

Technocrats Institute of Technology, Bhopal

Governance and Institute Rules & Regulations



TECHNOCRATS INSTITUTE OF TECHNOLOGY CAMPUS

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Technocrats Institute of Technology, Bhopal

Governance and Institute Rules & Regulations

1. Our institute is run by Chandravadani Mahila Shiksha Samiti, Bhopal and (a registered society under firm and society act.) subsequently by Chandravadani Mahila Shiksha Foundation having bylaws and code of conduct. **(Annex-1)**
2. Institute is having certain faculty and staff centric policies. **(Annex-2 (i to vi))**
3. Institute is having administrative setup for the smooth functioning of the institute. **(Annex-3)**
4. Our institute and offered courses are approved by AICTE therefore every year institute gets extension of approval from AICTE by fulfilling required norms of infrastructure, faculty SFR, cadre ratio, library books, journals etc. as per approval process hand book (APH) issued by AICTE. <https://aicte-india.org/sites/default/files/approval/APH%20Final.pdf>
5. Our institute is affiliated to Rajiv Gandhi Prodyogiki Vishwavidyalaya (Technical University of Madhya Pradesh). There are prescribed rules and regulations (statue) for conduction of academic activities like scheme, syllabus, marking system, grading system, examination (theory and practical), award of degree etc. <https://mail.google.com/mail/u/1/#inbox>
6. Our institute is having own rules, regulations and code of conduct in the form of service rule of institute, which is as per prescribed guidelines of AICTE and affiliating university. <https://technocratsbhopal.net/service-rules/> **(Annex-4)**
7. Admissions in the different technical course (B.Tech, M.Tech, MBA and MCA) are through online counselling every year conducted by Directorate of Technical Education, M.P. Govt. according to their rulebook. <https://dte.mponline.gov.in/portal/services/onlinecounselling/counshomepage/home.aspx>
8. Selection and appointment of Director and faculty is as per AICTE and university selection committee under code-30. **(Annex-5)**
9. Institute offers 6th pay scale to faculty as per approval from BOG of society. **(Annex-6)**
10. Institute is having own policy to support research activity, pursue higher study which is recommended by Governing body of institute which is further approved by Governing body of the society. **(Annex-7)**

कार्यालय रजिस्ट्रार, फॉर्म एवं संस्थाएं, मध्यप्रदेश
प्रथम तल, खण्ड-य, विन्ध्याचल भवन, भोपाल

क्रमांक / ३-६६६/८/५५५७/०६

भोपाल, दिनांक : २५/११/०६

:: आदेश ::

विषय : शासी निकाय / प्रबंधकारिणी की वार्षिक सूची वर्ष २००६ को फाईल करने बावत।

संस्था चन्द्रवदनी महिला शिक्षा समिति, भोपाल

पंजीयत संस्था है, जिस पर मध्यप्रदेश सोसायटी रजिस्ट्रीकरण अधिनियम १९७३ के सभी प्रावधान लागू होते हैं। उक्त संस्था का पंजीयन क्रमांक ७३२७ दिनांक १-९-९९ है। उक्त अधिनियम की धारा २७ में निम्नानुसार प्रावधान है कि धारा २७ प्रत्येक वर्ष में एक बार, उस दिन, जिसको कि सोसायटी के विनियमों के अनुसार सोसायटी के वार्षिक साधारण सभा सम्मिलन किया गया हो, पश्चात् आने वाले ४५ वें दिन या उसके पूर्व या जब सोसायटी के विनियम में वार्षिक साधारण सम्मिलन जनवरी मास में करने का उपबन्ध न हो, तो ३१ जनवरी से पैंतालीस दिन के भीतर सोसायटी के अध्यक्ष, सचिव या ऐसी किसी अन्य व्यक्ति द्वारा, जिसे सोसायटी के शासी निकाय द्वारा इस संबंध में प्राधिकृत किया गया हो, शासी निकाय के पूरे नामों, स्थायी पत्तों तथा मुख्य उप-जीविकाओं एवं अन्य बातों, यदि कोई हो, की एक सूची रजिस्ट्रार के पास फाईल की जावेगी, परन्तु रजिस्ट्रार लेखबद्ध किये जाने वाले कारणों से इस धारा के अनुपालन के लिए तीस दिन से अधिक और समय दे सकेगा।

उक्त धारा २७ के अधीन वर्ष २००६ के लिये संस्था ने दिनांक १५-११-०६ को शासी निकाय की वार्षिक सूची इस कार्यालय में प्रस्तुत की है। संस्था की ओर से प्राप्त उक्त सूची में संस्था की वार्षिक साधारण सभा दिनांक २५-९-०६ को होना दर्शाया गया है। इस प्रकार सूची ४५ दिन के अन्दर कार्यालय में प्राप्त हुई है। नहीं हुई है।

सूची के लिये लेखबद्ध किये जाने वाले कारणों को उपरोक्त धारा के अनुपालन में ३० दिन का समय संस्था को प्रदान किया गया है।

इस प्रकार उक्त संदर्भित संस्था की शासी निकाय की वार्षिक सूची को धारा २७ के अधीन फाईल में रखा गया है, जिसमें निम्नलिखित पदाधिकारी एवं सदस्यों का उल्लेख है :-

क्रमांक	पदाधिकारी का नाम	पद
१ -	शुष्मा सोधना करसोलिया	अध्यक्ष.
२ -	शुष्मा त्रिवेणी चंसोरिया	उपाध्यक्ष.
३ -	शुष्मा सुरभि कटसोलिया	सचिव
४ -	शुष्मा आशा मिश्रा	कोषाध्यक्ष
५ -	शुष्मा संध्या वर्मा	संयुक्त सचिव.
६ -	शुष्मा राम किशोरी	सदस्य
७ -	शुष्मा रामरानी कटसोलिया	—

सहायक पंजीयक
 फॉर्म एवं संस्थाएं
 मध्यप्रदेश

भारतीय पौर न्यायिक

दस
रुपये

रु.10



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मध्य प्रदेश MADHYA PRADESH

05AA 553679

उक्त रु.10 का उपयोग स्वयं चयनित
दिए गए व्यक्ति को प्राप्त (प. नं. 7327 डा. 1-4-99)
१९९६ कि मुद्रा के निशान पर है

1
अज्ञेय

प्रमाणित पंजीयक
कर्म एवं संस्थाओं
मध्य प्रदेश

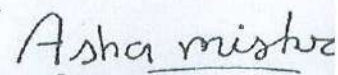
1 124 F/1789/30
नियमावली (संशोधित) 27-11-16

1. संस्था का नाम:- चंद्रवदनी महिला शिक्षा समिति होगा
2. संस्था का कार्यालय:- टेक्नोक्रेट्स इंस्टीट्यूट ऑफ टेक्नॉलाजी (टी.आई.टी.) केम्पस, आनंद नगर (हथार्ई खेड़ा डेम के सामने) पोस्ट बॉक्स न. 24, पोस्ट-पिपलानी, बी. एच.ई.एल., भोपाल (म.प्र.) - 462021
3. संस्था का कार्यक्षेत्र:- सम्पूर्ण भारत होगा
4. संस्था का उद्देश्य:

1. तकनीकी, चिकित्सीय एवं अन्य प्रकार की शिक्षा संस्थाओं की स्थापना एवं संचालन।
2. तकनीकी, चिकित्सीय एवं अन्य प्रकार की शिक्षा आदि से संबंधित शोध कार्य।
3. महिला एवं बाल विकास संबंधी उत्थान कार्य।
4. शिक्षकों के प्रशिक्षण हेतु संस्थाओं की स्थापना एवं संचालन कार्य। आयुर्वेदिक, होम्योपैथिक शिक्षा संस्थाओं की स्थापना।
5. ग्रामीण उत्थान कार्य।
6. मेडीकल कॉलेज एवं चिकित्सालय, नर्सिंग कॉलेज, औषधि, जैविक, वानिकी महाविद्यालय, प्री नर्सरी, के.जी., प्राथमिक, उच्चतर माध्यमिक स्कूल, कोचिंग एवं सभी प्रकार की प्रशिक्षण संस्थाओं की स्थापना एवं संचालन।
7. समिति द्वारा संचालित सभी संस्थाओं का विदेशी विश्वविद्यालय/संस्थाओं से कोलाबोरेशन
8. शासकीय महिला बाल विकास, महिला संसाधन, मानव संसाधन, समाज कल्याण बोर्ड एवं अन्य शासकीय/अर्द्धशासकीय संस्थाओं के कार्यक्रमों का संचालन करना।
9. बाल एवं वृद्धाश्रम की स्थापना एवं संचालन करना।
10. पर्यावरण से संबंधित इन्फ्रास्ट्रक्चर, सुलभ सौचालय, वानिकी, तालाब, रोड आदि की स्थापना एवं संचालन।


अध्यक्ष


सचिव


कोषाध्यक्ष

5. सदस्यता:

संस्था के निम्नलिखित श्रेणी के सदस्य होंगे।

(अ) संरक्षण सदस्य: संस्था को जो व्यक्ति दान के रूप में 50000/- रुपये या अधिक एकमुश्त या एक साल में बारह किश्तों में देगा वह समिति का संरक्षक सदस्य होगा।

(ब) अजीवन सदस्य: जो सदस्य संस्था को दान के रूप में 25000/- रुपये या अधिक देकर वह आजीवन सदस्य बन सकेगा। कोई भी आजीवन सदस्य रुपये 25000/- या अधिक देकर संरक्षक सदस्य बन सकता है।

(स) साधारण सदस्य: जो व्यक्ति 2000/- रुपये माह रु. 24000/- रुपये प्रतिवर्ष संस्था को चंदे के रूप में देगा वह साधारण सदस्य होगा। साधारण सदस्य केवल उसी अवधि के लिये सदस्य होगा जिसके लिये उसने चंदा दिया है। जो साधारण सदस्य बिना संतोषजनक कारणों के 6 माह तक देय शुल्क नहीं देगा उसकी सदस्यता समाप्त हो जायेगी ऐसे सदस्य द्वारा संस्था के लिये नया आवेदन पत्र देने तथा बकाया चंदा की राशि देने पर पुनः सदस्य बनाया जा सकता है।

(द) सम्माननीय सदस्य: संस्था की प्रबंधकारिणी किसी व्यक्ति या व्यक्तियों को उस समय के लिये जो भी वह उचित समझें सम्माननीय सदस्य बना सकती है ऐसे सदस्य साधारण सभा की बैठक में भाग ले सकते हैं पर उनको मत देने का अधिकार न होगा।

6. सदस्यता की प्राप्ति:

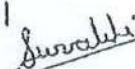
प्रत्येक व्यक्ति जो कि समिति का सदस्य बनने का इच्छुक हो लिखित रूप से आवेदन करना होगा। ऐसा आवेदन पत्र प्रबंधकारिणी समिति को प्रस्तुत होगा जिसके आवेदन पत्र को स्वीकार करने या अमान्य करने का अधिकार होगा।

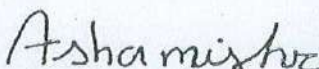
7. सदस्यों की योग्यता:

संस्था को सदस्य बनने के लिये किसी व्यक्ति में निम्नलिखित योग्यता होना आवश्यक है:-

1. आयु 18 वर्ष से कम न हो।
2. समिति के नियमों के पालन के प्रतिज्ञा की हो।
3. सद्चरित्र हो तथा मद्यपान न करता हो।
4. भारतीय नागरिक हो।


अध्यक्ष


सचिव


कोषाध्यक्ष

8 सदस्यता की समाप्ति:

संस्था सदस्यता निम्नलिखित स्थिति में समाप्त हो जायेगी।

1. मृत्यु हो जाने पर।
2. पागल हो जाने पर।
3. संस्था को देय चंदे की रकम नियम 5 के बताये अनुसार जमा ना करने पर।
4. त्याग पत्र देने पर और वह स्वीकार होने पर।
5. चारित्रिक दोष होने पर और कार्यकारिणी समिति के निर्णयानुसार निकाल दिये जाने पर जिसके निर्णय पारित होने की सूचना सदस्य को लिखित रूप में देना होगी।



9

संस्था कार्यालय में सदस्य पंजी रखी जावेगी जिसमें निम्न ब्यौरे दर्ज किये जावेंगे:

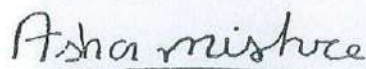
1. प्रत्येक सदस्य का नाम, पता, तथा व्यवसाय।
2. वह तारीख जिसको सदस्यों का प्रवेश दिया गया हो व रसीद नं०।
3. वह तारीख जिसमें सदस्यता समाप्त हुई हो।

10 अ - साधारण सभा:

साधारण सभा में नियम 5 में दर्शाये श्रेणी के सदस्य समावेशित होंगे। साधारण सभा की बैठक आवश्यकतानुसार हुआ करेगी परन्तु वर्ष में एक बार बैठक अनिवार्य होगी। बैठक का माह तथा बैठक का स्थान व समय कार्यकारिणी समिति निश्चय कर 15 दिवस पूर्व प्रत्येक सदस्य को दी जावेगी। बैठक का कोरम 3/5 सदस्यों का होगा। संस्था की प्रथम आमसभा का पंजीयन दिनांक 3 माह के अन्दर बुलाई जावेगी। उसमें संस्था के पदाधिकारियों का विधिवत चुनाव/निर्वाचन किया जावेगा। यदि संबंधित आम चुनाव सभा का आयोजन किसी समय नहीं किया जाता तो पंजीयक को अधिकार होगा कि वह संस्था की आम सभा का आयोजन किसी जिम्मेदार कर्मचारी के मार्गदर्शन में एवं पदाधिकारियों का विधिवत चुनाव कराया जावेगा।


अध्यक्ष


सचिव


कोषाध्यक्ष

ब - प्रबंधकारिणी सभा:

प्रबंधकारिणी सभा की बैठक कम से कम 3 माह में होगी एवं आवश्यकतानुसार कभी भी की जा सकती है तथा बैठक का एजेन्डा तथा सूचना बैठक दिनांक से सात दिन पूर्व कार्यकारिणी के प्रत्येक सदस्य को भेजी जाना आवश्यक होगी। बैठक के कोरम 1/2 सदस्यों की होगी यदि बैठक का कोरम पूर्ण नहीं होता है तो बैठक एक घंटे के लिये स्थगित कर उसी स्थान पर उसी दिन पुनः की जा सकेगी जिसके लिये कोरम की कोई शर्त नहीं होगी।

स - विशेष:

यदि कम से कम कुल संख्या (कुल सदस्यों की संख्या का) के 2/3 सदस्यों द्वारा लिखित रूप से बैठक बुलाने हेतु आवेदन करे तो उनके दर्शाये विषय पर विचार करने के लिये साधारण सभा की बैठक बुलाई जायेगी। विशेष संकल्प पारित हो जाने पर संकल्प की प्रति बैठक पंजीयक की संकल्प पारित हो जाने के दिनांक से 14 दिन के भीतर भेजा जावेगा। पंजीयक को इस संबंध में आवश्यक निर्देश जारी करने समिति को परामर्श देने का अधिकार होगा।



