.	Rs 1000/- per hour of Teaching/ Classroom engagement and Rs 500/- (Transportation charges)
	Industrial	Up to 8 years of relevant work experience out of which 2 years should be in the capacity of a Manager.	


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Leave Rule (Faculty & Trainer)

- Those Faculty/Trainers whose tenure in PSIT is more than one year can avail 14 Casual Leaves in one Academic Year.
- Those Faculty/Trainers whose tenure in PSIT is less than one year (As on 1st July), can avail Casual Leaves on pro-rata basis i.e. 1 Casual Leave credited in account for every one month of service. Advance leave can be granted only in case of emergency and such leave will be adjustable against Casual Leave in future.
- All the Casual Leaves have to be exhausted on 30th June every year. Balance leaves if not availed on or before 30th June shall be quashed. The new cycle of Casual Leaves (for the next Academic Year) shall commence from 01st July every year.
- During normal teaching period (when regular classes are going on), not more than one casual leave shall be availed by any Faculty / Trainer in one month until & unless there is a genuine case of emergency and that too with the prior permission of the competent authority.
- In case any Faculty/Trainer avails Casual Leave on Saturday and adjoining Monday, the sandwiched Sunday will also be counted as casual leave.
- Maximum two Saturdays of every month shall be declared as off days provided the academic and official requirements are not affected.
- Summer & Winter vacations shall be applicable to all members of Faculty/Trainer in between the following dates:
 - Window for Summer Vacation: 01st May to 30th June.
 - Window for Winter Vacation: 20th December to 15th January.
- The duration of summer vacation which shall be availed by the Faculty/Trainers shall not be greater than 07 days. Similarly, the duration of winter vacation which shall be availed by the Faculty/Trainers shall not be greater than 07 days.
- Absence from duty without intimation will result in at least 2 days of salary deduction for every day of absence.
- If a Faculty/Trainer proceeds on leave without prior sanction, he/she will be considered as absent from Duty without information, thus resulting in two days of salary deduction for every day of absence.
- Leave without Pay (LWP) needs to be applied in advance and prior approval of the same is also mandatory. However, LWP can be applied only after all Casual Leaves (CLs) have been exhausted.
- Faculty/Trainer is eligible for one Compensatory Leave only if the duration of stay of Faculty/Trainer in the Institute is minimum 04 hours. However, the Compensatory Leave should be availed before the commencement of next academic year (Preferably during non-teaching period). In case the same is not availed before the commencement of next academic year, the Compensatory Leave will get elapsed.
- Whenever any Faculty/Trainer becomes eligible for Compensatory Leave as described above, he/she shall first have to get the same credited in his/her leave account by applying online on PSIT portal within 72 hours of his/her working on an off day. Once the request for crediting the

Compensatory Leave is accepted by the competent authority, Compensatory Leave can be availed later by applying online as per laid down procedure.

- HOD/recommending authority should maintain a record of all Compensatory Leaves/Duty Leaves and they should verify the same before recommending to the sanctioning authority.
- Compensatory Leave shall not be applicable in case the Faculty/Trainer is compensated for his presence monetarily (E.g. Honorarium paid, Reimbursement by outside agency towards invigilation duty performed. Reimbursement towards evaluation of University Examination Sheets etc.
- During the semester, leave availed by the Faculty/Trainers for the purpose of participating in following Programs, shall be decided on a case-to-case basis by the Management.
 - Conference
 - Workshop
 - Seminars
 - Faculty Development Programs
- Maximum number of two (2) Academic Leaves may be granted for the presentation of Ph.D. Dissertation/ Viva-Voce/RDC meeting/NET examination in one Academic Semester.
- The Institute encourages Faculty members to undergo Ph.D. program. Henceforth, any faculty member can place a request for pursuing his/her Ph.D. course work. Up to 20 days of Special Leave can be granted for the same. However, the equivalent amount (salary) will be released when the concerned faculty has served in the Institute for at least one year after the award of Ph.D. degree.
- While considering the applications for leave on major medical grounds, such as surgery, critical medical emergencies and major accidents etc., each case will be considered individually depending on its merit. However, prior intimation must be given on the day of hospitalization to the Director.
- Self marriage leave (during academic period): Maximum of 3 days can be granted. Self marriage leave (during non-academic period): Maximum of 7 days can be granted.
- Maternity Leave: 15 Days; Paternity Leave: 03 Days
- Before proceeding for any type of leave, the Faculty /Trainer shall ensure that his/her leave is prior sanctioned by the competent authority. Post dated leaves i.e. leaves applied after availing the same are liable to be rejected until & unless there is a case of genuine exigency. Even in such cases. Prior telephonic intimation to the concerned reporting authority is mandatory.
- All kinds of leaves must be applied online on PSIT College of Higher Education portal which shall get processed as per laid down procedure.


