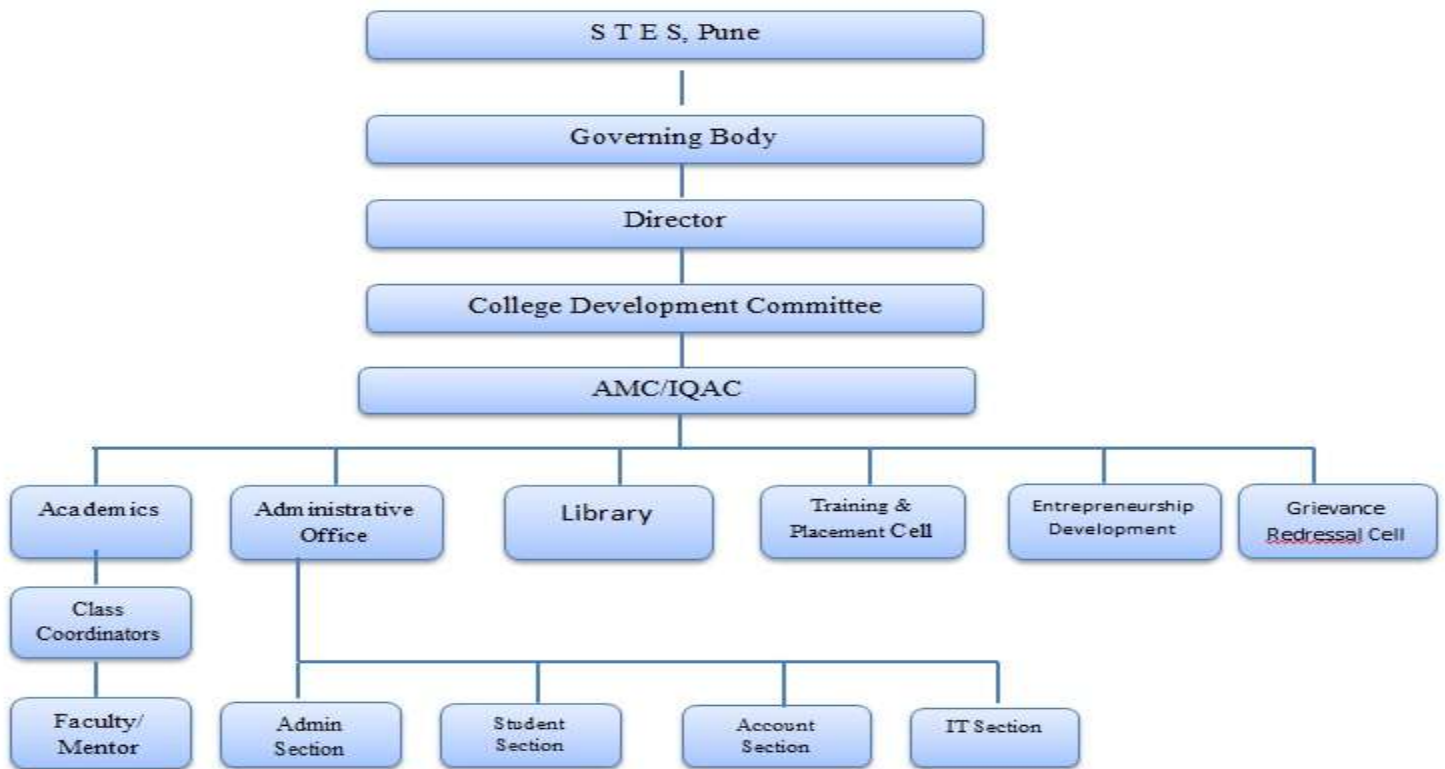


Organogram of the Institute:





# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off. Karve Road, Pune - 411 004. Teletax : (020) 2545 4008 Email : stes@sinhgad.edu

PROF. M. N. NAVALE  
M.E. (ELECT) MIF, MBA.  
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

No. STES/LAD/2010-11/229

Date :- 10-06-2010

## CIRCULAR

**Sub :- Implementation of VIth Pay - Rules for upgradation of AGP and Movement of Pay Band.**

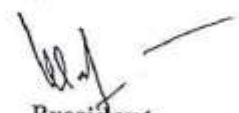
In VIth Pay there is upgradation of AGP or movement of Pay Band after some years of service in teaching and on satisfying conditions prescribed by the UGC/AICTE. Advance increments are also admissible for Ph.D./M.Phil./M.Tech. degree holders and other higher qualification.


Rules are prescribed for proper implementation of upgradation of AGP, movement of Pay Band and incentives for Ph.D./M.Tech. and higher qualifications. These Rules are enclosed herewith.