साधारण सभा के अधिकार व कर्तव्य:

- (क) संस्था के पिछले वर्ष का वार्षिक विवरण प्रगति प्रतिवेदन स्वीकृत करना।
- (ख) संस्था की स्थाई निधि व संपत्ति की ठीक व्यवस्था करना।
- (ग) आगामी वर्ष के लिये लेखा परिक्षकों की नियुक्ति करना।
- (घ) अन्य ऐसे विषयों पर विचार करना जो प्रबंधकारिणी द्वारा प्रस्तुत हो।
- (च) संस्था द्वारा संचालित संस्थाओं के आय-व्यय पत्रकों को स्वीकृत करना।
- (छ) बजट का अनुमोदन करना।

12 - प्रबंधकारिणी का गठन :

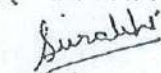
ट्रस्टीज यदि कोई हो समिति के पदेन सदस्य रहेंगे। नियम 5 (अ, ब, स) में दर्शाये गये सदस्यों जिसके नाम पंजी रजिस्टर में दर्ज हो बैठक में बहुमत के आधार पर निम्नांकित पदाधिकारियों तथा प्रबंधकारिणी समिति के सदस्यों का निर्वाचन होगा।

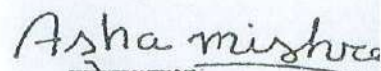
- (1) अध्यक्ष, (2) उपाध्यक्ष, (3) सचिव, (4) कोषाध्यक्ष, (5) संयुक्त सचिव एवं सदस्य-2

13 - प्रबंध समिति का कार्यकाल:

प्रबंध समिति का कार्यकाल 5 वर्षों का होगा। इसके पश्चात समिति, यथेष्ट कारण होने पर उस समय तक जब तक की नई प्रबंधकारिणी समिति का निर्माण नियमानुसार या अन्य


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कारणों से नहीं हो जाता, कार्य करती रहेगी। किन्तु उक्त अवधि 6 माह से अधिक नहीं होगी जिसको अनुमोदन साधारण सभा से कराना अनिवार्य होगा।

14 - प्रबंधकारिणी के अधिकार व कर्तव्य:

- अ- जिन उद्देश्यों की प्राप्ति हेतु समिति का गठन हुआ है उसकी पूर्ति करना यदि आशय की पूर्ति हेतु व्यवस्था करना।
- ब- पिछले वर्ष का आय व्यय का लेखा पूर्णतः परीक्षित किया हुआ प्रगति प्रतिवेदन के साथ प्रतिवर्ष साधारण सभा की बैठक में प्रस्तुत करना।
- स- समिति एवं उसके अधीन संचालित संस्थाओं के कर्मचारियों के वेतन तथा भत्ते आदि का भुगतान करना। संस्था की चल अचल संपत्ति पर लगने वाले कर आदि का भुगतान करना।
- द- कर्मचारियों, शिक्षकों, एजेन्टों, प्रबंधकों आदि की नियुक्ति करना।
- ई- अन्य आवश्यक कार्य करना जो साधारण सभा द्वारा समय समय पर सौंपे गये हों।
- संस्था की समस्त चल अचल संपत्ति समिति के कार्यकारिणी समिति के नाम से रहेगी। समस्त प्रकार की चल/अचल सम्पत्ति के क्रय एवं इकाइयों के संचालन हेतु, बैंकों/संस्थाओं आदि से ऋण/ अनुदान प्राप्त करना। इस प्रयोजन हेतु अचल सम्पत्ति बंधक करना।
- छ- संस्था द्वारा कोई भी स्थावर संपत्ति, रजिस्ट्रार की लिखित अनुज्ञा के बिना विक्रय द्वारा या अन्यथा अर्जित या आन्तरित नहीं की जायेगी।
- ज- विशेष बैठक आमंत्रित कर संस्था के विधान में संशोधन किये जाने के प्रस्ताव पर विचार विमर्श कर साधारण सभा की विशेष बैठक में उसकी स्वीकृति हेतु प्रस्तुत होगी। साधारण सभा में कुल सदस्यों 2/3 मत से संशोधन पारित होने पर प्रस्ताव पारित कर पंजीयक को अनुमोदन हेतु भेजा जायेगा।

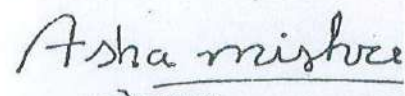
15 - अध्यक्ष के अधिकार:

अध्यक्ष साधारण सभा तथा प्रबंधकारिणी समिति की समस्त बैठकों की अध्यक्षता करेगा तथा सचिव द्वारा साधारण सभा में प्रबंधकारिणी की बैठकों का आयोजन करवायेगा। नियमावली के नियम 14 में वर्णित समस्त अधिकार प्राप्त होंगे। अध्यक्ष का मत विचारार्थ विषयों में अंतिम निर्णयात्मक होगा।

अध्यक्ष को एक समय में किसी भी निमार्ण या अन्य कार्य अथवा क्रय का आवश्यकतानुसार सम्पूर्ण भुगतान एवं खर्च करने का अधिकार होगा।


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16 - उपाध्यक्ष का अधिकार:

अध्यक्ष की अनुपस्थिति में उपाध्यक्ष द्वारा साधारण सभा एवं प्रबंधकारिणी की समस्त बैठकों की अध्यक्षता करेगा। अध्यक्ष के समस्त अधिकारों का उपयोग करेगा।

17 - सचिव (मंत्री) के अधिकार:

- 1- साधारण सभा एवं प्रबंधकारिणी की बैठक समय समय पर बुलाना और समस्त आवेदन पत्र तथा सुझाव जो प्राप्त हों प्रस्तुत करना।
 - 2- समिति की आय व्यय का लेखा परीक्षण में प्रतिवेदन तैयार करके साधारण सभा के सम्मुख प्रस्तुत करना।
 - 3- समिति के सारे कागजातों को तैयार करना तथा करवाना, उनका निरीक्षण करना व अनियमिततायें पाये जाने पर उसकी सूचना प्रबंधकारिणी को देना।
- सचिव को किसी कार्य के लिये एक समय में रुपये 50,000/- खर्च करने का अधिकार होगा।



18 - कोषाध्यक्ष के अधिकार:

समिति की धनराशि का पूर्ण हिसाब करना तथा सचिव तथा कार्यकारिणी द्वारा स्वीकृत व्यय करना।

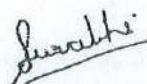
19 - बैंक खाता:

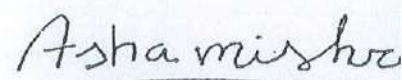
संस्था की समस्त निधि किसी अनुसूचित बैंक या पोस्ट आफिस में रहेगी। धन का आहरण अध्यक्ष एवं सचिव अथवा अध्यक्ष एवं कोषाध्यक्ष के संयुक्त हस्ताक्षरों से होगा। दैनिक व्यय हेतु कोषाध्यक्ष के पास अधिकतम रुपये 1 लाख रहेंगे।

20 - पंजीयक को भेजी जाने वाली जानकारी:

अधिनियम की धारा 27 के अंतर्गत संस्था की वार्षिक आमसभा होने की दिनांक से 45 दिन के भीतर निर्धारित प्रारूप पर कार्यकारिणी समिति की सूची फाइल की जावेगी तथा धारा 28 के अंतर्गत संस्था की परिक्षित लेखा भेजेगी।


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21 - संशोधन:

संस्था के विधान में संशोधन साधारण सभा की बैठक में कुल सदस्यों के 2/3 मतों से पारित होगा। यदि आवश्यक हुआ तो संस्था के हित में उसके पंजीकृत विधान में संशोधन करने के अधिकार पंजीयक फर्म्स एवं संस्थाएं को होगा जो प्रत्येक सदस्य को मान्य होगा।

22 - विघटन:

संस्था का विघटन साधारण सभा में कुल सदस्यों के 3/5 मत से पारित किया जायेगा। विघटन के पश्चात् संस्था की चल अचल संपत्ति किसी सामान उद्देश्यों वाली संस्था को सौंप दी जावेगी। उक्त समस्त कार्यवाही अधिनियम के प्रावधानों के अनुसार की जावेगी।

23 - संपत्ति:



संस्था की समस्त चल व अचल संपत्ति संस्था के नाम से रहेगी। संस्था की अचल संपत्ति (स्थायर) रजिस्ट्रार फर्म्स एवं संस्थाएं की लिखित अनुज्ञा के बिना विक्रय द्वारा, दान द्वारा या अन्यथा प्रकार से अर्जित या आंतरित नहीं की जा सकेगी।

बैंक खाता:

संस्था की समस्त निधि किसी अनुसूचित बैंक या पोस्ट आफिस में जमा करने हेतु खाता खोला जावेगा एवं समय समय पर धन जमा करने व निकालने की प्रक्रिया जारी रहेगी।

25 - पंजीयक द्वारा बैठक बुलवाना:

संस्था की पंजीकृत नियमावली के अनुसार पदाधिकारियों द्वारा वार्षिक बैठक न बुलाये जाने पर या अन्य प्रकार से आवश्यक होने पर पंजीयक फर्म्स या संस्थायें को बैठक बुलाने का अधिकार होगा। साथ ही यह बैठक में विचारार्थ विषय निश्चित कर सकेगा।

26 - विवाद:

संस्था में किसी प्रकार का विवाद उत्पन्न होने पर अध्यक्ष को साधारण सभा की अनुमति से सुलझाने का अधिकार होगा। यदि इस निश्चय या निर्णय से पक्षों को संतोष ना हो तो वह रजिस्ट्रार की ओर विवाद की निर्णय के लिये भेज सकेंगे। रजिस्ट्रार का निर्णय अंतिम व सर्वमान्य होगा। संचालित सभाओं के विवाद अथवा प्रबंध समिति में विवाद उत्पन्न होने पर अंतिम निर्णय देने का अधिकार रजिस्ट्रार को होगा।

27 - संयुक्त सचिव के कार्य: सचिव की अनुपस्थिति में संयुक्त सचिव कार्य करेगा।

अध्यक्ष

सचिव
संयुक्त सचिव

Ashamust
कोषाध्यक्ष

Asst. Registrar
Societies & Societies Bhopal

24/11/18

भारतीय गैर न्यायिक

दस
रुपये

रु. 10

TEN
RUPEES

Rs. 10

INDIA

INDIA NON JUDICIAL

मध्य प्रदेश MADHYA PRADESH

05AA 553681

21/5/18



[Signature]
Asstt. Registrar
Firm's & Societies Bhopal

[Signature]

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भारत सरकार द्वारा न्यायिक

दस
रुपये
रु. 10

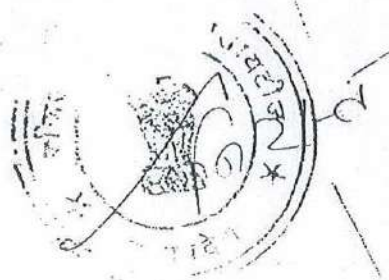
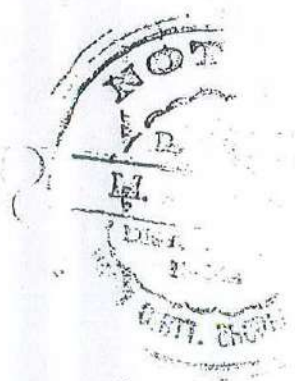


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RUPEES

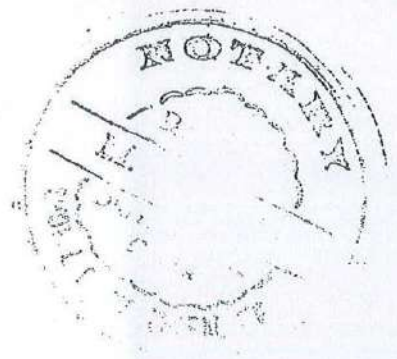
Rs. 10

NON JUDICIAL

01AA 942458



Handwritten signature and date '11/11/11'.





**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS**

Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that CHANDRAVADANI MAHILA SHIKSHA FOUNDATION is incorporated on this TWENTY FIRST day of MARCH TWO THOUSAND TWENTY FIVE under the Companies Act, 2013 (18 of 2013) and that the company is Company limited by guarantee

The Corporate Identity Number of the company is **U85500MP2025NPL075615**

The Permanent Account Number (PAN) of the company is **AAMCC5514C***

The Tax Deduction and Collection Account Number (TAN) of the company is **BPLC05906F***

Given under my hand at Manesar this TWENTY FIRST day of MARCH TWO THOUSAND TWENTY FIVE

Document certified by DS MINISTRY OF CORPORATE
AFFAIRS , CRC MANESAR 2 <ROC.CRC@MCA.GOV.IN>.