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Leave Rule (Staff)

- Those Staff members whose tenure in PSIT is more than one year can avail 14 Casual Leaves in one Academic Year.
- Those Staff members whose tenure in PSIT is less than one year (As on 1st July), can avail Casual Leaves on pro-rata basis i.e. 1 Casual Leave credited in account for every one month of service. Advance leave can be granted only in case of emergency and such leave will be adjustable against Casual Leave in future.
- All the Casual Leaves have to be exhausted on 30th June every year. Balance leaves if not availed on or before 30th June shall be quashed. The new cycle of Casual Leaves (for the next Academic Year) shall commence from 1st July every year.
- In case any Staff member avails casual leave on Saturday and adjoining Monday, the sandwiched Sunday will also be counted as casual leave.
- Absence from duty without intimation will result in at least 2 days of salary deduction for everyday of absence.
- If a Staff member proceeds on leave without prior sanction, he/she will be considered Absent from Duty without information, thus resulting in two days of salary deduction for every day of absence.
- Leave without Pay (LWP) needs to be applied in advance and prior approval of the same is also mandatory.
- The Staff member is eligible for one Compensatory Leave only if the duration of stay of the concerned Staff in the Institute is minimum 06 hours. However, the Compensatory Leave should be availed before the commencement of next academic year (Preferably during non-teaching period). In case the same is not availed before the commencement of next academic year, the Compensatory Leave will get elapsed.
- Whenever any Staff member becomes eligible for Compensatory Leave as described above, he/she shall first have to get the same credited in his/her leave account by applying online on PSIT portal (erp.psit.in) within 72 hours of his/her extra working on a non working day. Once the request for crediting the Compensatory Leave is accepted by the competent authority, Compensatory Leave can be availed later by applying online as per laid down procedure.
- HOD/recommending authority should maintain a record of all Compensatory Leaves/Duty Leaves and they should verify the same before recommending to the Sanctioning Authority.
- Compensatory Leave shall not be applicable in case the Staff member is compensated for his/her presence monetarily (E.g. Honorarium paid, Reimbursement by outside agency towards invigilation duty performed, Reimbursement towards evaluation of University Examination Sheets etc.).
- While considering the applications for leave on major medical grounds, such as surgery, critical medical emergencies and major accidents etc., each case will be considered individually depending on its merit. However, intimation must be given on the day of hospitalization to the Director.
- While considering the applications for leave on major medical grounds, such as surgery, critical medical emergencies and major accidents etc., each case will be considered individually depending on its merit. However, intimation must be given on the day of hospitalization to the Director.
- Self marriage leave: Self marriage leave (during academic period): Maximum of 3 days can be granted. Self marriage leave (during non-academic period): Maximum of 7 days can be granted.
- Maternity Leave: 15 Days; Paternity Leave: 03 Days
- Before proceeding for any type of leave, the Staff member shall ensure that his/her leave is prior sanctioned by the competent authority. Post dated leaves i.e. leaves applied after availing the same are liable to be rejected until & unless there is a case of genuine exigency. Even in such cases, prior telephonic intimation to the reporting authority is mandatory.
- All kinds of leaves must be applied online on PSIT College of Higher Education portal which shall get processed as per laid down procedure.

DIRECTOR

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Promotion & Career Advancement Scheme

Objective:

To provide a policy framework so as to bring greater validity and reliability in measurement of performance of the employees leading to determination of performance based increments and career advancement needs.

Coverage:

The policy is applicable to all permanent employees (Faculty and Staff) who are in the payroll of the Institution and have completed at least two academic semesters preceding 1st July of a given calendar year.

Constitution of Performance Appraisal Committee:

For the purpose of deciding the merit-based appraisal of the employees, a select Committee comprising of Top Management members has been constituted towards achievement of fair, impartial, assessment process therein. The decision of the Performance Appraisal Committee shall be final and binding on the respective employee. The Committee shall constitute the following members:

Head: Chairman

Members: HOD (Head of the Department) representing 'Appraiser' and the Director representing the 'Reviewer'.

Practices:

The Performance Appraisal process for employees will have four major areas of emphasis which includes Performance planning exercise, Self assessment by the concerned employee, Performance review and Identification of deficiencies towards further developmental needs.

The entire online Performance appraisal process shall revolve around measurable results. The exercise shall be fair, objective, free from personal prejudice and consistently constructive.

While the Performance Appraisal system shall provide inputs for increments and promotions, the primary thrust shall be to generate data towards growth and development of the employees.


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The suggested distribution of ratings shall be as per the following matrix:

Performance Level	Rating	Number of employees	Remarks
Excellent	A	5%	Exceeds expectations
Good	B	30%	Meets expectations
Average	C	60%	Fairly meets expectations, scope for improvement persists
Poor	D	5%	Exit plan

The final recommendation of the Committee shall translate into meaningful, objective and merit-based increments which shall be effective from 1st July of a given calendar year. In specific cases of Promotion, an official letter shall be handed over to the concerned employee in recognition of outstanding performance and potential therein.