All cases of upgradation of AGP, movement of Pay Band of teaching staff and cases of advance increments for Ph.D./M.Phil./ M.Tech. are to be scrutinized and finalized by the Scrutiny Committee established at Corporate Office under the Chairmanship of Shri A.M. Bendre, Director (Finance). Other members of the Scrutiny Committee are as stated below :-

1. Shri S.J.Kadri, Officer on Special Duty, Member.
2. Shri V.G.Pathak, Internal Audit Officer, Member,
3. Shri P.B.Keskar, Internal Audit Officer, Member.
4. Principal/Director of concerned institute, Member.

All Heads of Institute are directed to submit their proposals regarding upgradation of AGP, movement of Pay Band and advance increments, to be sanctioned for Ph.D./M.Phil./ M.Tech. to the Scrutiny Committee in prescribed proforma for further necessary action.

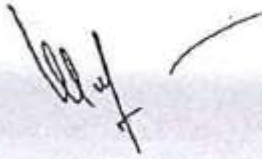
  
President,  
STES, Pune.

  
10.06.10.



Copy to :-

1. Secretary, STES, Pune.
2. Director (Administration), STES, Pune.
3. Director (Finance), STES, Pune.
4. Director (Project), STES, Pune.
5. Registrar (General), STES, Pune.
6. Registrar STES, Pune.
7. Officer on Special Duty, STES, Pune.
8. Joint Director (Accounts & Audit), STES, Pune.
9. Project Manager, STES, Pune.
- ✓ 10. C.E.O. Erandwane, Vadgaon, Kondhwa, Narhe, Lonawala, with instructions to circulate all Institutes colleges and All Accounts Officers in their respective campuses.
11. Chief Administrative Officer (Personnel), STES, Pune.
12. Internal Audit Officers (All).





Rules for upgradation of Academic Grade Pay (AGP), movement of Pay Band and Incentives for Ph.D./M.Tech and other higher qualifications

Part-I

Rules for upgradation of AGP from Rs.6000/- to 7000/-, Rs.7000/- to 8000/-, Rs.8000/- to Rs.9000/- and movement of Pay Band of Rs.15600-39100/- to Rs.37400-67000/- and upgradation of AGP from Rs.9000/- to 10000/-

Preamble

Govt. of Maharashtra has introduced revised Pay scales to their employees with effect from 01-01-2006 as per recommendations of Vith Pay commission. STES has also decided to revise the pay scales of its employees as per the Vith Pay Commission recommendations.

In Vith Pay there is upgradation of AGP or movement of Pay Band of teaching staff after some years service in teaching and on satisfying the conditions prescribed by UGC/AICTE. For smooth movement of AGP and Pay Band following rules are prescribed.

1. Upgradation of AGP Rs.6000/- to 7000/-

- i. Person entering the profession in Technical Institutions shall be designated as Asstt. Professor and shall be placed in Pay Band of Rs.15600-39100/- with AGP of Rs.6000/-. Lecturers already in service in the Pre-revised scale of Rs.8000-13500/- shall be re-designated as Asstt. Professors with same Pay Band and AGP of Rs.6000/-.
- ii. Asstt. Professor who has completed service of 4 years and possess Ph.D. degree in the relevant branch/discipline shall be eligible for AGP of Rs.7000/-.
- iii. Asstt. Professor possessing Masters Degree in relevant branch/discipline as defined for Technical Education shall be eligible for the AGP of Rs.7000/- after completion of 5 years service as Asstt. Professor.
- iv. Asstt. Professors who do not have Ph.D. or a Masters Degree in relevant branch/discipline of a programme shall be eligible for AGP of Rs.7000/- after completion of 6 years service as Asstt. Professor.
- v. Service in Pre-revised scale of Rs.8000-13500/- should also be considered for upgradation of AGP.

2. Upgradation of AGP from Rs.7000/- to 8000/-.

The pay of incumbents to the post of Lecturer (Sr. Scale) (i.e., Pre-revised scale of Rs.10000/-15200/-) shall be re-designated as Asstt. Professor and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100/- based on their present pay at the

time of their appointment with AGP of Rs.7000/-. Asstt.Professor who has completed 5 years service with AGP of Rs.7000/- shall be eligible to move up to AGP of Rs.8000/- subject to fulfilling the requirement laid down by AICTE/UGC.