Digitally signed by
DS MINISTRY OF CORPORATE
AFFAIRS , CRC MANESAR 2
Date: 2025.03.21 12:47:38 IST

Shamrao Patil

Assistant Registrar of Companies/ Deputy Registrar of Companies/ Registrar of Companies

For and on behalf of the Jurisdictional Registrar of Companies

Registrar of Companies

Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on mca.gov.in

Mailing Address as per record available in Registrar of Companies office:

CHANDRAVADANI MAHILA SHIKSHA FOUNDATION

C.M.S.S T.I.TCampus Hathi, Kheda Near AnandNagar, Anand Nagar (Bhopal), Huzur, Bhopal- 462022, Madhya Pradesh

*as issued by Income tax Department



Form No. INC-31**e-AOA (e-Articles of Association)**

[Pursuant to Section 5 of the Companies Act, 2013 and rules made thereunder read with Schedule I]



Form language

☒ English☐ Hindi

Refer instruction kit for filing the form

All fields marked in * are mandatory

Table applicable to company as notified under schedule I of the Companies Act, 2013 (F, G, H)

Table F / G / H (basis on the selection of above-mentioned field) as notified under schedule I of the companies Act, 2013 is applicable to

(F – a company limited by shares

G – a company limited by guarantee and having a share capital

H – a company limited by guarantee and not having share capital)

The name of the company is

G

G - A COMPANY LIMITED
BY GUARANTEE AND
HAVING A SHARE
CAPITALCHANDRAVADANI
MAHILA SHIKSHA
FOUNDATION

Check if not applicable	Check if altered	Article No.	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Interpretation
			<ul style="list-style-type: none"> (a) The Act means Companies Act 2013 along with its rules and regulations as may be applicable from time to time. (b) Unless the context otherwise requires words or expressions contained in these regulations shall bear the same meaning in the Act or any statutory modification thereof in force at the date at which these regulations become binding on the Company. Preliminary 1. Subject to anything to the contrary hereinafter provided in the Regulations contained in Table G in the Schedule to the Companies Act 2013 and applicable to Section 8 Private Limited Companies shall apply to this company unless inconsistent with the provisions contained in these articles. Interpretation 2. In the interpretation of these articles unless there be something in the subject or context inconsistent therewith. The Company or This Company means CHANDRAVADANI MAHILA SHIKSHA FOUNDATION ii. Private company means a company having a minimum paid-up share capital as may be prescribed and which by its articles i. restricts the right to transfer its shares ii. except in case of One Person Company limits the number of its members to two hundred Provided that where two or more persons hold one or more shares in a company jointly they shall for the purposes of this clause be treated as a single member Provided further that A. persons who are in the employment of the company and B. persons who having been formerly in the employment of the company were members of the company while in that employment and have continued to be members after the employment ceased shall not be included in the number of members and iii. prohibits any invitation to the public to subscribe for any securities of the company iii. In writing in writing and written - include printing lithography and other modes and written of representing or reproducing words in a visible form. iv. Meeting or General Meeting - means a meeting of

			<p>members. v. Monthmeanscalendarmonth.vi. Annual General Meeting -means aGeneralmeeting ofthe members held inaccordancewiththeprovisions of Section 96 oftheAct.vii.ExtraordinaryGeneral Meeting - meansanExtraordinaryGeneral meeting of the Membersdulycalledandconstituted and adjourned holding thereof.viii.Offi ce-means the Registered Offi ce for the time beingoftheCompany.ix. Proxymeans member ofthecompanyappointed by another member to act orvoteonhisherbehalf in general meeting of the companyas pertheprovisions of theCompanies Actx. Rules-meanstheapplicable rules for the time being inforceasprescribedunder relevant sections of the Act. xi.Seal -means theCommon Seal for the time beingoftheCompany.xii.Yearmeans the Financial Year shallhavethe meaningassigned thereto bySection 2 (41) oftheCompanies Act2013.</p>
			Number of members
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<ul style="list-style-type: none"> The number of members with which the company proposes to be registered is hundred but the Board of Directors may from time to time register an increase of members.
			Share Capital and Variation of rights
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> Share Capital and Variation of rights1.TheAuthorizedshare capital of theCompany shall beasprovided in theClause IX of Memorandum ofAssociationoftheCompany with powers to the Companyfrom time totimetoincrease ordecrease its capital and todividetheshares in the original or increasedcapital for thetimeintoseveral classes and to attachtheretosuchpreferentialrights privileges to conditions andtovary modifyabrogate anysuch rights privilegesorconditions as maybe permitted by law. 2. Thecompanymay from time totime by ordinaryresolutionincrease theshare capital bysuch sum to bedivided into shares ofsuchamount asmay be specified inthe resolution.3.TheCompany mayissue the followingkinds of shares inaccordance withtheseArticles the Actthe Rules andotherapplicablelaws(a) Equity share capital(i)withvotingrights and or (ii) withdifferential rights astovoting orotherwise in accordance with theRulesand(b)Preference share capital4. Subject totheprovisions ofthe Act the company maybyordinaryresolution(a)Consolidate and divide all or anyof its share capital intosharesof larger amount thanitsexisting shares (b)Convert all or any of its fully paid-upshares into stockandreconvert that stock into fullypaid-up shares of anydenomination(c) Sub-divide itsexistingshares or any ofthem into shares ofsmalleramount thanis fixed by thememorandum(d) Cancel anyshares whichat the date ofthe passing of theresolutionhave not beentaken oragreed to be taken by any person5. TheCompany inGeneral Meeting may from time totimeincreasethecapital by creation of the new shares ofsuchamount asmay be deemedexpedient.6. 1) The BoardortheCompany as the case may be may inaccordancewiththeAct and the Rules issuefurther sharesto (a) personswhoat the date of offer are holders ofequity sharesoftheCompany such offer shall be deemedto include arightexercisable by theperson concerned torenouncetheshares offered to him or any of them infavourofanyother person or (b) employees under

any scheme of employees stock option or (c) any persons whether or not those persons include the persons referred to in clause (a) or clause (b) above. 2) A further issue of shares may be made in any manner whatsoever as the Board may determine including by way of preferential offer or private placements subject to and in accordance with the Act and the Rules. 7. The Company shall have power to issue debentures debenture-stock or other securities subject to the provisions of the Act and may be issued on the condition that they may be convertible into any class of shares of any denomination and with any special privileges and conditions as to redemption surrender drawing allotment of shares and otherwise. Debentures with the right to conversion into or allotment of shares shall be issued only with the consent of the Company in the general meeting. 8. The Company shall have power to reduce the share capital in the manner provided in the Act or any statutory modification thereof. 9. The new shares shall be issued upon such terms and conditions and with such rights and privileges attached thereto as the General Meeting resolving upon the creation thereof shall direct and if no directions shall be given as the Directors shall determine and in particular such shares may (subject to any special rights for the time being attached to any existing class of shares) be issued with preferential and in the distribution of assets of the Company and with a special or without any right of voting. 10. Subject to the provisions of the Act and these Articles the shares in the capital of the Company shall be under the control of the Directors who may issue all or otherwise dispose of the same or any of them to such persons in such proportion and on such terms and conditions and either at a premium or at par and at such time as they may from time to time think fit. 11. Except so far as otherwise provided by the conditions of issue or by these presents any capital raised by the creation of new shares shall be considered part of the original capital and shall be subject to the provisions therein contained with reference to the payment of calls and installments lien for forfeiture transfer and transmissions surrender and otherwise. 12. The Company shall have power to accept from any member the whole or a part of the amount remaining unpaid on any shares held by him even if no part of that amount has been called up. 13. If by the conditions of issue of any shares the whole part of the amount of issue price thereof shall be payable by installment when due be paid to the Company by the persons who for the time being shall be registered holder of the share or by his executor or administrator. The joint holders of a share shall be severally as well as jointly liable for the payment of all installments and calls due in respect of such share. 14. Except as required by law no person shall be recognized by the company as holding any share upon any trust and the company shall not be bound by or be compelled in any way to recognize (even when having notice thereof) any equitable contingent future or partial interest in any share or any interest in any fractional part of a share or (except only as by these regulations or by law otherwise provided) any other rights in respect of any share except an absolute right to the entirety thereof in the registered holder. 15. (i) If at any time the share capital is divided into different classes of shares the rights

1

attached to any class (unless otherwise provided by the terms of issue of the shares of that class) may subject to the provisions of the Act and whether or not the company is being wound up be varied with the consent in writing of the holders of three-fourths of the issued shares of that class or with the sanction of a special resolution passed at a separate meeting of the holders of the shares of that class. (ii) To every such separate meeting the provisions of these regulations relating to General Meetings shall mutatis mutandis apply but so that the necessary quorum shall be at least two persons holding at least one third of the issued shares of the class in question. 16. The rights conferred upon the holders of the shares of any class issued with preferred or other rights shall not unless otherwise expressly provided by the terms of issue of the shares of that class be deemed to be varied by the creation or issue of further shares ranking pari passu therewith.

Share Capital and Variation of rights

1. The Authorized share capital of the Company shall be as provided in the Clause IX of Memorandum of Association of the Company with powers to the Company from time to time to increase or decrease its capital and to divide the shares in the original or increased capital for the time into several classes and to attach thereto such preferential rights privileges to conditions and to vary modify abrogate any such rights privileges or conditions as may be permitted by law. 2. The company may from time to time by ordinary resolution increase the share capital by such sum to be divided into shares of such amount as may be specified in the resolution. 3. The Company may issue the following kinds of shares in accordance with these Articles the Act the Rules and other applicable laws (a) Equity share capital (i) with voting rights and or (ii) with differential rights as to voting or otherwise in accordance with the Rules and (b) Preference share capital 4. Subject to the provisions of the Act the company may by ordinary resolution (a) Consolidate and divide all or any of its share capital into shares of larger amount than its existing shares (b) Convert all or any of its fully paid-up shares into stock and reconvert that stock into fully paid-up shares of any denomination (c) Sub-divide its existing shares or any of them into shares of smaller amount than is fixed by the memorandum (d) Cancel any shares which at the date of the passing of the resolution have not been taken or agreed to be taken by any person 5. The Company in General Meeting may from time to time increase the capital by creation of the new shares of such amount as may be deemed expedient. 6. 1) The Board or the Company as the case may be may in accordance with the Act and the Rules issue further shares to (a) persons who at the date of offer are holders of equity shares of the Company such offer shall be deemed to include a right exercisable by the person concerned to renounce the shares offered to him or any of them in favour of any other person or (b) employees under any scheme of employees stock option or (c) any persons whether or not those persons include the persons referred to in clause (a) or clause (b) above. 2) A further issue of shares may be made in any manner whatsoever as the Board may determine including by way of preferential offer or private placements subject to and in accordance with the Act and the Rules. 7. The Company shall have power to issue debentures debenture-stock

or other securities subject to the provisions of the Act and may be issued on the condition that they may be convertible into any class of shares of any denomination and with any special privileges and conditions as to redemption, surrender, drawing, allotment of shares and otherwise. Debentures with the right to conversion into or allotment of shares shall be issued only with the consent of the Company in the general meeting. 8. The Company shall have power to reduce the share capital in the manner provided in the Act or any statutory modifications thereof. 9. The new shares shall be issued upon such terms and conditions and with such rights and privileges attached thereto as the General Meeting resolving upon the creation thereof shall direct and if no directions shall be given as the Directors shall determine and in particular such shares may (subject to any special rights for the time being attached to any existing class of shares) be issued with preferential and in the distribution of assets of the Company and with a special or without any right of voting. 10. Subject to the provisions of the Act and these Articles the shares in the capital of the Company shall be under the control of the Directors who may issue all or otherwise dispose of the same or any of them to such persons in such proportion and on such terms and conditions and either at a premium or at par and at such time as they may from time to time think fit. 11. Except so far as otherwise provided by the conditions of issue or by these presents any capital raised by the creation of new shares shall be considered part of the original capital and shall be subject to the provisions therein contained with reference to the payment of calls and installments, lien for forfeiture, transfer and transmissions, surrender and otherwise. 12. The Company shall have power to accept from any member the whole or a part of the amount remaining unpaid on any shares held by him even if no part of that amount has been called up. 13. If by the conditions of issue of any shares the whole part of the amount of issue price thereof shall be payable by installment when due be paid to the Company by the persons who for the time being shall be registered holder of the share or by his executor or administrator. The joint holders of a share shall be severally as well as jointly liable for the payment of all installments and calls due in respect of such share. 14. Except as required by law no person shall be recognized by the company as holding any share upon any trust and the company shall not be bound by or be compelled in any way to recognize (even when having notice thereof) any equitable contingent future or partial interest in any share or any interest in any fractional part of a share or (except only as by these regulations or by law otherwise provided) any other rights in respect of any share except an absolute right to the entirety thereof in the registered holder. 15. (i) If at any time the share capital is divided into different classes of shares the rights attached to any class (unless otherwise provided by the terms of issue of the shares of that class) may subject to the provisions of the Act and whether or not the company is being wound up be varied with the consent in writing of the holders of three-fourths of the issued shares of that class or with the sanction of a special resolution passed at a separate meeting of the holders of the shares of that class. (ii) To every such separate meeting

		<p>the provisions of these regulations relating to General Meetings shall mutatis mutandis apply but so that the necessary quorum shall be at least two persons holding at least one third of the issued shares of the class in question. 16. The rights conferred upon the holders of the shares of any class issued with preferred or other rights shall not unless otherwise expressly provided by the terms of issue of the shares of that class be deemed to be varied by the creation or issue of further shares ranking paripassu therewith.</p>
<div> <input type="checkbox"/> <input checked="" type="checkbox"/> </div>	2	<ul style="list-style-type: none"> Every person whose name is entered as a member in the register of members shall be entitled to receive within two months after incorporation in case of subscribers to the memorandum or after allotment or within one month after the application for the registration of transfer or transmission or within such other period as the conditions of issue shall be provided one certificate for all his shares without payment of any charges or several certificates each for one or more of his shares upon payment of twenty rupees for each certificate after the first. Every certificate shall be under the seal and shall specify the shares to which it relates and the amount paid - up thereon. In respect of any share or shares held jointly by several persons the company shall not be bound to issue more than one certificate and delivery of a certificate for a share to one of several joint holders shall be sufficient delivery to all such holders
<div> <input type="checkbox"/> <input type="checkbox"/> </div>	3	<ul style="list-style-type: none"> If any share certificate be worn out defaced mutilated or torn or if there be no further space on the back for endorsement of transfer then upon production and surrender thereof to the company a new certificate may be issued in lieu thereof and if any certificate is lost or destroyed then upon proof thereof to the satisfaction of the company and on execution of such indemnity as the company deem adequate a new certificate in lieu thereof shall be given. Every certificate under this Article shall be issued on payment of twenty rupees for each certificate. The provisions of Articles (2) and (3) shall mutatis mutandis apply to debentures of the company.
<div> <input type="checkbox"/> <input type="checkbox"/> </div>	4	<ul style="list-style-type: none"> Except as required by law no person shall be recognised by the company as holding any share upon any trust and the company shall not be bound by or be compelled in any way to recognise (even when having notice thereof) any equitable contingent future or partial interest in any share or any interest in any fractional part of a share or (except only as by these regulations or by law otherwise provided) any other rights in respect of any share except an absolute right to the entirety thereof in the registered holder.
<div> <input type="checkbox"/> <input type="checkbox"/> </div>	5	<ul style="list-style-type: none"> The company may exercise the powers of paying commissions conferred by sub-section (6) of section 40 provided that the rate per cent or the amount of the commission paid or agreed to be paid shall be disclosed in the manner required by that section and rules made thereunder. The rate or amount of the commission shall not exceed the rate or amount prescribed in rules made under sub-section (6) of section 40. The commission may be satisfied by the payment of cash or the allotment of fully or partly paid shares or partly in the one way and partly in the other.