Career Advancement Scheme:

The Committee shall also decide on select cases, as per the **Career Advancement Scheme Regulation 2012**, towards internally promoting Faculty members on account of relevant experience, qualification and conduct therein. The interested Faculty member has to submit a filled CAS Application Form along with requisite documentation in support of his/her candidature for promotion. The Review Committee comprising of the Director, HOD and Subject expert scrutinizes the said candidature based upon Research related contribution, Academic experience, Qualification, Teaching outcomes, Departmental contribution and other related parameters to arrive at a mutual conclusion towards due recommendation of the said case.

Miscellaneous:

The said guidelines have been issued in the best interest of the Institution with a forward, growth centric approach. Employees having reservation can approach the appropriate Grievance Committee towards resolution cum reconsideration of the performance outcomes.


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Research Based Incentive Scheme

The primary purpose of research is to expand the existing body of knowledge by providing solutions to different problems. In a globalized world, the role of research in an academic institution is significant for its sustainability and development, and it is imperative to have knowledge-driven growth based on innovation and creativity. Applied Research lays the foundation for innovative teaching strategies and learning experiences.

In line with the above, the following policy is applicable:

Objectives of the Policy:

1. To propel research related activities among the faculty members and motivate them to publish research articles in reputed refereed National/International journals with impact factor.
2. To encourage faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
3. To evince interest among the faculty members to undertake collaborative research projects with experts from reputed academia and industry.
4. To explore new avenues of learning through Research, encourage Tie-ups with Government bodies as DST, DRDO, UPSCST, ISRO, MSME, ICMR, CSIR etc.
5. To undertake sponsored Consultancy projects.
6. To inculcate creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

Reward Policy:

The following research related activities are considered valuable by the Institute and will be rewarded suitably:

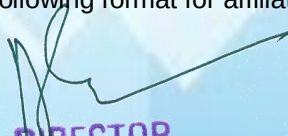
I. Research Publications:

(I) Publication of papers in reputed journals (Indexed / refereed / ABDC journals).

Monetary Reward Applicable in case the First Author is also the Corresponding Author				
Author(s)	IEEE Transactions Journal/SCI E	SCI / ABDC A* Indexed Journal	ESCI/ ABDC A Indexed Journal	Scopus/SSCI/ ABDC B/C Indexed Journal
	(In Rupees)	(In Rupees)	(In Rupees)	(In Rupees)
First Author	50,000	40,000	20,000	15,000
Second Author	25,000	20,000	10,000	7,500
Third Author	15,000	10,000	5,000	5,000
Fourth Author	15,000	10,000	5,000	5,000
Fifth Author#	15,000	10,000	5,000	5,000

Maximum 5 contributors will be rewarded for one Research Publication

Note: All faculty members are required to ensure the following format for affiliation of author/co-author:


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Author/Co-Author Name
PSIT – Pranveer Singh Institute of Technology (Pharmacy)

Monetary Reward Applicable in case the First Author is not the Corresponding Author				
Author(s)	IEEE Transactions Journal/SCI E	SCI / ABDC A* Indexed Journal	ESCI/ ABDC A Indexed Journal	Scopus/SSCI/A BDC B/C Indexed Journal
	(In Rupees)	(In Rupees)	(In Rupees)	(In Rupees)
Corresponding Author	50,000	40,000	20,000	15,000
First Author	25,000	20,000	10,000	7,500
Second Author (In case he/she is not the corresponding author)	15,000	10,000	5,000	5,000
Third Author (In case he/she is not the corresponding author)	15,000	10,000	5,000	5,000
Fourth Author (In case he/she is not the corresponding author)	15,000	10,000	5,000	5,000
Fifth Author# (In case he/she is not the corresponding author)	15,000	10,000	5,000	5,000

Maximum 5 contributors will be rewarded for one Research Publication

Note: All faculty members are required to ensure the following format for affiliation of author/co-author:

Author/Co-Author Name
PSIT – Pranveer Singh Institute of Technology (Pharmacy)

- (i) **Citation of Publications of colleagues (Employees of PSIT - Pranveer Singh Institute of Technology (Pharmacy), Kanpur)-** In case any publication of any existing employee of PSIT-Pranveer Singh Institute of Technology (Pharmacy), Kanpur is cited by any faculty member in his/her publication that is eligible for the award (as detailed above), Rs 1000/- (Rs One Thousand only) per citation will be awarded in addition to the reward for the publication (As detailed above.)

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- (ii) **Publication of books-** National level publications will be awarded suitably observing the quality of content and publishers bearing Valid ISBN Number: The amount rewarded will be limited to 10 times the cover cost of book or Rs 5000, whichever is lower.
- (iii) **Publication of Book Chapters by reputed publishers** of international fame like Elsevier, Springer, Taylor and Francis, Bentham etc.: Rs 5000 will be awarded per Chapter.