3. Upgradation of AGP from Rs.8000/- to 9000/- and movement of Pay Band from Rs.15600-39100/- to Rs.37400/- to 67000/-

Asstt.Professor completing 3 years of teaching in the AGP of Rs.8000/- shall be eligible to move to the Pay Band of Rs.37400-67000/- with AGP Rs.9000/- and to be designated as Associate Professor. This will be subject to the fulfilling other conditions, that may be prescribed by AICTE/UGC from time to time.

4. Upgradation of AGP from Rs.9000/- to 10000/-

Associate Professor completing 3 years of service in the AGP of Rs.9000/- and possessing Ph.D. in the relevant discipline shall be eligible to be appointed and designated as Professor. This will be subject to fulfilling other conditions, that may be prescribed by AICTE/UGC from time to time. The Pay Band for the post of Professor will be Rs.37400-67000/- with AGP Rs.10000/-.

5. Scrutiny Committee

All cases of upgradation of AGP and movement of Pay Band will be finalized by the Scrutiny Committee established at Corporate Office. The role of the Scrutiny Committee is not to assess the Academic Performance of the teacher or to promote the teacher but to increase the AGP or Pay Band of teacher if they are entitled to the same as per the existing rules.

6. Proposal to be submitted

Proposal of upgradation of AGP from Rs.6000/- to 7000/-, Rs.7000/- to 8000/-, Rs.8000/- to 9000/- with movement of Pay Band and upgradation of AGP from Rs.9000/- to 10000/- of concerned teaching staff should be prepared in prescribed proforma by concerned institute and be submitted for scrutiny of Scrutiny Committee at Corporate Office, under the signature of the Principal/Director. These proposals should be checked by the concerned Internal Audit Officer of respective campus before forwarding the same to the Corporate office. Proposal for upgradation of AGP or movement of Pay Band should not be submitted in respect of teaching staff for whom NET/SET is compulsory but who have not cleared these tests by the concerned teaching staff till the submission of proposal.

7. Proforma for proposal

Proforma for proposal of upgradation of AGP from Rs.6000/- to 7000/- and Rs.7000/- to 8000/-, Rs.8000/- to 9000/- and movement of Pay Band and upgradation of AGP from Rs.9000/- to 10000/- should be prepared as per the proforma enclosed as Annexure-I to these rule under the signature of Principal/Director.

8. Service to be considered

As mentioned in rule 1 ( ii,iii, and iv), and rule 2, rule 3 and rule 4 above continuous service of 4 years, 5 years, 6 years 5 years 3 years and 3 years, respectively, in teaching is essential for upgradation of AGP. In this respect only service in STES will be considered.

9. Academic Performance of Teacher

Proposal for upgradation of AGP should be submitted considering following parameters

- a. Teaching/Learning and evaluation related activities of the teaching staff.
- b. Co-curricular and Extension Activities of the teaching staff.
- c. Profession and related contribution of teaching staff.
- d. Research and Academic contribution of teaching staff.

Remarks of the Principal/Director on the above factors should be specific.

10. Scrutiny of proposal by the Scrutiny Committee.

- i. Proposals received for scrutiny by the Scrutiny Committee be entered in a Register to be kept at Corporate Office.
- ii. Scrutiny Committee will scrutinize the proposal with reference to information submitted by the Principal and available record.
- iii. Scrutiny Committee will submit this proposal to the President for his consideration with recommendations regarding increase in AGP or Pay in Pay Band as per the eligibility of the teaching staff.

**11. President's decision will be final in respect of increase in AGP/movement of Pay Band and the President shall have full rights to make an exception to the rules set herein above in exceptional cases by assigning reasons thereof.**

12. Other Provisions

- i. Persons with B.Tech. qualification in appropriate branch/discipline either entering in teaching profession newly or lecturers already in service in polytechnic institutions shall be designated as Lecturer and shall be placed in the pay band of Rs. 15,600-39100 with AGP of Rs. 5,000/- and will move to AGP of Rs. 6,000/- on completion of Masters in qualifications in appropriate branch/discipline.

Lecturers who do not have Ph.D. or Master's degree in the relevant branch/ discipline shall be eligible for the AGP of Rs.7,000/- only after completion of 9 years service as Lecturer.

- ii. After approval of the President, orders regarding the upgradation of AGP/movement of Pay Band of concerned teaching staff will be issued.
- iii. Note of upgradation of AGP/movement of Pay Band should be taken in the Service Book of the concerned teaching staff under the signature of the Principal/Director.
- iv. One copy of order of upgradation of AGP/movement of Pay Band will be preserved in Personal file of concerned teaching staff.
- v. Principal/Director should take review every month regarding the cases due for upgradation of AGP and movement of Pay Band. A separate register for such cases be maintained by the Principal/Director.
- vi. Those teachers whose AGP/Pay Band is increased on 1<sup>st</sup> January of particular year their further increment will be due on 1<sup>st</sup> July of that year. Those teachers, whose AGP/Pay Band is increased from 2<sup>nd</sup> January to 31<sup>st</sup> Dec. of particular year, their further increment will be due on 1<sup>st</sup> July of next year.