<input type="checkbox"/>	<input type="checkbox"/>	6	<ul style="list-style-type: none"> If at any time the share capital is divided into different classes of shares the rights attached to any class (unless otherwise provided by the terms of issue of the shares of that class) may subject to the provisions of section 48 and whether or not the company is being wound up be varied with the consent in writing of the holders of three-fourths of the issued shares of that class or with the sanction of a special resolution passed at a separate meeting of the holders of the shares of that class. To every such separate meeting the provisions of these regulations relating to general meetings shall mutatis mutandis apply but so that the necessary quorum shall be at least two persons holding at least one-third of the issued shares of the class in question.
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	7	<ul style="list-style-type: none"> The rights conferred upon the holders of the shares of any class issued with preferred or other rights shall not unless otherwise expressly provided by the terms of issue of the shares of that class be deemed to be varied by the creation or issue of further shares ranking pari passu therewith.
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	<ul style="list-style-type: none"> Subject to the provisions of the Act the Board shall have the power to issue or re-issue preference shares of one or more classes which are liable to be redeemed or converted to equity shares on such terms and conditions and in such manner as determined by the Board in accordance with the Act.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		
			Lien
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9	<ul style="list-style-type: none"> (i) The company shall have a first and paramount lien (a) on every share (not being a fully paid share) for all monies (whether presently payable or not) called or payable at a fixed time in respect of that share and (b) on all shares (not being fully paid shares) standing registered in the name of a single person for all monies presently payable by him or his estate to the company. Provided that the Board of directors may at any time declare any share to be wholly or in part exempt from the provisions of this clause. (ii) The company's lien if any on a share shall extend to all bonuses declared from time to time in respect of such shares.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	10	<ul style="list-style-type: none"> The company may sell in such manner as the Board thinks fit any shares on which the company has a lien. Provided that no sale shall be made unless a sum in respect of which the lien exists is presently payable or until the expiration of fourteen days after a notice in writing stating and demanding payment of such part of the amount in respect of which the lien exists as is presently payable has been given to the registered holder for the time being of the share or the person entitled thereto by reason of his death or insolvency.
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	11	<ul style="list-style-type: none"> To give effect to any such sale the Board may authorise some person to transfer the shares sold to the purchaser thereof. The purchaser shall be registered as the holder of the shares comprised in any such transfer. The purchaser shall not be bound to see to the application of the purchase money nor shall his title to the shares be affected by any irregularity or invalidity in the proceedings in reference to the sale.
<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>	12	<ul style="list-style-type: none"> The proceeds of the sale shall be received by the company and applied in payment of such part of the amount in respect of which the lien exists as is presently payable. The residue if any shall subject to a like lien for sums not presently payable as existed upon the shares before the sale be paid to the person entitled to the shares at the date of the sale.
			Calls on shares
<input type="checkbox"/>	<input type="checkbox"/>	13	<ul style="list-style-type: none"> The Board may from time to time make calls upon the members in respect of any monies unpaid on their shares (whether on account of the nominal value of the shares or by way of premium) and not by the conditions of allotment thereof made payable at fixed times Provided that no call shall exceed one-fourth of the nominal value of the share or be payable at less than one month from the date fixed for the payment of the last preceding call. Each member shall subject to receiving at least fourteen days notice specifying the time or times and place of payment pay to the company at the time or times and place so specified the amount called on his shares. A call may be revoked or postponed at the discretion of the Board.
<input type="checkbox"/>	<input type="checkbox"/>	14	<ul style="list-style-type: none"> A call shall be deemed to have been made at the time when the resolution of the Board authorizing the call was passed and may be required to be paid by instalments.
<input type="checkbox"/>	<input type="checkbox"/>	15	<ul style="list-style-type: none"> The joint holders of a share shall be jointly and severally liable to pay all calls in respect thereof.
<input type="checkbox"/>	<input type="checkbox"/>	16	<ul style="list-style-type: none"> If a sum called in respect of a share is not paid before or on the day appointed for payment thereof the person from whom the sum is due shall pay interest thereon from the day appointed for payment thereof to the time of actual payment at ten per cent per annum or at such lower rate if any as the Board may determine. The Board shall be at liberty to waive payment of any such interest wholly or in part.
<input type="checkbox"/>	<input type="checkbox"/>	17	<ul style="list-style-type: none"> Any sum which by the terms of issue of a share becomes payable on allotment or at any fixed date whether on account of the nominal value of the share or by way of premium shall for the purposes of these regulations be deemed to be a call duly made and payable on the date on which by the terms of issue such sum becomes payable. In case of non-payment of such sum all the relevant provisions of these regulations as to payment of interest and expenses forfeiture or otherwise shall apply as if such sum had become payable by virtue of a call duly made and notified.
<input type="checkbox"/>	<input type="checkbox"/>	18	<ul style="list-style-type: none"> The Board may if it thinks fit receive from any member willing to advance the same all or any part of the monies uncalled and unpaid upon any shares held by him and upon all or any of the monies so advanced may (until the same would but for such advance become presently payable) pay interest at such rate not exceeding unless the company in general meeting shall otherwise direct twelve per cent per annum as may be agreed upon between the Board and the member paying the sum in advance.
			Transfer of shares

<input type="checkbox"/>	<input type="checkbox"/>	19	<ul style="list-style-type: none"> The instrument of transfer of any share in the company shall be executed by or on behalf of both the transferor and transferee. The transferor shall be deemed to remain a holder of the share until the name of the transferee is entered in the register of members in respect thereof.
<input type="checkbox"/>	<input type="checkbox"/>	20	<ul style="list-style-type: none"> The Board may subject to the right of appeal conferred by section 58 decline to register the transfer of a share not being a fully paid share to a person of whom they do not approve or any transfer of shares on which the company has a lien.
<input type="checkbox"/>	<input type="checkbox"/>	21	<ul style="list-style-type: none"> The Board may decline to recognise any instrument of transfer unless the instrument of transfer is in the form as prescribed in rules made under sub-section (1) of section 56 the instrument of transfer is accompanied by the certificate of the shares to which it relates and such other evidence as the Board may reasonably require to show the right of the transferor to make the transfer and the instrument of transfer is in respect of only one class of shares.
<input type="checkbox"/>	<input type="checkbox"/>	22	<ul style="list-style-type: none"> On giving not less than seven days previous notice in accordance with section 91 and rules made thereunder the registration of transfers may be suspended at such times and for such periods as the Board may from time to time determine Provided that such registration shall not be suspended for more than thirty days at any one time or for more than forty-five days in the aggregate in any year.
			Transmission of shares
<input type="checkbox"/>	<input type="checkbox"/>	23	<ul style="list-style-type: none"> On the death of a member the survivor or survivors where the member was a joint holder and his nominee or nominees or legal representatives where he was a sole holder shall be the only persons recognised by the company as having any title to his interest in the shares Nothing in clause (i) shall release the estate of a deceased joint holder from any liability in respect of any share which had been jointly held by him with other persons.
<input type="checkbox"/>	<input type="checkbox"/>	24	<ul style="list-style-type: none"> Any person becoming entitled to a share in consequence of the death or insolvency of a member may upon such evidence being produced as may from time to time properly be required by the Board and subject as hereinafter provided elect either to be registered himself as holder of the share or to make such transfer of the share as the deceased or insolvent member could have made. The Board shall in either case have the same right to decline or suspend registration as it would have had if the deceased or insolvent member had transferred the share before his death or insolvency.
<input type="checkbox"/>	<input type="checkbox"/>	25	<ul style="list-style-type: none"> If the person so becoming entitled shall elect to be registered as holder of the share himself he shall deliver or send to the company a notice in writing signed by him stating that he so elects. If the person aforesaid shall elect to transfer the share he shall testify his election by executing a transfer of the share. All the limitations restrictions and provisions of these regulations relating to the right to transfer and the registration of transfers of shares shall be applicable to any such notice or transfer as aforesaid as if the death or insolvency of the member

			had not occurred and the notice or transfer were a transfer signed by that member.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26	<ul style="list-style-type: none">1. A person becoming entitled to a share by reason of the death or insolvency of the holder shall be entitled to the same rights and other advantages to which he would be entitled if he were the registered holder of the share except that he shall not before being registered as a member in respect of the share be entitled in respect of it to exercise any right conferred by membership in relation to meetings of the company Provided that the Board may at any time give notice requiring any such person to elect either to be registered himself or to transfer the share and if the notice is not complied with within ninety days the Board may thereafter withhold rights in respect of the share until the requirements of the notice have been complied with.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27	<ul style="list-style-type: none">In case of a One Person Company on the death of the sole member the person nominated by such member shall be the person recognised by the company as having title to all the shares of the member the nominee on becoming entitled to such shares in case of the member's death shall be informed of such event by the Board of the company such nominee shall be entitled to the same dividends and other rights and liabilities to which such sole member of the company was entitled or liable on becoming member such nominee shall nominate any other person with the prior written consent of such person who shall in the event of the death of the member become the member of the company.
			Forfeiture of shares
<input type="checkbox"/>	<input type="checkbox"/>	28	<ul style="list-style-type: none">If a member fails to pay any call or instalment of a call on the day appointed for payment thereof the Board may at any time thereafter during such time as any part of the call or instalment remains unpaid serve a notice on him requiring payment of so much of the call or instalment as is unpaid together with any interest which may have accrued.
<input type="checkbox"/>	<input type="checkbox"/>	29	<ul style="list-style-type: none">The notice aforesaid shall name a further day (not being earlier than the expiry of fourteen days from the date of service of the notice) on or before which the payment required by the notice is to be made and state that in the event of non-payment on or before the day so named the shares in respect of which the call was made shall be liable to be forfeited.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	30	<ul style="list-style-type: none">If the requirements of any such notice as aforesaid are not complied with any share in respect of which the notice has been given may at any time thereafter before the payment required by the notice has been made be forfeited by a resolution of the Board to that effect. 1. The forfeiture of a share shall involve extinction at the time of forfeiture of all interest in and all claims and demands against the Company in respect of the share and all other rights incidental to the share.
<input type="checkbox"/>	<input type="checkbox"/>	31	<ul style="list-style-type: none">A forfeited share may be sold or otherwise disposed of on such terms and in such manner as the Board thinks fit. At any time before a sale or disposal as aforesaid the Board may cancel the forfeiture on such terms as it thinks fit.

<input type="checkbox"/>	<input type="checkbox"/>	32	<ul style="list-style-type: none"> A person whose shares have been forfeited shall cease to be a member in respect of the forfeited shares but shall notwithstanding the forfeiture remain liable to pay to the company all monies which at the date of forfeiture were presently payable by him to the company in respect of the shares. The liability of such person shall cease if and when the company shall have received payment in full of all such monies in respect of the shares.
<input type="checkbox"/>	<input type="checkbox"/>	33	<ul style="list-style-type: none"> A duly verified declaration in writing that the declarant is a director the manager or the secretary of the company and that a share in the company has been duly forfeited on a date stated in the declaration shall be conclusive evidence of the facts therein stated as against all persons claiming to be entitled to the share The company may receive the consideration if any given for the share on any sale or disposal thereof and may execute a transfer of the share in favour of the person to whom the share is sold or disposed of The transferee shall thereupon be registered as the holder of the share and The transferee shall not be bound to see to the application of the purchase money if any nor shall his title to the share be affected by any irregularity or invalidity in the proceedings in reference to the forfeiture sale or disposal of the share.
<input type="checkbox"/>	<input type="checkbox"/>	34	<ul style="list-style-type: none"> The provisions of these regulations as to forfeiture shall apply in the case of non-payment of any sum which by the terms of issue of a share becomes payable at a fixed time whether on account of the nominal value of the share or by way of premium as if the same had been payable by virtue of a call duly made and notified.
			Alteration of capital
<input type="checkbox"/>	<input type="checkbox"/>	35	<ul style="list-style-type: none"> The company may from time to time by ordinary resolution increase the share capital by such sum to be divided into shares of such amount as may be specified in the resolution.
<input type="checkbox"/>	<input type="checkbox"/>	36	<ul style="list-style-type: none"> Subject to the provisions of section 61 the company may by ordinary resolution consolidate and divide all or any of its share capital into shares of larger amount than its existing shares convert all or any of its fully paid-up shares into stock and reconvert that stock into fully paid-up shares of any denomination sub-divide its existing shares or any of them into shares of smaller amount than is fixed by the memorandum cancel any shares which at the date of the passing of the resolution have not been taken or agreed to be taken by any person.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	37	<ul style="list-style-type: none"> 1. Where shares are converted into stock-(a) the holders of stock may transfer the same or any part thereof in the same manner as and subject to the same regulations under which the shares from which the stock arose might before the conversion have been transferred or as near thereto as circumstances admit Provided that the Board may from time to time fix the minimum amount of stock transferable so however that such minimum shall not exceed the nominal amount of the shares from which the stock arose.(b) the holders of stock shall according to the amount of stock held by them have the same rights privileges and advantages as regard voting at meetings of the company and other matters as if

			they held the shares from which the stock arose but no such privilege or advantage (except participation in the profits of the company and in the assets on winding up) shall be conferred by an amount of stock which would not if existing in shares have conferred that privilege or advantage. (c) such of the regulations of the company as are applicable to paid-up shares shall apply to stock and the words share and shareholder in those regulations shall include stock and stockholder respectively.
<input type="checkbox"/>	<input type="checkbox"/>	38	<ul style="list-style-type: none">The company may by special resolution reduce in any manner and with and subject to any incident authorised and consent required by law its share capital any capital redemption reserve account or any share premium account.
			Capitalisation of profits
<input type="checkbox"/>	<input checked="" type="checkbox"/>	39	<ul style="list-style-type: none">Capitalisation of profits 1. (i) The company in general meeting may upon the recommendation of the Board resolve (a) that it is desirable to capitalise any part of the amount for the time being standing to the credit of any of the company's reserve accounts or to the credit of the profit and loss account or otherwise available for distribution and (b) that such sum be accordingly set free for distribution in the manner specified in clause (ii) amongst the members who would have been entitled thereto. (ii) The sum aforesaid shall not be paid in cash but shall be applied subject to the provision contained in clause (iii) either in or towards (A) paying up any amounts for the time being unpaid on any shares held by such members respectively (B) paying up in full unissued shares of the company to be allotted and distributed credited as fully paid-up to and amongst such members in the proportions aforesaid (C) partly in the ways specified in sub-clause (A) and partly in that specified in sub-clause (B) (D) A securities premium account and a capital redemption reserve account may for the purposes of this regulation be applied in the paying up of unissued shares to be issued to members of the company as fully paid bonus shares (E) The Board shall give effect to the resolution passed by the company in pursuance of this regulation.
<input type="checkbox"/>	<input type="checkbox"/>	40	<ul style="list-style-type: none">Whenever such a resolution as aforesaid shall have been passed the Board shall make all appropriations and applications of the undivided profits resolved to be capitalised thereby and all allotments and issues of fully paid shares if any and generally do all acts and things required to give effect thereto. The Board shall have power to make such provisions by the issue of fractional certificates or by payment in cash or otherwise as it thinks fit for the case of shares becoming distributable in fractions and to authorise any person to enter on behalf of all the members entitled thereto into an agreement with the company providing for the allotment to them respectively credited as fully paid-up of any further shares to which they may be entitled upon such capitalisation or as the case may require for the payment by the company on their behalf by the application thereto of their respective proportions of profits resolved to be capitalised of the amount or any part of the amounts remaining unpaid on their existing shares Any agreement

			made under such authority shall be effective and binding on such members
			Buy-back of shares
<input type="checkbox"/>	<input type="checkbox"/>	41	<ul style="list-style-type: none"> Notwithstanding anything contained in these articles but subject to the provisions of sections 68 to 70 and any other applicable provision of the Act or any other law for the time being in force the company may purchase its own shares or other specified securities.
			General meetings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	42	<ul style="list-style-type: none"> 1. All General Meetings other than Annual General Meetings shall be called extraordinary general meeting. 2. A General Meeting of the Company may be called by giving not less than 7 (Seven) clear days notice in writing to all members entitled to receive the same specifying the place, day and hour of the meeting. A General Meeting may be called after giving a short notice if consent is given in writing or by electronic mode by not less than ninety five percent of the members entitled to vote at such meeting.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	43	<ul style="list-style-type: none"> The Board may whenever it thinks fit call an extraordinary general meeting. (ii) If at any time Directors capable of acting who are sufficient in number to form a quorum are not within India any Director may call an extraordinary general meeting in the same manner as nearly as possible as that in which such a meeting may be called by the Board. 1. Proviso of sub-section (2) of section 102 shall not be applicable to the Company.
			Proceedings at general meetings
<input type="checkbox"/>	<input checked="" type="checkbox"/>	44	<ul style="list-style-type: none"> No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. (ii) Save as otherwise provided herein the quorum for the general meetings shall be as provided in the Act.
<input type="checkbox"/>	<input type="checkbox"/>	45	<ul style="list-style-type: none"> The chairperson if any of the Board shall preside as Chairperson at every general meeting of the company.
<input type="checkbox"/>	<input type="checkbox"/>	46	<ul style="list-style-type: none"> If there is no such Chairperson or if he is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling to act as chairperson of the meeting the directors present shall elect one of their members to be Chairperson of the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	47	<ul style="list-style-type: none"> If at any meeting no director is willing to act as Chairperson or if no director is present within fifteen minutes after the time appointed for holding the meeting the members present shall choose one of their members to be Chairperson of the meeting.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	48	<ul style="list-style-type: none"> In case of a One Person Company the resolution required to be passed at the general meetings of the company shall be deemed to have been passed if the resolution is agreed upon by the sole member and communicated to the company and entered in the minutes book maintained under section 118 such minutes book shall be signed and dated by the member the resolution shall become effective from the date of signing such minutes by the sole member.