Note: All faculty members are required to ensure the following format for affiliation of author/co-author:

Author/Co-Author Name

PSIT – Pranveer Singh Institute of Technology (Pharmacy)

II. Patents (Only Indian Patents will be considered):

- (i) Patents will be considered for the reward only if the Principal Inventor is 'PSIT - Pranveer Singh Institute of Technology (Pharmacy), Kanpur.'
- (ii) The contributors who are proposing the Patent will submit their proposal to a centralized committee comprising of senior faculty members for consideration. The committee will further process the proposal on the basis of its merit and carry out the necessary procedure for its publishing followed by the documentary work for its grant.
- (iii) If a patent is Published, Rs 10,000/- will be awarded to all the inventors (amount equally distributed) while 'PSIT - Pranveer Singh Institute of Technology (Pharmacy), Kanpur' will remain the principal inventor.
- (iv) If a design patent is granted, Rs 20,000 will be awarded to all the inventors (amount equally distributed) while 'PSIT - Pranveer Singh Institute of Technology (Pharmacy), Kanpur' will remain the principal inventor.
- (v) If a utility/innovation patent is granted, Rs 40,000 will be awarded to all the inventors (amount equally distributed) while 'PSIT - Pranveer Singh Institute of Technology (Pharmacy), Kanpur' will remain the Principal Inventor.
- (vi) The entire cost of documentation and legal formalities will be borne by the Institute.

Note: All faculty members are required to ensure the following format for affiliation of principal inventor:

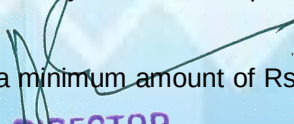
Principal Inventor Name

PSIT – Pranveer Singh Institute of Technology (Pharmacy)

III. Research Funded Projects:

Research Funded Projects will be awarded suitably to the Principal Investigator (only) as per the following:

5% of the sanctioned project amount, subject to a minimum amount of Rs **15,000** and maximum amount of Rs **40,000** per project.


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Note: All faculty members are required to ensure the following format for affiliation of Principal Investigator:

Principal Investigator Name
PSIT – Pranveer Singh Institute of Technology (Pharmacy)

IV. Start-Up/Commercialization of Product Ideas:

Will be suitably awarded as per the merit of the case and as deemed fit by the committee members.

V. Participation of Faculty in International / National Conferences / FDPS / Symposia / Workshops etc.: (Only Government funded or organized by premier institutions/industry with prior approval.)

1. Up to three academic leaves will be granted in an academic year to attend the above-said events as per the merit of the case.
2. T.A/D.A may be given up to two times in an academic year to attend the above-mentioned events as per the merit of the case:
International Event (Outside India): Up to 100% of travel cost may be reimbursed.
National Event (Within India): Up to Rs 10,000/-.
3. Registration fee paid by the faculty to participate in the above-mentioned events may be reimbursed up to two times in an academic year as per the merit of the case.

VI. Consultancy Projects:

All Consultancy related work will be awarded as per the following:

10% of the consultancy amount, subject to maximum amount of Rs 25,000 per project.

VII. PhD Guidance:

All faculty members who are guiding Ph.D. research scholars as Guide/Co-guide will be awarded as per the following:

Rs 15,000/- on successful award of Ph.D. degree to the research scholar.

Important: The maximum amount to be rewarded under this policy will be limited to Rupees Three lakhs per individual in a calendar year.

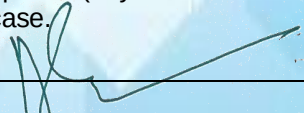

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Motivational Policy

In order to motivate the faculty members to strive for excellence in line with the Vision and Mission of the Institute, the following reward scheme stands to be implemented with effect from 1st July 2022.

Item No.	Item	Description
1.	Motivational Reward for NIRF	In case the Institute acquires NIRF rank, the following reward will be admissible to all the members: NIRF ranking within 300: Reward of Rs. 25 Lakhs This amount will be collectively rewarded to all the members of the team who were actively involved in all the tasks pertaining to NIRF ranking.
2.	Motivational Reward for NBA Accreditation	In case any UG/PG Program is accredited by NBA, the department offering the said UG/PG program will be rewarded as follows: NBA Accreditation for 03 years: Rs. 07 Lakhs NBA Accreditation for 06 years: Rs. 12 Lakhs This amount will be collectively rewarded to all the members of the team who were actively involved in all the tasks pertaining to NBA Accreditation.
3.	Motivational Reward for NAAC Accreditation	In case the Institute is rewarded NAAC Accreditation, the motivational reward is proposed as follows: A++ --- Rs. 20 Lakhs A+ --Rs 15 Lacs A or B++ --- Rs. 12 Lakhs B+ --Rs 10 Lakhs B or Lower --- No reward This amount will be collectively rewarded to all the members of the team who were actively involved in all the tasks pertaining to NAAC Accreditation.
4.	Motivational Reward for ARIIA	In case the Institute acquires ARIIA rank, the following reward will be admissible to all the members: ARIIA rank-Reward of Rs. 10 Lakhs This amount will be collectively rewarded to all the members of the team who were actively involved in all the tasks pertaining to ARIIA ranking.
5.	Motivational Reward for Conferences	The reward admissible to the committee members for organizing National/International Conference will be as under: International Conference (Online/Offline)-Rs. 2.5 lakhs National Conference (Online/Offline) - Rs. 1.5 lakhs
6.	Motivational Reward for Research Paper	There should be an Upper ceiling (Maximum cash award) that will be admissible to a faculty in one academic year in accordance with the pre-existing motivational policy to promote research and development. The said maximum amount has been fixed at Rs 1 Lakh (Rs 1,00,000/- only).