## Annexure – I

Proforma for proposal of upgradation of AGP from Rs.6000/- to 7000/- or Rs.7000/- to 8000/-, Rs.8000/- to 9000/- and movement of Pay Band from Rs.15600-Rs.39100/- to Rs.37400-67000/-

(A.) Proposal for upgradation of AGP from Rs.6000/- to 7000/- (B) Proposal for upgradation of AGP from Rs.7000/- to 8000/- ( C) Proposal for upgradation of AGP from Rs.8000/- to 9000/- and Movement of Pay Band from Rs.15600-39100/- to Rs.37400-67000/- (D)Upgradation of AGP from Rs.9,000 to 10,000/-,

1. Name of the Institute
2. Name of the Teaching staff.
3. Designation of the Teaching staff.
4. Qualification at the time of joining Service in STES .
5. Qualification acquired after joining Service in STES..
6. Present Pay Band
7. Present Pay in Pay Band
8. Present Academic Grade Pay
9. Total service in present Academic Grade Pay in STES.  
From \_\_\_\_\_ To \_\_\_\_\_
10. Remarks of Principal/Director on
  - a. Teaching/Learning and evaluation related activities of teacher.
  - b. Co-curricular and Extension Activities of the teacher.
  - c. Profession and related contribution of teacher.
  - d. Research and Academic contribution of teacher.  
( Remarks on above should be specific ).
11. Recommendations of Principal/Director
12. AGP after upgradation.
13. Pay Band of movement
14. Pay in Pay Band after movement
15. Total Basic (Pay in Pay Band + AGP ) after movement

Principal/Director

Checked by (Internal Audit Officer)



## Part – II

### Rules for Incentives for Ph.D./M.Tech. and other Higher Qualifications

1. Advance increments admissible
  - i. Five non compounded advance increments shall be admissible at the entry level of recruitment as Asstt. Professor to person possessing the degree of Ph.D. awarded in relevant discipline by a University recognized by UGC following the process of registration, Course work and External Evaluation work as prescribed by UGC.
  - ii. Asstt. Professor holding M.Phil. degree at the time of recruitment are entitled to two non compounded increments.
  - iii. Those teaching staff possessing Post graduate degree in a professional course such as M.Tech. in relevant branch/discipline from University recognized by UGC shall also be entitled to two non compounded advance increments at entry level
  - iv. Teaching staff who complete their Ph.D. degree while in service shall be entitled to three non compounded increments, if such Ph.D. is relevant to branch/discipline and has been awarded by a University recognized by UGC complying with process prescribed by UGC for enrolment, course work, and evaluation works, etc.
  - v. Teaching staff who acquire M.Phil. degree or a M.Tech. degree in relevant branch/discipline recognized by statutory University while in service shall be entitled to one advance increment
2. Advance increment will be at 3 % (non compounded) of Pay in Pay Band + AGP on the date of sanction of advance increment.
3. This benefit is also admissible to College Librarian.
4. The proposal for sanction of advance increments for Ph.D./M.Tech./M.Phil. should be submitted to the Scrutiny Committee in prescribed form enclosed as Annexure-II to these rules.
5. The true copy of the degree certificate of Ph.D./M.Tech./M.Phil. should be enclosed with proposal. This true copy should be certified by the Principal/ Director from the original certificate.
6. Scrutiny Committee will scrutinize the proposal and submit it to the President, with its recommendations for approval.
7. After approval of the President orders regarding the advance increment for Ph.D./ M.Tech./M.Phil. will be issued. Note of advance increment should be taken in service book of concerned teacher under the signature of the Principal/Director.

8. One copy of order of advance increment for Ph.D./M.Tech./M.Phil. will be preserved in personal file of concerned teacher.
9. Advance increment will not affect the regular date of normal increment.

A handwritten signature in black ink, consisting of a stylized initial 'A' followed by a horizontal line and a vertical stroke.

## SINHGAD TECHNICAL EDUCATION SOCIETY

### POLICY FOR PROMOTION / INCENTIVES TO STAFF WORKING IN ACCOUNTS DEPT. OF VARIOUS INSTITUTES/UNITS:

#### 1. Objective:

To provide suitable promotional avenues to the Staff working in Accounts Dept. on the basis of their length of service, remarks in appraisal reports, recommendations of seniors etc.