			Adjournment of meeting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	49	<ul style="list-style-type: none"> 1. (i) The Chairperson may with the consent of any meeting at which a quorum is present and shall if so directed by the meeting adjourn the meeting from time to time and from place to place. (ii) No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. (iii) When a meeting is adjourned for thirty days or more notice of the adjourned meetings shall be given as in the case of an original meeting. (iv) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
			Voting rights
<input type="checkbox"/>	<input type="checkbox"/>	50	<ul style="list-style-type: none"> Subject to any rights or restrictions for the time being attached to any class or classes of shares on a show of hands every member present in person shall have one vote and on a poll the voting rights of members shall be in proportion to his share in the paid-up equity share capital of the company.
<input type="checkbox"/>	<input type="checkbox"/>	51	<ul style="list-style-type: none"> A member may exercise his vote at a meeting by electronic means in accordance with section 108 and shall vote only once.
<input type="checkbox"/>	<input type="checkbox"/>	52	<ul style="list-style-type: none"> In the case of joint holders the vote of the senior who tenders a vote whether in person or by proxy shall be accepted to the exclusion of the votes of the other joint holders. For this purpose seniority shall be determined by the order in which the names stand in the register of members.
<input type="checkbox"/>	<input type="checkbox"/>	53	<ul style="list-style-type: none"> A member of unsound mind or in respect of whom an order has been made by any court having jurisdiction in lunacy may vote whether on a show of hands or on a poll by his committee or other legal guardian and any such committee or guardian may on a poll vote by proxy.
<input type="checkbox"/>	<input type="checkbox"/>	54	<ul style="list-style-type: none"> Any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.
<input type="checkbox"/>	<input type="checkbox"/>	55	<ul style="list-style-type: none"> No member shall be entitled to vote at any general meeting unless all calls or other sums presently payable by him in respect of shares in the company have been paid
<input type="checkbox"/>	<input type="checkbox"/>	56	<ul style="list-style-type: none"> No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairperson of the meeting whose decision shall be final and conclusive.
			Proxy
<input type="checkbox"/>	<input type="checkbox"/>	57	<ul style="list-style-type: none"> The instrument appointing a proxy and the power-of-attorney or other authority if any under which it is signed or a notarised copy of that power or authority shall be deposited at the registered office of the company not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote or in the case

			of a poll not less than 24 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.
<input type="checkbox"/>	<input type="checkbox"/>	58	<ul style="list-style-type: none"> An instrument appointing a proxy shall be in the form as prescribed in the rules made under section 105
<input type="checkbox"/>	<input type="checkbox"/>	59	<ul style="list-style-type: none"> A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or the revocation of the proxy or of the authority under which the proxy was executed or the transfer of the shares in respect of which the proxy is given Provided that no intimation in writing of such death insanity revocation or transfer shall have been received by the company at its office before the commencement of the meeting or adjourned meeting at which the proxy is used.
			Board of Directors
<input type="checkbox"/>	<input checked="" type="checkbox"/>	60	<ul style="list-style-type: none"> 1. Subject to the provisions of the Act and unless and until otherwise determined by the Company in General Meeting the number of Directors shall not be less than two and more than fifteen directors. 2. The First Directors of the Company determined in writing by the subscribers of the memorandum or a majority of them are 1) Ms. Sadhana Karsoliya 2) Mr. Saurabh Karsoliya 3) Ms. Surabhi Karsoliya 4) Mr. Ramraj Prasad Karsoliya
<input type="checkbox"/>	<input type="checkbox"/>	61	<ul style="list-style-type: none"> The remuneration of the directors shall in so far as it consists of a monthly payment be deemed to accrue from day-to-day. In addition to the remuneration payable to them in pursuance of the Act the directors may be paid all travelling hotel and other expenses properly incurred by them in attending and returning from meetings of the Board of Directors or any committee thereof or general meetings of the company or in connection with the business of the company.
<input type="checkbox"/>	<input type="checkbox"/>	62	<ul style="list-style-type: none"> The Board may pay all expenses incurred in getting up and registering the company.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	63	<ul style="list-style-type: none"> The company may exercise the powers conferred on it by the Act and rules made thereunder with regard to the keeping of a foreign register and the Board may (subject to the provisions of that section) make and vary such regulations as it may think fit respecting the keeping of any such register.
<input type="checkbox"/>	<input type="checkbox"/>	64	<ul style="list-style-type: none"> All cheques promissory notes drafts hundis bills of exchange and other negotiable instruments and all receipts for monies paid to the company shall be signed drawn accepted endorsed or otherwise executed as the case may be by such person and in such manner as the Board shall from time to time by resolution determine
<input type="checkbox"/>	<input type="checkbox"/>	65	<ul style="list-style-type: none"> Every director present at any meeting of the Board or of a committee thereof shall sign his name in a book to be kept for that purpose.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> The Board shall have power at any time and from time to time to appoint a person as an alternate director subject to the provisions of the act and rules made thereunder. (ii) Such person shall hold office only up to the date of the next annual general meeting of the company but shall be eligible for appointment by

		66	<p>the company as a director at that meeting subject to the provisions of the Act. (i) Subject to the provisions of the Act the Board shall have power at any time and from time to time to appoint a person as an additional director provided the number of the directors and additional directors together shall not at any time exceed the maximum strength fixed for the Board.. Subject to the provisions of the Act the Board shall have power to appoint any person as a director nominated by any institution in pursuance of the provisions of any law for the time being in force or of any agreement.</p>
			Proceedings of the Board
<input type="checkbox"/>	<input type="checkbox"/>	67	<ul style="list-style-type: none"> The Board of Directors may meet for the conduct of business adjourn and otherwise regulate its meetings as it thinks fit. A director may and the manager or secretary on the requisition of a director shall at any time summon a meeting of the Board.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	68	<ul style="list-style-type: none"> Save as otherwise expressly provided in the Act questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes the Chairperson of the Board if any shall have a second or casting vote. The meeting of Board or any of its committee can be held through video conferencing or any other electronic mode. In such cases the attendance of directors shall be recorded in the mode as prescribed in rules. Physical signature of director in the attendance register will not be required.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	69	<ul style="list-style-type: none"> 1. The continuing directors may act notwithstanding any vacancy in the Board but if and so long as their number is reduced below the quorum fixed by the Act for a meeting of the Board the continuing directors or director may act for the purpose of increasing the number of directors to that fixed for the quorum or of summoning a general meeting of the company but for no other purpose. 1. In the event of death or voluntary retirement of any of the Directors the remaining Directors then on Board shall have power to fill up the vacancy. The Directors so appointed shall hold the office till the conclusion of the next following Annual General Meeting.
<input type="checkbox"/>	<input type="checkbox"/>	70	<ul style="list-style-type: none"> The Board may elect a Chairperson of its meetings and determine the period for which he is to hold office. If no such Chairperson is elected or if at any meeting the Chairperson is not present within five minutes after the time appointed for holding the meeting the directors present may choose one of their number to be Chairperson of the meeting.
<input type="checkbox"/>	<input type="checkbox"/>	71	<ul style="list-style-type: none"> The Board may subject to the provisions of the Act delegate any of its powers to committees consisting of such member or members of its body as it thinks fit. Any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	72	<ul style="list-style-type: none"> A committee may elect a Chairperson of its meetings. If no such Chairperson is elected or if at any meeting the Chairperson is not present within five minutes after the time appointed for holding the meeting the members present may choose one of


			<p>their member to be Chairperson of the meeting.</p> <p>The quorum for a meeting of the committees of the Board shall be one third of its total strength or two directors whichever is higher or as may be decided by the board from time to time.</p>
<input type="checkbox"/>	<input type="checkbox"/>	73	<ul style="list-style-type: none"> A committee may meet and adjourn as it thinks fit. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in case of an equality of votes the Chairperson shall have a second or casting vote.
<input type="checkbox"/>	<input type="checkbox"/>	74	<ul style="list-style-type: none"> All acts done in any meeting of the Board or of a committee thereof or by any person acting as a director shall notwithstanding that it may be afterwards discovered that there was some defect in the appointment of any one or more of such directors or of any person acting as aforesaid or that they or any of them were disqualified be as valid as if every such director or such person had been duly appointed and was qualified to be a director.
<input type="checkbox"/>	<input type="checkbox"/>	75	<ul style="list-style-type: none"> Save as otherwise expressly provided in the Act a resolution in writing signed by all the members of the Board or of a committee thereof for the time being entitled to receive notice of a meeting of the Board or committee shall be valid and effective as if it had been passed at a meeting of the Board or committee duly convened and held.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76	<ul style="list-style-type: none"> In case of a One Person Company where the company is having only one director all the businesses to be transacted at the meeting of the Board shall be entered into minutes book maintained under section 118 such minutes book shall be signed and dated by the director the resolution shall become effective from the date of signing such minutes by the director.
			Chief Executive Officer, Manager, Company Secretary or Chief Financial Officer
<input type="checkbox"/>	<input type="checkbox"/>	77	<ul style="list-style-type: none"> Subject to the provisions of the Act a chief executive officer manager company secretary or chief financial officer may be appointed by the Board for such term at such remuneration and upon such conditions as it may think fit and any chief executive officer manager company secretary or chief financial officer so appointed may be removed by means of a resolution of the Board A director may be appointed as chief executive officer manager company secretary or chief financial officer
<input type="checkbox"/>	<input type="checkbox"/>	78	<ul style="list-style-type: none"> A provision of the Act or these regulations requiring or authorising a thing to be done by or to a director and chief executive officer manager company secretary or chief financial officer shall not be satisfied by its being done by or to the same person acting both as director and as or in place of chief executive officer manager company secretary or chief financial officer.
			The Seal
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> (i) The Board of Director may provide for the safe custody of the seal if there is any. (ii) The Director shall provide a Common Seal for the purpose of the company and shall have power from time to time to destroy the same and substitute a new seal in lieu

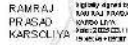
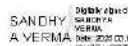
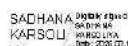
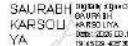
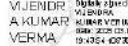

		79	thereof and the seal shall never be used except by or under the authority of the Directors or a Committee of Directors previously given and every deed or other instrument to which the seal of the Company is required to be affixed shall be affixed in the presence of at least one Director or the Manager or the secretary or such other person as the Board Committee of the board may appoint for the purpose who shall sign every instrument to which the seal is so affixed in his presence. Provided that the certificate of shares or debenture shall be sealed in the manner and in the manner and in conformity with provisions of the companies (Share Capital and Debentures) Rules 2014 or any statutory modification thereof for the time being in force.
			Dividends and Reserve
<input checked="" type="checkbox"/>	<input type="checkbox"/>	80	<ul style="list-style-type: none"> The company in general meeting may declare dividends but no dividend shall exceed the amount recommended by the Board.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	81	<ul style="list-style-type: none"> Subject to the provisions of section 123 the Board may from time to time pay to the members such interim dividends as appear to it to be justified by the profits of the company.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	82	<ul style="list-style-type: none"> The Board may before recommending any dividend set aside out of the profits of the company such sums as it thinks fit as a reserve or reserves which shall at the discretion of the Board be applicable for any purpose to which the profits of the company may be properly applied including provision for meeting contingencies or for equalizing dividends and pending such application may at the like discretion either be employed in the business of the company or be invested in such investments (other than shares of the company) as the Board may from time to time think fit. The Board may also carry forward any profits which it may consider necessary not to divide without setting them aside as a reserve
<input checked="" type="checkbox"/>	<input type="checkbox"/>	83	<ul style="list-style-type: none"> Subject to the rights of persons if any entitled to shares with special rights as to dividends all dividends shall be declared and paid according to the amounts paid or credited as paid on the shares in respect whereof the dividend is paid but if and so long as nothing is paid upon any of the shares in the company dividends may be declared and paid according to the amounts of the shares. No amount paid or credited as paid on a share in advance of calls shall be treated for the purposes of this regulation as paid on the share. All dividends shall be apportioned and paid proportionately to the amounts paid or credited as paid on the shares during any portion or portions of the period in respect of which the dividend is paid but if any share is issued on terms providing that it shall rank for dividend as from a particular date such share shall rank for dividend accordingly.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	84	<ul style="list-style-type: none"> The Board may deduct from any dividend payable to any member all sums of money if any presently payable by him to the company on account of calls or otherwise in relation to the shares of the company.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> Any dividend interest or other monies payable in cash in respect of shares may be paid by cheque or warrant sent through the post directed to the registered address of the

			holder or in the case of joint holders to the registered address of that one of the joint holders who is first named on the register of members or to such person and to such address as the holder or joint holders may in writing direct. Every such cheque or warrant shall be made payable to the order of the person to whom it is sent.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	86	<ul style="list-style-type: none"> Any one of two or more joint holders of a share may give effective receipts for any dividends bonuses or other monies payable in respect of such share.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	87	<ul style="list-style-type: none"> Notice of any dividend that may have been declared shall be given to the persons entitled to share therein in the manner mentioned in the Act.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	88	<ul style="list-style-type: none"> No dividend shall bear interest against the company.
			Accounts
<input type="checkbox"/>	<input type="checkbox"/>	89	<ul style="list-style-type: none"> The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the company or any of them shall be open to the inspection of members not being directors. No member (not being a director) shall have any right of inspecting any account or book or document of the company except as conferred by law or authorised by the Board or by the company in general meeting.
			Winding up
<input type="checkbox"/>	<input checked="" type="checkbox"/>	90	<ul style="list-style-type: none"> 1. Subject to the provisions of the Act and rules made there under (i) If upon a winding up or dissolution of the company there remains after the satisfaction of all the debts and liabilities any property whatsoever the same shall not be distributed amongst the members of the Company but shall be given or transferred to any Trust Society or non-profit company having objects similar to the objects of this company.
			Indemnity
<input type="checkbox"/>	<input type="checkbox"/>	91	<ul style="list-style-type: none"> Every officer of the company shall be indemnified out of the assets of the company against any liability incurred by him in defending any proceedings whether civil or criminal in which judgment is given in his favour or in which he is acquitted or in which relief is granted to him by the court or the Tribunal.
			Others
<input type="checkbox"/>	<input checked="" type="checkbox"/>		<ul style="list-style-type: none"> Application of Profits The profits if any or other income and property of the Company whensoever derived shall be applied solely for the promotion of its objects as set forth in this memorandum. Registers The Company shall keep and maintain at its registered office all statutory registers namely register of charges register of members register of debenture holders register of any other security holder the register and index of beneficial owners and annual return register of loans guarantees security and acquisitions register of investments not held in its own name and register of contracts and arrangements for such duration as the Board may unless otherwise prescribed decide and in such manner and containing such particulars as prescribed by the Act and