7.	Motivational Reward for Enhancing Quality in Academics	The following monetary awards will be applicable for faculty members who are able to deliver lectures of the highest quality: <table border="1" data-bbox="469 300 1442 837"> <thead> <tr> <th>DESCRIPTION</th><th>CLASS STRENGTH</th><th>HONORARIUM PER LECTURE</th></tr> </thead> <tbody> <tr> <td>Faculty Teaching Elite Batch</td><td>Up to 150</td><td>Rs 1500/-</td></tr> <tr> <td>Faculty taking extra Lectures beyond the standard academic load as defined by the Institute</td><td>120</td><td>Rs 1000/-</td></tr> <tr> <td>Faculty taking extra Lectures beyond the standard academic load as defined by the Institute</td><td>180</td><td>Rs 1200/-</td></tr> </tbody> </table> Note: This amount will be released on monthly basis.	DESCRIPTION	CLASS STRENGTH	HONORARIUM PER LECTURE	Faculty Teaching Elite Batch	Up to 150	Rs 1500/-	Faculty taking extra Lectures beyond the standard academic load as defined by the Institute	120	Rs 1000/-	Faculty taking extra Lectures beyond the standard academic load as defined by the Institute	180	Rs 1200/-
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Faculty taking extra Lectures beyond the standard academic load as defined by the Institute	180	Rs 1200/-												
8.	Faculty Performance Reward	Faculty members who have exhibited Outstanding performance by virtue of their excellent contribution in academics, training, research, innovation and consultancy will be rewarded as under: Outstanding performance for 3 Years: Rs 1.5 Lakh Outstanding performance for 5 Years: Rs 3.0 Lakhs - Faculty members will get opportunity to make their claim for outstanding performance through self-appraisal form to be filled twice in a year. - Performance of a faculty member in an academic year will be considered as Outstanding in case he/she has received a letter of appreciation by the Director. - A special committee comprising of senior officials will evaluate the total contribution by the faculty members and put forth their recommendations to the Director for consideration and approval. - Not more than one appreciation letter will be issued by the Director in one academic year.												
9.	Advancement of Departments in Context of Research & Development	In order to facilitate the Research & Development activities of the department leading to progression, adequate funds as mentioned below will be provided to the academic departments: s. 50 lakhs to 01 crore (as per the no. of faculty & students in the department) This amount will be utilized by the department for research, Innovation, new equipment, organizing of conferences, symposium etc related tasks. This amount will be routed to the department by the Director through the concerned HOD. Note: In case more funds are required (beyond Rs 1 crore), the same can be considered as per the merit of the case.												


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Welfare Fund Scheme

Objective:

To provide for a policy framework so as to establish an internal contributory Welfare Fund scheme with an aim to provide financial assistance to the employees in the event of following:

- (a) Death of an employee.
- (b) In the event of a critical accident or terminal illness leading to partial/permanent disablement.
- (c) Employee suffering from critical disease.
- (d) Major surgery requiring huge expenses.
- (e) Ex- gratia payment under special case.

Coverage:

The scheme is applicable for all existing permanent employees who are in the payroll of the institution.

Managing Committee:

For the purpose of deciding and approving the genuineness cum seriousness of the case; a select committee comprising of Top Management members has been hereby constituted towards fairness, transparency and parity in the judgment process. The decision of the Management Committee shall be treated as final and shall be binding on the respective employee whose case is under trial.

The Committee members shall meet every four months for the purpose of reviewing the cases. The presence of at least three members including the Head is required during such meetings.

Members Head: Chairman

Other members:

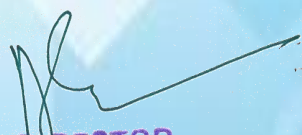
- 1. Director
- 2. Registrar
- 3. Chartered Accountant

Role of the Managing Committee:

- (a) All the powers for the administration of the Welfare Fund in accordance to these rules shall be vested with the Managing Committee.
- (b) To control, supervise and monitor the operation of the Welfare Fund.
- (c) To consider requests for grant of financial assistance under the scheme and to sanction payment in accordance with the objectives of the scheme.
- (d) Consider and approve the annual accounts statement of the fund.
- (e) Any other functions as deemed necessary in the interest of the operation of the Fund.

Employee Contribution and Benefit Chart:

One time grant as per the existing policy will be made to the employee as per the following monthly contribution:


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Sr No	Salary bracket	Employee Contribution per month	Benefit (One time)
1	Below Rs 15,000	Nil	1 Lac
2	Rs 15,001 – Rs30,000	Rs 150/-	4 lacs
3	Rs 30,001– Rs50,000/-	Rs 250/-	6 lacs
4	Rs 50,001–Rs80,000/-	Rs 300/-	8 lacs
5	Rs 80,001& above	Rs 400/-	10 lacs

Eligibility Criteria:

Beneficiaries should meet the following eligibility criteria and must submit requisite documented proofs to the Managing Committee towards seeking financial benefit from the said policy.