#### 2. Normal Growth Path in Accounts Department:

Accounts Clerk - Accountant - Sr. Accountant - Jr. Accounts Officer - Accounts Officer (Non C.A.) with pay scales as under:

Sr. No.	Designation	Levels	Pay Band	Initial Pay in Pay Band	Grade Pay
1	Accounts Clerk	L-1	5,200 - 20,200	6,460	2,000
2	Accountant	L-2	5,200 - 20,200	7,510	2,400
3	Sr. Accountant	L-3	9,300 - 34,800	10,100	4,300
4	Jr. Accounts Officer	L-4	9,300-34,800	14,450	5,400
5	Accounts Officer (Non C.A.)	L-5	15,600 - 39,100	15,600	5,400

#### 3. Eligibility criteria for consideration of promotion:

Sr. No.	Promotion from Level to Level	No. of years in the existing post to qualify for promotion
1	L-1 to L-2	5 years
2	L-2 to L-3	5 years
3	L-3 to L-4	7 years
4	L-4 to L-5	5 years

However, in exceptional and deserving cases the above criteria can be relaxed.

#### 4. Acquisition of additional qualification:

If a person working at L-1/L-2 acquires the prescribed qualification, he will be eligible to be considered for post L-3 directly subject to availability of suitable vacancy for post L-3 in any of the institutes.

The prescribed qualification will be 'C.A. Intermediate/ P.E. - II/ P.C.C. /I.P.C.C.' and no other qualification will be considered relevant for consideration of immediate promotion.



**5. PROMOTION PROCEDURE:**

- a. After completion of the period mentioned in (3) above, the proposals for promotion will be processed immediately for which no separate instructions would be required.
  - b. The cases will be forwarded to the Finance department of the Corporate Office through the concerned Accounts Officer/ Campus-in-charge of accounts and the head of the institute where the said employee is working in the prescribed format.
  - c. The Finance department of the Corporate Office will verify the CRs i. e. appraisal reports for last 5 years to verify the overall rating. The performance rating in these five years has to be consistently 'B' i. e. Good and above.
  - d. The case will be screened at Corporate Office as per laid down criteria fixed for promotion by scrutinizing all the records, recommendations of the head of the institute & the Campus Accounts Officer, CRs for last 5 years etc. and then the candidate shall be called for personal interview at Corporate Office.
  - e. After the interview final recommendation will be submitted to the President for approval under the signature of Jt. Director (Accounts & Audit).
6. In case there is a conflict of opinion between the Head of the Institute and the concerned Accounts Officer, Jt. Director (Accounts & Audit) shall recommend the case only after consulting the President.
7. Final decision in each case shall rest with the President. He will have authority to make exceptions in deserving cases.

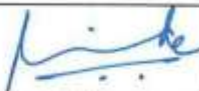


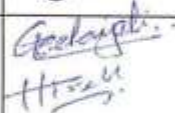
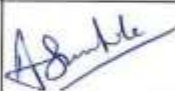


**PRESIDENT**



Minutes of the meeting for Student Redressal Committee  
held on 12-9-12

Members:

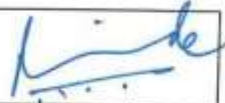


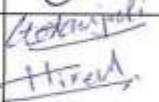

1	Chairman	Dr. Rajashree Shinde	Director, SKNSSBM	
2	Core Members	1. Mr. Yatin Bokil 2. Mr. Rahul Wagh 3. Mrs. Shalaka Sakhrekar 4. Mrs. Manjula Dhulipala	Teaching Staff	
3	Member	Mr. Mahesh Shinde	Non-Teaching Staff	
4	Students	1. Geetanjali Johar 2. Hiren Vara	Student Representatives	
5.	Third Party Member	Mrs. Asha Suratkal	Advocate	

Points discussed:

1. Regular meeting was held in order to assess if there are any issues.
2. There were no issues observed or reported by any staff or students related to academics.
3. Student representative members also expressed that there are no such issues and there is enough support from the management and staff members.

Minutes of the meeting for Student Redressal Committee  
held on 25-01-13

Members:

1	Chairman	Dr. Rajashree Shinde	Director, SKNSSBM	
2	Core Members	1.Mr. Yatin Bokil 2. Mr. Rahul Wagh 3. Mrs. Shalaka Sakhrekar 4. Mrs. Manjula Dhulipala	Teaching Staff	
3	Member	Mr. Mahesh Shinde	Non-Teaching Staff	
4	Students	1. Geetanjali Johar 2. Hiren Vara	Student Representatives	
5.	Third Party Member	Mrs. Asha Suratkal	Advocate	

Points discussed:

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