		92	<p>theRules.Power toappointManaging or whole - timeDirector(s) ormanagerSubjectto the provisions of the Actand of theseArticlestheBoard of Directors may from timeto timeappoint anyperson as its ManagingDirector WholetimeDirector ormanagerfor a term not exceeding fi veyears ata time asthey may think fi t and uponsuch termsandconditions asthe Board may think fi t and uponsuchremunerationasmay be determined by the Boardsubjectto theprovisions of the act and mayfrom time totime(subjectto the provisions of any contract betweenhimorthemand the Company) remove or dismiss himorthem fromoffi ce and appointanother or others in hisorthier placeor places. Confi dentiality EveryDirectorManagerSecretary Trustee for the companyitsmembersordebenture holders members ofcommitteeoffi cer staffagent or any personemployed orabout to beemployed inor about the business of thecompany shallifso requiredby the Board before enteringupon his dutiessign adeclarationpledging himself tomaintain confi dentiality inrespect of all transactionsofthe companywith itscustomers and the state ofaccounts withindividualsandin manners relating theretoshall by suchdeclarationpledge himself not toreveal ofthe matterswhich maycome to his knowledge indischarge ofhisduties exceptwhen required to do so bythe Board orby any GeneralMeetings orby a Court of Lawand exceptso far as maybe necessary in order to complywithany ofthe provisions of these Articles contained. Nonmembertoenter the premises of the companywithoutpermissionNo Shareholder or person (not beingaDirector) shall beentitledto enter upon the premisesorproperty of thecompany or to inspect orexaminethesame without thepermission of the Board torequirediscovery ofanyinformation any detail regardingthetrading of thecompany or any matterwhich is or maybein the natureof a trade secrecy mystery of tradeorsecretprocess orany of the matter whatsoever whichmayrelate to theconductof the business of the companyandwhich in theopinion of the Board will beinexpedient intheinterest ofthe company to communicate.OmnibusClauseWhereverin the Companies Act 2013 or any ofitssuccessor ActorRules made there under ithasbeenprovided that thecompany shall have anyrightprivilege or authority orthatthe company could carryoutany transaction only ifthe company is soauthorized byitsarticles then inthatcase the company shall have anyrightprivilege orauthority and to carry outsuchtransactions ashave beenpermitted by the Companiesact or rulesthreunderwithout there being any specifi cregulation inthat behalfhereinprovided.</p>
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Subscriber Details

S. No.	Subscriber Details				
	*Name, Address, Description and Occupation	DIN / PAN / Passport number	*Place	DSC	Dated
1	SURABHI KARSOLIYA D/o Ramraj Prasad Karsoliya E-1/ 127, ARERA COLONY BHOP	0*4*7*3*	Indore		11/03/2025

	AL Madhya Pradesh 462016 NA India Description: Individual Occupation: Education Management and Business				
2	RAMRAJ PRASAD KARSOLIYA S/o Jamunaprasad Karsoliya 1/127, ARERA COLONY BHOPAL Madhya Pradesh 462016 NA India Description: Individual Occupation: Agriculture and Education Management and Business	0*0*4*9*	Indore		11/03/2025
3	SANDHYA VERMA W/o Vijendra Kumar Verma HIG 16 A Block No B 3 Floor Manisha Market Shahpura Gaon Malkapur Post Betul Madhya Pradesh 460001 Khandara Betul India Description: Individual Occupation: Education Management	A*H*V*4*6*	Indore		11/03/2025
4	SADHANA KARSOLIYA W/o Ramraj Prasad Karsoliya E-1/127, ARERA COLONY BHOPAL Huzur Madhya Pradesh 462016 R.S.Nagar Bhopal India Description: Individual Occupation: Agriculture and Education Management	0*0*4*2*	Indore		11/03/2025
5	SAURABH KARSOLIYA S/o Ramraj Prasad Karsoliya E-1/127, ARERA COLONY BHOPAL Huzur Madhya Pradesh 462016 E-2 Sector Bhopal India Description: Individual Occupation: Education Management and Business	0*9*3*9*	Indore		11/03/2025
6	VIJENDRA KUMAR VERMA S/o Anirudh Verma Malkapur Khandara Betul Madhya Pradesh 460001 Khandara Betul India Description: Individual Occupation: Agriculture and Education Management	A*K*V*4*0*	Indore		11/03/2025
7	JYOTI DILIP SHELOTOKAR W/o Dilip Shelotkar AT Kalpataru Moti Nagar Near Poonam Electronics Amravati Maharashtra 444606 Congress Nagar (Amravati) Amravati India Description: Individual Occupation: Agriculture and Education Management	D*Z*S*1*2*	Indore		11/03/2025

Signed before me

Name Prefix (ACA/FCA/ACS/ FCS/ACMA/ FCMA)	*Name of the witness	*Address, Description and Occupation	*DIN / PAN / Passport number / Membership	*Place	DSC	Dated
ACA	Ms. Devyani Chhajed	48 49 II IND Flo or Dava Bazar 1 3 14RNT Marg I ndore MP 4520 01 Description:I ndividual Occup ation: Practicin g Chartered Acc ountant	4*1*8*	Indore	 <small>DSC signed by DEVYANI AGRAWAL Date: 11/03/2025 12:16:56 (IST)</small>	11/03/2025



e-MOA (e-Memorandum of Association)

[Pursuant to sections 4 and 8 of the Companies Act, 2013 and rules made thereunder read with Schedule I]

Refer instruction kit for filing the form

*All fields marked in * are mandatory*

1 The name of the company is

CHANDRAVADANI MAHILA
SHIKSHA FOUNDATION

2 The registered office of the company will be situated in the State of

Madhya Pradesh

3 (a) The objects to be pursued by the company on its incorporation are:

1. Establishment and operation of technical, medical and other types of educational institutions.
2. Research work related to technical, medical and other types of education etc.
3. Upliftment work related to women and child development.
4. Establishment and running of institutions for the training of teachers.
Establishment of Ayurvedic and Homeopathic education institutions.
5. Rural upliftment work.
6. Establishment and operation of Medical Colleges and Hospitals, Nursing Colleges, Medicine, Biology, Forestry Colleges, Pre-Nursery, K.G., Primary, Higher Secondary Schools, Coaching and all types of Training Institutes.
7. Collaboration of all the institutions run by the committee with foreign universities/institutions
8. To conduct the programmes of Government Women and

Child Development, Women Resources, Human Resources, Social Welfare Board a and other Government/Semi-Government organizations.

9. To establish and run children and old age homes.

10. Environment related infrastructure, Sulabh toilets, Forestry, ponds, roads etc. establishment and operation.

(b) *Matters which are necessary for furtherance of the objects specified in clause 3(a) are

1. To develop, manage and establish various kinds of educational institutions.

2. To conduct debate, discussions, lectures, seminars and deliberation of matters for development and encouragement of teaching association and society.

3. To develop camps for eye donation, empowering helpless people, support people effected by natural calamity and for environment disaster management irrespective of their caste and religion.

4. To establish library and sports facility for proper management of educational establishments. Further also to conduct examinations.

5. To distribute scholarships and awards for encouraging higher studies.

6. To establish educational institutions, school, colleges, universities, research centre and examination centre of various genre for promoting and broadcasting education.

7. To borrow or raise money, with or without security from banks, financial institutions, members and other establishments.

8. To do all such other things as may be necessary for or

Incidental or conducive to the attainment of the above objects or any of them.

the doing of all such other lawful things as considered necessary for the furtherance of the above objects:

Provided that the company shall not support with its funds, or endeavor to impose on, or procure to be observed by its members or others, any regulation or restriction which, as an object of the company, would make it a trade union.

4 *The objects of the company extend to the

World

5 (i) The profits, if any, or other income and property of the company, when-so-ever derived, shall be applied, solely for the promotion of its objects as set forth in this memorandum.

(ii) No portion of the profits, other income or property aforesaid shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have been, members of the company or to any one or more of them or to any persons claiming through any one or more of them.

(iii) No remuneration or other benefit in money or money's worth shall be given by the company to any of its members, whether officers or members of the company or not, except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the company.

(iv) Nothing in this clause shall prevent the payment by the company in good faith of prudent remuneration to any of its officers or servants (not being members) or to any other person (not being member), in return for any services actually rendered to the company.

(v) Nothing in these clauses (iii) and (iv) shall prevent the payment by the company in good faith of prudent remuneration to any of its members in return for any services (not being services of a kind which are required to be rendered by a member), actually rendered to the company

6 No alteration shall be made to this memorandum of association or to the articles of association of the company which are for the time being in force, unless the alteration has been previously submitted to and approved by the Registrar.

7 The liability of the members is limited.

8. Table applicable to Section 8/ Part I Section 8 company

Table A / B / C

(A- MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY SHARES/

B - MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND NOT HAVING SHARE CAPITAL/

C - MEMORANDUM OF ASSOCIATION OF A COMPANY LIMITED BY GUARANTEE AND HAVING SHARE CAPITAL)

C - MEMORANDUM OF ASSOCIATION OF
A COMPANY LIMITED BY GUARANTEE
AND HAVING A SHARE CAPITAL

Each member, undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year afterwards, for the payment of the debts or liabilities of the company contracted before he ceases to be a member and of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributories among themselves such amount as may be required not exceeding a sum of Rs *

5000

The share capital of the company is

1000000

rupees, divided into

100000	Equity Share	Shares of	10	Rupees each	
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9 True accounts shall be kept of all sums of money received and expended by the company and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the company; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the company for the time being in force, the accounts shall be open to the inspection of the members. Once at least in every year, the accounts of the company shall be examined, and the correctness of the balance-sheet and the income and expenditure account ascertained by one or more properly qualified auditor or auditors


10 If upon a winding up or dissolution of the company, there remains, after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members of the company but shall be given or transferred to such other company having objects similar to the objects of this company, subject to such conditions as the Tribunal may impose, or may be sold and proceeds thereof credited to the Rehabilitation and Insolvency Fund formed under Section 269 of the Act.

11 The Company can be amalgamated only with another company registered under section 8 of the Act and having similar objects.

☒ 12 We, the several persons, whose names and addresses are subscribed, are desirous of being formed into a company in pursuance of this memorandum of association:

Subscriber Details

S. No.	*Name, Address, Description and Occupation	DIN / PAN / Passport number	No. of equity shares taken	DSC	Dated
1	VIJENDRA KUMAR VERMA S/o Anirudh Verma Malkapur Khandara Betul Madhya Pradesh 460001 Khandara Betul India Description: Individual Occupation: Agriculture and Education Management	A*K*V*4*0*	1000 Equity,0 Preference		11/03/2025
2	JYOTI DILIP SHELOTKAR W/o Dilip Shelotkar AT Kalpataru Moti Nagar Near Poonam Electronics Amravati Maharashtra 444606 Congress Nagar (Amravati) Amravati India Description: Individual Occupation: Agriculture and Education Management	D*Z*S*1*2*	1000 Equity,0 Preference		11/03/2025
3	SANDHYA VERMA W/o Vijendra Kumar Verma HIG 16 A Block No B 3 Floor Manisha Market Shahpura Gaon Malkapur Post Betul Madhya Pradesh 460001 Khandara Betul India Description: Individual Occupation: Education Management	A*H*V*4*6*	1000 Equity,0 Preference		11/03/2025
4	SURABHI KARSOLIYA D/o Ramraj Prasad Karsoliya E-1/127, ARERA COLONY BHOPAL Madhya Pradesh 462016 NA India Description: Individual Occupation: Education Management and Business	0*4*7*3*	24000 Equity,0 Preference		11/03/2025
5	RAMRAJ PRASAD KARSOLIYA S/o Jamunaprasad Karsoliya1/127,ARERA COLONY BHOPAL Madhya Pradesh 462016 NA India Description: Individual Occupation: Agriculture and Education Management and Business	0*0*4*9*	25000 Equity,0 Preference		11/03/2025
6	SADHANA KARSOLIYA W/o Ramraj Prasad Karsoliya E-1/127, ARERA COLONY BHOPAL Huzur Madhya Pradesh 462016 R.S.Nagar Bhopal India Description: Individual Occupation: Agriculture and Education Management	0*0*4*2*	24000 Equity,0 Preference		11/03/2025
7	SAURABH KARSOLIYA S/o Ramraj Prasad Karsoliya E-1/127, ARERA COLONY BHOPAL Huzur Madhya Pradesh 462016 E-2 Sector Bhopal India Description: Individual Occupation: Education Management and Business	0*9*3*9*	24000 Equity,0 Preference		11/03/2025
Total shares taken			100000 Equity,0 Preference		

Signed before me					
Membership type of the witness	*Name of the witness	*Address, Description and Occupation	DIN / PAN / Passport number / Membership number	*DSC	Dated
ACA	Ms. Devyani Chhajed	48 49 II IND Floor Dava Bazar 13 14RNT Marg Indore MP 452001 Description: Individual Occupation: Practicing Chartered Accountant	4*1*8*	 DEVYANI AGRAWAL <small> Digitally signed by DEVYANI AGRAWAL DN: cn=Devyani, o=ICAI, ou=ICAI, email=devyani@icai.org.in, c=IN </small>	11/03/2025



TECHNOCRATS INSTITUTE OF TECHNOLOGY

(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)

Approved By AICTE New Delhi & Govt. of Madhya Pradesh

Affiliated To Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal

Anand Nagar, P.B. No. 24, Post Piplani, BHEL, Bhopal-462021

Ph. No.- 2751679 Fax- 0755-2751679 E-mail: titbhopal2000@gmail.com, Website: http://technocratsbhopal.net

Annex-2(i)



No.: TIT /Office Order/2023/29

Date: 03/07/2023

OFFICE ORDER

Subject: Maternity and Medical leaves.