(a) In the event of the death of an employee.

Documents to be furnished: Original Death Certificate.

(b) In the event of a serious accident of an employee.

Documents to be furnished: Original Hospitalization reports duly stamped by competent Medical authority.

(c) In the event of an employee suffering from serious illness/ undergone critical surgery /miscellaneous case.

Documents to be furnished: Original reference prescriptions / Original Hospital reports duly stamped by competent Medical authority.

Financial disbursement Guidelines:

(a) All applications for assistance under the Welfare Fund shall be forwarded to the Managing Committee members who shall process and cause the same to be presented before the Head of the Managing Committee for its final decision and due approvals within specific timelines.

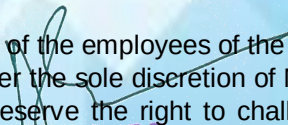
On receiving the information about any such event, an immediate meeting of Managing Committee members will be called to discuss the fund amount to be disbursed.

(b) In case of death of an employee, an initial release of 25 % of the approved amount, either through bank transfer and/or cash as decided by the Managing Committee members shall be handed over to the employees' next of kin on an immediate basis post submission of Original Death Certificate. The receipt of the said amount shall be obtained therein.

Balance amount will be handed over to the next of kin through bank transfer (RTGS) or Cheque within three months of disbursement of the initial amount.

Miscellaneous:

The said guidelines have been designed in the best interest of the employees of the Institution which shall be liable for modification from time to time and shall be under the sole discretion of Managing Committee. Under no circumstances, will an employee or dependant reserve the right to challenge the decision or contravene the provisions of the policy guidelines.


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Referral Reward Scheme

Objective:

To encourage the Faculty and Staff members to recommend their references to HR Department for the vacant positions within the organization thereby ensuring optimum utilization of internal organizational resources.

To recognize and reward the assistance of Faculty and Staff members with the recruitment process which will motivate the employees to refer qualitative and productive candidates.

Eligibility:

All Faculty and Staff members of the Institution are eligible to participate in the program, **excluding:**

- HR Personnel of the organization.
- Employees involved in the recruitment and selection process, including the Interview panel members and HOD's.

Rewards:

- For Job positions in Assistant Professor Grade, entitlement will be a reward of Rs. 15,000/- per referral for non- Ph.D. candidate and Rs 25,000/- per referral for Ph.D. notified candidate respectively.
- For Job positions in Associate Professor Grade, entitlement will be a reward of Rs. 30,000/- per referral.
- For Job positions in Professor Grade, entitlement will be a reward of Rs. 35,000/- per referral.

Guidelines:

- The concerned employee should e-mail the C.V. of the referral at careers@psit.in mentioning their self details viz. Name, Employee code and Department respectively.
- The scheme is not applicable for referring ex- employees of PSIT College of Higher Education.
- The scheme is not applicable for referring fresher candidate.
- An employee can submit any number of references for the same position.
- Candidate once referred by the concerned employee shall not be further eligible for 'Referral Scheme'.
- In case of more than one employee giving the same reference, the reference of the employee who has given it first (based on the date of submission) shall be considered valid. In case the date of submission is the same, the reward amount will be shared equally.
- Once the referred candidate joins the organization, the referring employee has to fill the hard copy of the Referral Form (available with HR Department) and submit to the HR Department only.
- The payment under this scheme is applicable only post six months of completion of the probationer and is subjected to satisfactory performance and due continuance of the new hire.
- The reward will be paid through salary in the following month (post successful completion of six months of the probationer) and will be subject to income tax deduction as applicable.
- The decision of the Management for the payment of the reward to the respective Faculty/ Staff shall be final.

Social Security Scheme

1. Policy Objective:

To provide for a policy framework cum guidelines so as to ensure physical and mental wellness of the employees of the Institution.

2. Coverage:

The scheme is applicable for all existing permanent employees (Faculty and Staff members) who are in the payroll of the Institution.

3. Benefits:

➤ The said Institution in tie up with leading Health service provider aims to cover interested employees and their dependants towards providing cashless medical treatment facility up to Rs Five Lakhs per annum along with the facility of post medical treatment reimbursement in a seamless manner. The annual premium charged by the Health service provider is equally borne by the Employer and the Employee.

➤ Further, the said Institution in tie up with leading General Insurance service provider aims to cover interested employees towards providing accidental insurance facility up to Rs Six Lakhs per annum. The Facility covers cases of partial disablement, total disablement and accident led death cases respectively. The annual premium charged by the General Insurance service provider is solely borne by the Employer

4. Mediclaim Procedure:

The concerned Insurer must visit the network hospital with his/her Medicaard ID and photo ID proof. Admission request note is available on admission counter of network hospitals. The admission request note is to be filled in by the treating Doctor with his signature & stamped by the Hospital. It is mandatory for Insured to thoroughly check the request note (to ensure that all required details are furnished & holds true to the best of their knowledge) & duly sign it as confirmation. Claim documents will be forwarded to on duty Doctor who will verify the said coverage as

per respective insurance policy and medical admissibility. If covered, an authorization letter will be sent (faxed) to TPA and copy to Insured member.

5. Documentation Process For Medical Reimbursement:

1. Original completely filled in Claim form.
2. Covering letter stating the complete address, contact numbers and email address (if available), along with Schedule of Expenses.
3. Copy of the current policy copy.
4. Original Discharge Card/ Summary.
5. Original hospital final bill.
6. Original numbered receipts for payments made to the hospital.
7. Complete breakup of the hospital bill.
8. All bills for investigations done with the respective reports.
9. All bills for medicines supported by relevant prescription.
10. Surgeon's certificate stating nature of operation performed and Surgeons' bill and receipt.
11. Receipt and Pathological test reports from Pathologist supported by the note from the attending Medical Practitioner / Surgeon recommending such Pathological tests.
12. In case of any purchase of limbs, lens etc. please provides original mark / batch / bar-coding stickers also.

6. Miscellaneous:

The said tie ups with the leading service providers have been designed in the best interest of the employees of the Institution which shall be liable for change from time to time and shall be under the sole discretion of Managing Committee. Under no circumstance, will an employee reserve the right to challenge the decision or contravene the provisions of the policy guidelines.


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Policy on provision of Campus Accommodation

1. Policy Objective:

To provide for a policy framework cum guidelines so as to ensure safe and secure residential accommodation for eligible employees of the Institution.

2. Coverage:

The scheme is applicable for all existing permanent employees who are in the payroll of the Institution.

3. Applicability:

This scheme shall be applicable with effect from 1st March 2023.

4. Nature of Accommodation:

- a. **Category A:** Accommodation on a twin sharing basis (**non- AC**) and common Washroom facility.
- b. **Category B:** Accommodation on a twin sharing basis with AC and common Washroom facility.
- c. **Category C:** Single accommodation with AC and attached Washroom facility.
- d. **Category D:** Two Bedroom and Kitchen (**2 BK**) accommodation with AC and attached Washroom facility.
- e. **Category E:** One Bedroom, Hall and Kitchen (**1 BHK**) accommodation with AC and attached Washroom facility.
- f. **Category F:** Two Bedroom, Hall and Kitchen (**2 BHK**) accommodation with AC and attached Washroom facility.

5. Campus Accommodation Charges:

- For Category A: **Nil charges.**
- For Category A (Without Room partner): **Rs 2000/- per month (inclusive of Electricity charges)**
- For Category B: **Rs 1500/- per month (inclusive of Electricity usage charges).**
- For Category B (Without Room partner): **Rs 3000/- per month (inclusive of Electricity charges)**
- For Category C: **Rs 5000/- per month (inclusive of Electricity usage charges).**
- For Category D: **Rs 5000/- per month plus Electricity charges as per actual consumption.**
- For Category E: **Rs 8000/- per month plus Electricity charges as per actual consumption.**
- For Category F: **Rs 12000/- per month plus Electricity charges as per actual consumption.**

6. Managing Committee Members:

1. General Manager- Human Resources
2. Chief Administrator
3. Director

7. Role of the Managing Committee:

- (a) To decide and extend the facility to the selective employees on a case on case basis, depending upon need and availability of type of accommodation

- (b) All the powers for the allocation and administration of the campus residential facility in accordance to these rules shall be vested with the Managing Committee.
- (c) To control, supervise and monitor the smooth operation of the residential facility and to address the grievance related to safety, security and maintenance issues on a routine basis.
- (d) Any other functions as deemed necessary in the interest of the management of the Facilities.

8. Procedure to Avail Benefits:

- (a) Interested incumbent must place a request on a formal note with the Managing Committee citing the need and choice of campus accommodation. Further, the Managing Committee shall decide and extend the facility therein. The incumbent thereafter, has to sign an **Accommodation Declaration Form** and submit the same to Department of Human Resources. The monthly accommodation charges, so levied shall be deducted from the concerned employees' salary account on a routine basis.
- (b) It shall be the sole responsibility of the beneficiary to maintain the decorum, upkeep and overall cleanliness of the area/premises inside the designated accommodation, failing which, Management reserves the right to initiate a recovery amount proportionate to the damages (if any).
- (c) The said beneficiary shall not be permitted to change the nature of allotted accommodation during the service period.
- (d) In case of discontinuation of accommodation, the beneficiary needs to intimate the Management Committee, at least a week prior, towards suitable assessment by the Department of Maintenance. Further in case of no pending Dues, the deduction of monthly Accommodation charges shall automatically stand inapplicable for the concerned beneficiary.

9. Miscellaneous:

The said guidelines have been designed in the best interest of the employees of the Institution which shall be liable for modification from time to time and shall be under the sole discretion of Managing Committee. Under no circumstance, will an employee reserve the right to challenge the decision or contravene the provisions of the policy guidelines.