Ref.: As per the executive meeting of society vide its resolution No. CMSS/RES/F2/2010/08 dated 30.01.2010

It is to notify again to all concern that as per the leave rules given in service rulebook of the institute, staff can avail maternity and medical leaves as per detail given below: -

SN	Type of leave	Sanction Duration of leave	Remark
1	Maternity leave	3 months	leave with salary
2	Maternity leave	6 months	3 months leave with salary and further 3 months with partial salary
3	Medical leave	15 days	Leave with salary for serious disability
4	Medical leave	10 days	Leave with salary for partial disability

Staff can avail leaves on submission of valid documents relevant to leaves.

Copy to:

1. PA to Chairperson
2. All HOD for circulation
3. Vice-Principal for circulation
4. Registrar
5. Account section
6. Library

Director

**Technocrats Institute of Technology,
Bhopal**

Director

**Technocrats Institute of Technology
Anand Nagar, Bhopal-462021**



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Annex-2(ii)



No.: TIT /Office Order/2023/30

Date: 03/07/2023

OFFICE ORDER

Subject: Leave to Employees.

It is to notify to all concern that as per the leave rules given in service rulebook of the institute, staff can avail leaves as per detail given below: -

SN	Type of leave	Remark
1	Casual leave	All Employees shall be eligible to avail 12 days casual leave in a calendar year.
2	Compensatory leave / Earned leave	All employees shall be eligible to avail compensatory leave / earned leave against work done on holidays / weekends
3	Extraordinary leave	All Employees, who have completed three years of service in the institute, shall be eligible to avail 6 days extraordinary leave in a calendar year with special permission from the director.
4	Special Casual leave	All Employees, who have completed three years of service in the institute, shall be eligible to avail 6 days special casual leave in a calendar year with special permission from the director.

Staff can avail leaves on submission of valid documents relevant to leaves.

Copy to:

1. PA to Chairperson
2. All HOD for circulation
3. Vice-Principal for circulation
4. Registrar
5. Account section
6. Library

Director
Technocrats Institute of Technology,
Bhopal

Director
Technocrats Institute of Technology
Anand Nagar, Bhopal-462021



TECHNOCRATS INSTITUTE OF TECHNOLOGY

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Affiliated To Rajeev Gandhi Proudhyogiki Vishwavidyalaya, Bhopal

Anand Nagar (Infront of Hathaikheda Dam), P.B. No. 24, Post Piplani, BHEL, Bhopal-21
Ph. No.- 2685977, 2751693, 2713736 Fax- 0755-2751679 website: www.titbhopal.net

No.: TIT /Circular/2014/45

Date: 15/09/2014

Circular

Subject: EPF and Gratuity.

It is to notify again, to all concern that: -

1. For Employees Provident Fund (EPF), all the employees of institute shall be govern by Employees Provident Fund Organization letter No Actuarial/18(2)2008/Vol.III/7738 dated 29/08/2014.

EPF deduction compulsory up to 15000 Rs. Salary. Above 15000 Rs.

EPF deduction optional.

2. For Gratuity, all the employees of institute shall be government by The Payment of Gratuity Act, 1972.

Copy to:

1. PA to Chairperson
2. All HOD for circulation
3. Vice-Principal for circulation
4. Registrar
5. Account section
6. Library


Director
Technocrats Institute of Technology,
Bhopal
Director
Technocrats Institute of Technology
Anand Nagar, Bhopal-462021



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No.: TIT /Circular-ESI/2017/39

Date: 01/08/2017

Circular

It is to notify to all concern that institute shall follow Employees State Insurance (ESI) for, all the employees of institute directives issued by Employees State Insurance Corporation, New Delhi letter No T-11/13/1/2010-Rev-I dated 05/07/2017 as per following details:-

There shall be ESIC deduction compulsory up to Rs.21000 Salary (0.75% Employees share and 3.25% Employee share) and above Rs.21000 there shall be No deduction.

Copy to:

1. PA to Chairperson
2. All HOD for circulation
3. Vice-Principal for circulation
4. Registrar
5. T&P Cell
6. Account section
7. Library

Director
Technocrats Institute of Technology,
Bhopal

Director
Technocrats Institute of Technology
Anand Nagar, Bhopal-462021



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Annex-2(v)



No.: TIT /Office Order/2029/40

Date: 03/07/2019

OFFICE ORDER

Subject: Policy related to promotion of the employees of the institute.

It is to notify again, to all concern that existing Teaching and Non- Teaching Staff of the institute, who fulfils the eligibility criteria as per AICTE Gazette notification dated 01/03/20219 guidelines, shall be eligible for promotion under Career Advancement Scheme (CAS). Eligible staff may apply as per their qualification and experience fulfilling AICTE norms.

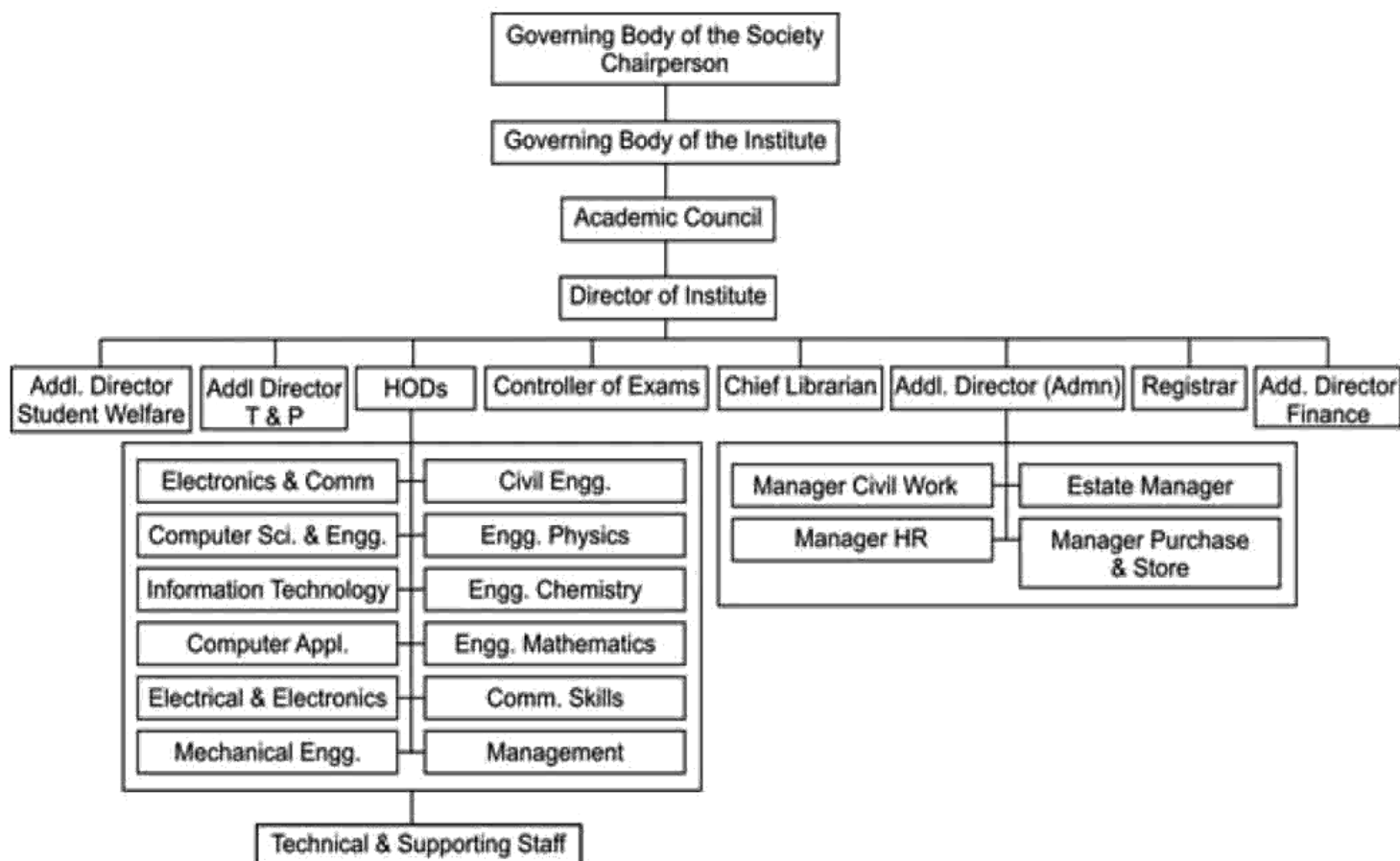
Copy to:

1. PA to Chairperson
2. All HOD
3. Vice-Principal
4. Registrar
5. HR Cell
6. Library

Director
Technocrats Institute of Technology,
Bhopal

Director
Technocrats Institute of Technology
Anand Nagar, Bhopal-462021

Organizational chart and processes



SERVICE RULE



Technocrats Institute of Technology

(Run by Chandravadani Mahila Shiksha Samiti, Bhopal)

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STATUS

INTRODUCTION:

Technocrats Institute of Technology is destined to serve as a centre for Academic Excellence in imparting Technical Education meeting local needs & complying with global standards. The institution is approved by **All India Council for Technical Education** (AICTE) and affiliated to **Rajiv Gandhi Proudyogiki Vishwavidyalaya**, Bhopal for Engineering (UG & PG) & MCA courses and affiliated to Barkatullah University, Bhopal for MBA Course. It was established in 2000 by “**Chandravadni Mahila Shiksha Samiti**” (Society), a nonprofit society. The governing body of the society is the supreme authority under which the institution functions. The Governing body is responsible for the development and / or approval of the institution programs and the policies. The governing body of the society considered and framed the terms and conditions of service for regulating the various categories / levels of employees in the institution. Those conditions of service are well formulated, taking into consideration the various aspects of the teaching and non-teaching staff. The principal objective is to attract person with missionary zeal and to retain the qualified and talented staff in all departments, with the ultimate objective of imparting high standard and quality education in the field of engineering technology & management.

Having set the aforesaid goals, the institution stipulates the conditions of employment, which are clearly just and fair to the interest of both the employees and the institution. The service conditions are aimed to encourage the employees to take sincere interest and pride in the institution & its progress and to put their best talents in discharging their responsibilities.

The institution encourages its employees to improve their professional qualification at per with changing needs of the engineering education and to grow in their abilities to serve the institution likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind. However, these conditions and practices will be reviewed periodically and changes will be made as resumed.

These service conditions concern with only regular employees who are employed on the rolls of the institution. Some persons may be employed on temporary/ ad-hoc / part-time /contractual/ Adjunct basis for specific purpose and / or for a specific period of time. Such employees are not covered under the provisions of these rules/ policies outlined herein, beyond the extent set forth in their respective appointment/ agreement. This also does not apply to daily-rated / contract labors / workers etc.

The governing body of institution in exercise of powers conferred by the articles of the society had made the following rules and regulations, for administration of the Institution.



1. SHORT TITLE :

These regulations are called as the statutes or service rules of the institution.

2. APPLICABILITY:

The service rules shall come into force (deemed to have come into force) with immediate effect and shall apply to all the regular employees of the institution. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on ad-hoc basis or on contractual / on the rolls of subcontractors or daily wage bases.

3. DEFINITIONS:

In these rules and regulation, unless the context otherwise requires:

- (a) "Society" means Societies registered under Madhya Pradesh Public Societies registration act 1973.
- (b) "Management" means the governing body of the society, duly constituted under the specific bye-laws of the Society, under which institution is established, which is a supreme authority, however, for overall management and day-to-day administration of the society, affiliated committees formed under the directions of the Governing body of the society and constituted as per the relevant provisions of the AICTE.
- (c) "Employee" means a regular employee employed by Technocrats Institution of Technology, Bhopal to discharge the duties assigned by the Institution or its affiliated organizations for teaching and non-teaching purposes on monthly salary/remuneration basis.
- (d) "Salary" means Basic Pay, Dearness allowance and other allowances, if any wherever applicable or consolidated pay without any allowance payable to an employee.
- (e) "Service" includes the period during which an employee is on duty as well as on leave authorized by the management, but does not include any period during which an employee is absent without any intimation / salary.
- (f) Disciplinary Authority: The Director of the institution is the disciplinary authority for all the employees in the institution under the control of the society; the Director may nominate a disciplinary committee. The committee so nominated shall exercise the powers of the disciplinary authority in discharging of the duty.
- (g) Appellate Authority: Where the disciplinary authority is being exercised by the Director, the Management Committee along with the secretary will constitute a Appellate Authority along with nominated disciplinary committee / person.
- (h) Enquiry Officer: Enquiry Officer is the person designated by the disciplinary authority to enquire into the charges leveled against an employee of the institution.

4. POWER TO IMPLEMENT AND TO AMEND THE RULES:

The power to implement or to amend the rules and regulations are vested with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and



regulations. The management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and repeal or to supersede at its sole discretion any or all the rules covered herein or any rules and regulations framed and enforced by it from time to time.

5. DELEGATION OF MANAGEMENT POWERS:

The management may delegate to the secretary or to any officer of the society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be responsible for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the management.

6. APPOINTMENT OF EMPLOYEES:

6.1 CLASSIFICATION OF EMPLOYEES:

The Employees are classified as follows:

- i) Faculty or teaching staff.
- ii) Non-teaching staff including administrative, supporting technical staff and non-technical staff.
- iii) Civil Maintenance staff

Further Classifications:

- a) **Regular Employee:** A qualified person employed on a regular post and has successfully completed the probation period of two years and whose regular service has been confirmed in writing.
- b) **Probationary Employee:** A person who is provisionally employed with a view to be considered for eventual absorption in the regular service of the institution. The period of probation, however will be stipulated in the letter of appointment which may be extended at the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the head of the department and/or Director, who recommends his/ her service to confirm. Further, His/ Her probation may be extended or terminated, if performance found not satisfactory.
- c) **Staff on Contract:** All the subordinate and other supportive staff members, laboratory assistants, supporting technical staff etc. may be appointed on contract. All in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the institution and whose contract may be or may not be renewed.
- d) **Temporary / Ad-hoc Appointee:** An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including those who are permitted by the institution to go on advanced studies.



e) **Apprentice / Trainee:** A person engaged for training and will be paid stipend during the training period. However, regularization of his/ her service is purely at the discretion of the management of the institution.

F) **Casual Employee:** A person employed for work of a casual or occasional nature.

6.2 NUMBER OF POST, PAY AND REQUIRED QUALIFICATIONS:

NUMBER OF POST:

The management shall fix number of posts in the institution with respect to intake in all categories and also prescribe qualifications as per AICTE norms. Mode of recruitment and the scales of pay etc. to each category of posts, which may be reviewed and revised by management from time to time, as per university and AICTE guidelines depending upon the exigencies.

PAY:

The pay scales of the faculty are covered under AICTE pay scales depending upon qualifications, experience exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on ad-hoc basis or on consolidated pay.