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Policy on Mess and Transport Facility

Policy Objective:

To provide for a policy framework cum guidelines so as to provide supportive off the work environment thereby creating highly satisfied and motivated employees in the Institution.

Coverage:

The scheme is applicable for all existing Faculty and Staff members who are in the payroll of the Institution.

Benefits:

- The said Institution boasts of a spacious Mess and Canteen facility providing sumptuous meals to the Faculty members chargeable at a subsidized rate of **Rs 3000/- per month**. The employees have the option of availing the said facility suitably. Interested member needs to contact HR Department towards filling up the Mess Declaration Form, further which the chargeable amount gets deducted from his/her salary account on a monthly basis. A designated Mess in Charge so appointed, shall be responsible for handling any food related complaints/ suggestions, if any.
- The said Institution boasts of a fleet of AC Buses ensuring hassle free travel as per the designated stoppage, chargeable at a subsidized rate of **Rs 2000/- per month**. The employees have the option of availing the said facility suitably. Interested member needs to contact HR Department towards filling up the Bus usage Declaration Form, further which the chargeable amount gets deducted from his/her salary account on a monthly basis. A designated Transport In Charge so appointed, shall be responsible for handling any Bus route/ Bus Timings related complaints/ suggestions, if any.

Miscellaneous:

The said benefits have been designed in the best interest of the employees of the Institution which shall be liable for change from time to time and shall be under the sole discretion of Managing Committee. Under no circumstance, will an employee reserve the right to challenge the decision or contravene the provisions of the policy guidelines.


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Training & Development

- The Institution believes in continuous development of the human resources which would enable opportunities for training in the skills and attitudes of its employees. All training programs are mandatory and require the full participation of the employees. The Institution strongly believes that, it is in the development of the skills and attitudes of the employees, lies the welfare of the Institution and the society at large.
- The Head of Departments shall prepare and offer suitable training courses to their staff depending upon the utility. After attending the training, every employee is required to give written feedback on the effectiveness of the training received by him/her. If desired by HOD, the employee may be asked to give a presentation before his supervisors, fellow colleagues or subordinates towards sharing his/her experience. In case of outstation training programs attended by an employee, his/her travelling expenses will not be reimbursed until he/she has given written feedback/presentation.
- As a part of continuous upgradation of skills and to provide value-addition, the Institution shall sponsor its staff to attend STTP/Seminars and Conferences. Upon returning from such FDP/STTP /Seminars/Conferences, the concerned Staff should submit a report containing briefly the highlights of the program attended. He/ She should also set out how this program would help him/her improve his/her knowledge/skills. In case it is felt that the program was not useful, the report should state so. Such feedback would help the Management to finalize its future plans suitably.


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Exit Procedure

Resignation:

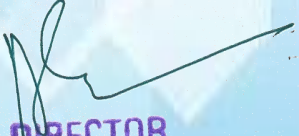
- Exit by any Faculty or Staff member during the continuation of span of academic classes of even/odd semester is prohibited. However, in the event of proposed exit by any faculty during non- academic period; he/she is required to tender a formal Resignation letter (in writing or via e-mail) to the reporting Head. Resignation requests received on or before 15th December in case of odd semester and on or before 31st May in case of even semester shall only be entitled for salary processing by HO- Payroll. Leaves (of any nature) availed post-resignation shall be treated as loss of pay. The concerned Head of the Department must discuss the probable causes of the exit through one to one discussion with the faculty and if required counsel him/ her towards possible retention (as the case may be). Further, the faculty needs to fill up the 'No Dues' form in all aspects and ensure formal handover of all relevant documents, records, information etc to the concerned authorities, as on the last date of working.
- Hard copy/ Soft copy of the resignation intimation must be addressed to the Director and concerned Head of the Department. If the resignation is accepted, the Director will approve the resignation and date of relieving the employee therein, which shall be communicated in writing to the employee concerned. Further, the HR Department shall be intimated towards salary processing and completion of No Dues formalities.
- Full and Final settlement will be processed within 30 days of acceptance of resignation by the Management. Before the settlement, the employee should obtain and submit the following clearances:
 - No Dues clearance from the Accounts Department.
 - No Dues clearance from the Central Library.
 - If an employee is in possession of any material/key/stationary etc. of the Institution, he/ she must duly submit the same to the reporting authority.
 - The Employee Service Rule book should be returned back to the HR Department.
 - In case an employee is terminated from service, his/her full and final settlement will be made immediately upon receipt of the above clearances from the concerned.

Notice Period:

- If a confirmed employee serves Notice Period of less than 30 days, he/she has to surrender the balance Notice Period shortfall amount via cheque, to the Accounts Department.
- A No Dues Declaration Form (as provided by Department of HR) has to be signed and submitted by the concerned employee post successful completion of No Dues formalities.

Retirement:

The normal age of retirement for non-teaching and teaching staff is 60 years of age, unless otherwise specially stated in the appointment letter. Upon retirement, the full and final settlement will generally be made on the date of retirement / relieving from duty. A retired employee may be given a chance to continue his/her services, depending upon his/her efficiency, health conditions, and his or her specific request.


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