1. As per change in AICTE norms in 2010, the qualification and designation of Associate Professor/Assistant Professor has been changed for new appointments. Also AICTE has made the changes for existing faculty in terms of their designation. Therefore, Lecturer & Assistant Professor have been re-designated as Assistant Professor & Associate Professor respectively.
2. The 6th pay scale has been implemented wef. from July-2010 with following conditions:
 - a. The faculty under engineering stream at the rank of Professor (with Ph.D.)/Associate Professor (with Ph.D.)/Assistant Professor shall be eligible for the 6th pay scale with DA as per approval from Governing Body of Society at the time of joining or completion of probation period of minimum 2 years.
 - b. The faculty under engineering stream at the rank of Associate Professor (without Ph.D.) shall be given scale of Assistant Professor with higher increment till they complete their Ph.D.
 - c. The faculty at all level under Science & Humanities stream shall be given 6th pay scale with or without DA as decided by the governing body of society.
 - d. Percentage of DA, HRA and other allowance/increment shall be decided by governing body of the society on the basis of experience, achievements, publication & other administrative duties in addition to teaching.

Required Qualification for teaching staff: The institution shall follow AICTE guidelines for the recruitment of teaching staff.



ENGINEERING AND TECHNOLOGY

Faculty Cadre Ratio (for UG, MCA and MBA) = 1 : 2 : 6

Teacher student ratio (for UG, MCA and MBA) = 1 : 20

Teacher student ratio (for PG – M.Tech.) = 1 : 15

S. No.	CADRE	PROGRAM ME	PRESCRIBED QUALIFICATIONS	EXPERIENCE
1.	ASSISTANT PROFESSOR	Engineering / Technology	BE / BTech and ME / MTech in relevant subject with First Class or equivalent either in BE / BTech or ME / MTech.	
		MCA	BE / BTech and ME / MTech in relevant subject with First Class or equivalent either in BE / BTech or ME / MTech. OR BE / BTech and MCA with First class or equivalent in either BE / BTech or MCA. OR MCA with first class or equivalent with two years relevant experience.	
		Management	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.	
2.	* ASSOCIATE PROFESSOR	All programme	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post Ph.D. 2 year experience is required. Publication and other academic requirement as per AICTE Norms.	Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable.
3.	* PROFESSOR	All programme	Qualifications as above that is for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is required as per AICTE norms.	minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. OR minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience good academic record and books/research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection committee.



				<p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
4.	* Director / Principal	All programme	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable.	<p>Minimum of 10 years teaching and / or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years' experience in teaching and / or Research and/or Industry.</p> <p>In case of research experience, good academic record and books/research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential.</p>

Note: * Qualification and experience may vary as per change in AICTE norms time to time.



- Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization.
- PhD shall be from a recognized University.
- For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
- Experience at Diploma Institutions is also considered equivalent to experience in degree level institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

Grade Point	Percentage of Marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

CONTRACT EMPLOYMENT:

Notwithstanding anything contained in these rules and regulations, the management may employ persons on a temporary/ ad-hoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

6.3 SELECTION PROCEDURE:

1. Institute shall conduct interview for selections of Assistant Professor /Associate Professor /Professor in all the discipline as per guideline /procedure of AICTE / University where a selection committee constituted as per Code-30 (RGPV, Bhopal) & Code-28 (Barkatullah University, Bhopal) for selection of faculty.
2. Advertisement regarding recruitment / appointment of faculty as mentioned at no.1 shall be published in national level newspapers.
3. In case, selection committee as per AICTE & university norms could not be formed then selection and appointment shall be through internal selection committee (management). In due course of time, all such appointments shall be approved by duly constituted selection committee as per AICTE/ university norms followed by governing body of the institute.

7. AGE AT THE TIME OF JOINING:

The age of person at the time of his/ her first appointment in the organization shall be at the discretion of the management, which may take decision based on the qualification, experience etc, about the age of the person employed to the post. In other cases, the maximum age is 30 years. The management in deviation of the above, may also employ persons with more than 30 years of age, depending upon the qualification, experience etc., possessed by them in the exigencies of service.



8. JOINING FORMALITIES:

At the time of joining, the new recruited employee would have to furnish the following to the personnel department:

- Joining Report
- Proof of Date of Birth
- Original Certificates supporting qualification / experience for verification with xerox copies to be furnished.
- Two passport size colour photographs.
- Copy of PAN card and Aadhar card.
- Names and addresses of two persons for contacting, in case of any emergency.
- Declaration / Nomination as to existing membership of provident fund.

9. COMMENCEMENT OF SERVICES:

Except as otherwise provided by or under these regulations, services of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/ her by the management, provided he/ she reports in the forenoon. Otherwise, his/ her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

10. PROBATION:

Employees, who are appointed to the post in the institution under the control of the management directly on a regular basis, shall be required to be on probation for a period of two years for staff without experience which may be reduced subject to experience.

The probation period may be extended subject to performance of an employee or his / her services may be terminated either by giving one/ three month notice or one / three month salary in lieu thereof.

11. RESIGNATION AND TERMINATION:

- a) If an employee at the level of professor intends to resign any time after confirmation, he/ she shall give three months notice in writing or pay three months salary in lieu thereof. Similarly, the management shall be competent at their discretion to terminate the services of any employee by giving three months notice or three month salary in lieu of notice.
- b) If an employee at the level of other than professor intends to resign any time after confirmation, he/ she shall give one month notice in writing or pay one month salary in lieu thereof. Similarly, the management shall be competent at their discretion to terminate the services of any employee by giving one month notice or one month salary in lieu of notice.



- c) The management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one month notice in writing or by paying one month salary in lieu thereof.
- d) The management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/ her official duties or for misconduct in discharge of his/ her official duties, by giving one month notice or paying one month salary in lieu of notice.

12. RETIREMENT AND RE-EMPLOYMENT:

Every employee shall retire from service on attaining the age of superannuation, which is 65 years of age, in case of teaching staff and 60 years of age, in case of others. AICTE guidelines on the retirement of faculty are followed.

The management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of superannuation falls.

The following guidelines may be laid down for seeking re-employment in the institution after attaining the age of superannuation.

- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the management.
- b) If such an employee desires to serve the institution after superannuation, he/ she may apply in writing, the Director of the institution continue him/ her in the service.
- c) On receipt of such an application, the concerned head of the department may be asked to offer his / her remarks on the mental and physical condition of the employee and whether there is a need to continue him/ her in service, duly indicating the work load to be assigned to such an employee.
- d) The Director of the Institution may offer his remarks and make his specific recommendation on the necessary and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/ her re-appointment such as:
 - i) tenure of re-appointment
 - ii) consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last salary drawn by the employee may be taken into account, which may be rounded off to the next hundred
 - iii) such employee is not entitled for any other leave except casual leave, unless, specially permitted by the management



13. WORKING HOURS/ HOLIDAYS/ VACATIONS:

The working hours of the employees are determined and notified by the institution from time to time, based on the work / service requirements, fulfillment of institution obligation to students and such other expediencies.

The institution observes national / festival holidays, as may be notified by State Government/Central Govt. from time to time. Necessary employees may be notified to be available for work on said holidays.

The institution will observe vacation for faculty and the same will be notified from time to time.

14. ATTENDANCES AND PUNCTUALITY:

Each employee in the institution has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline. They are, therefore, expected to be at their respective allotted places on time on each working day and any movement must be with the knowledge of head of the department. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

15. PERSONAL RECORDS:

The employee records (personal file/service book) are kept with the administration department. These are used within the institution only for bona-fide reasons. As a policy matter, administration section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information is given to outsiders, only if the institution is satisfied with the validity of the request, or it is required by law, or if the employee himself has requested that information to be shared for reference purpose.

16. APPRAISALS:

The annual performance appraisal of an employee shall be maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing:

- a) on the promotion as well as sanction of increments
- b) on the confirmation of services
- c) on taking ad-hoc appointees on regular rolls, in case of ad-hoc appointment.
- d) in respect of employees on contract, to renew their contract for further periods, if required.
- e) self-appraisal to appraise one's own their goals/ targets gives an opportunity to explain what one has done and factors that helped and / or hindered ones performance.



In case of probationers, this report is necessary to confirm his / her services; hence, periodical appraisal will be done and deficiencies will be brought to notice of the employee.

17. DISCIPLINE:

Every employee is expected to maintain a certain standard of discipline as envisaged by the institution policies in-force from time to time, failing which, he / she renders himself liable for such an action as may be taken against him/ her.

In particular, all employees should bear in mind the following:

- a) Every employee shall always work, utilizing the working hours wholly to the best of his / her ability and in the best interest of the institution for building a strong, unique & dynamic environment and therefore institution.
- b) Every employee shall take all possible steps as may be required of him / her to ensure and to protect the interest of the Institution and perform his / her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/ her interactions with other employees, students, parents of the students, suppliers and other, having dealing with the institution.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the institution from time to time and also ensure that his / her students also shall observe the same.
- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes and loyalty to be employed.
- f) Every employee shall make it as his / her cherished objective to contribute to collective endeavor to produce well-groomed graduate engineers, outstanding in their knowledge and all together a group ready to become technical experts and leaders of change and innovation.

18. CODE OF CONDUCT:

General Conduct: The employees, in discharge of their duties and in their interactions and dealings with public, government officials, student & their parents and fellow employees of the institution shall present themselves in a manner that enhances the prestige and image of the institution and shall not do anything which impairs or tarnishes the image of the institution.



Ethical Conduct: Employees shall deal on behalf of the institution with professional honesty, integrity and moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

Conflict of Interest: Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the institution. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself / herself or for his / her relatives by taking some decision or influencing decision relating to any transaction. The main areas of actual or potential conflicts of interest would include:

- Financial interest of an employee or his / her relative in any firm or institution which may be competitor, supplier, distributor or partner etc.
- Acceptance of gifts, donations, hospitality / entertainment beyond the customary level from existing or potential supplier or third parties, which have business dealings with the institution.
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the institution.
- In addition to the above, all the employees should abstain from the conditions of “misconduct”.

The following acts shall be treated as misconduct:

MISCONDUCT:

- a) Theft, fraud or dishonesty in connection with the business or property of the institution or property of any other within the premises of the institution.
- b) Taking or giving bribes or any illegal gratification.
- c) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/ her behalf by another person, which the employee cannot satisfactorily account for.
- d) Furnishing false information regarding name, age, father's name, qualification ability or previous service or any other matter related to the employment, at the time of employment or during the course of employment.
- e) Acting in a manner, prejudicial to the interests of the institution.
- f) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g) Drunkenness or riotous or disorderly indecent behavior in the premises of the institution or outside such premises where behavior of related to or connected with the employment.
- h) Instigating the students and / or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- i) Commissions of any act subversive of discipline or of good behavior
- j) Abetment or attempt to abetment of any act, which amounts to misconduct.
- k) Note: The above instances of misconduct are illustrative in nature and are not exhaustive.



19. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall confirm to abide by such rules and shall observe, comply with and obey all orders and directions issued by the management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.

20. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

- a) No employee shall apply for other employment or signify his / her willingness to accept such employment or office, whether stipendiary, honorary, or otherwise, without the prior written permission of the management. However, the management may, at their discretion, permit an employee to apply for other employment and in such case employee will be required to apply through proper channel.
- b) No employee, whether on leave or in active service of the institution, shall undertake a part time job, which is likely to embarrass or influence him / her in discharge of his/ her official duties, for any consideration of cast or kind. However, an employee with the written permission of the management, may undertake, honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

21. OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or to the institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the management.

22. ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

An employee shall not absent himself / herself from his / her duties without obtaining the prior permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his / her absence for the previous day. If the employee absents himself continuously for a period of 07 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him / her from the date on which he / she abstained from duty. Such unauthorized absence shall be proceed for further action as per the conditions mentioned in his/her appointment order.

23. PENALTIES:

A) Minor Penalties:

1. Censure
2. Fine (may be imposed on the employees who are below the cadre)



3. Recovery from the salary, whole or part of loss caused to the institution by negligence or breach of orders
4. Withholding of increments
5. Suspension.

B) Major Penalties:

1. Reduction in rank.
2. Removal from service.

EXPLANATION:

The following shall not amount to a penalty within the meaning of this rule:

- i) Retirement of the employee in accordance with the provisions relating to superannuation / retirement.
- ii) Replacement of an employee, who is not, qualified on the date of his / her appointment, by a qualified one.
- iii) Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

24. EMPLOYEE PROVIDENT FUND SCHEME:

The regular employees of the institute are entitled for employee provident fund scheme under the provisions Act, 1952, and related pension scheme of 1995. It is clarified that the staff/ employee appointed on contract basis is not a regular employee, since there is no master and servant relationship between them. However, the institute, on request from the contractual staff to consider the EPF coverage of such persons in views of social security benefits in the Act, as a gesture considered and covered them in the EPF scheme permanency in the employment. There is a provision of employee provident fund scheme for regular staff with their consent.

25. MISCELLANEOUS AND GENERAL:

- a) Every employee of the institution shall, at all times,
 - i) maintain absolute integrity
 - ii) maintain devotion to duty
 - iii) do nothing, which is unbecoming of public servant
- b) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.
- c) All employees of the institution shall be governed by the leave rules that are framed separately.
- d) The decision of the management of the institution regarding the interpretation of these and on any order point, which is not covered under these rules, shall be final and binding on the employees.



26. PROCEDURE FOR GRIEVANCE HANDLING:

Employees may have grievances real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and interest of the institution. Hence, in order to maintain harmonious relations between the employees/ staff and the management of the institution and to bring to notice of the management of the institution the grievances of an employee (individual as well as collective) with a view to secure their expeditions redressed, it has been decided to formulate the following “Grievance Handling Procedure” in the Institution.

SCOPE: This procedure deals with:

- a) The complaints that can be covered under “Grievance”
- b) The Constitution of Grievance Committee.
- c) The two-tier system for Grievance handling, and
- d) The method of dealing with grievances.

Definitions of ‘Grievance’:

Grievance; would mean complaint affecting individual employee in respect to his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to his/her.

If the grievance is a general ability or/of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Principal.

When the employee has taken up his/her grievance for redress under the procedure, a formal ‘Conciliation and Legal Machinery’ shall not be resorted until all the steps enumerated in the procedure are exhausted.

Formation of Grievance Redressal Committee:

The Grievance Redressal Committee is constituted to look after the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the institute and those of government of Madhya Pradesh, Industrial disputes act 1947 (Section-9C Chapter II B), the administrative tribunal act 1985, negotiable instruments act 1881, and all other such enactments of the Government of Madhya Pradesh and Government of India from time to time. The Grievance Redressal committee has been constituted comprising of Director of the institute as a Chairman of the committee, one senior Professor of the institute and one management nominee as members.



GRIEVANCE FORM – I

NAME :

DESIGNATION :

SECTION:

GRIEVANCE BRIEF

Date:

SIGNATURE OF THE EMPLOYEE

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATURE OF THE HEAD OF THE
DEPARTMENT/ OFFICER INCHARGE

STAGE-I

DECISION

Date:

GRIEVANCE COMMITTEE



GRIEVANCE FORM - II

NAME :

DESIGNATION :

SECTION:

- (1) Grievance in Brief
- (2) State why the decision of the Grievance Committee is not satisfactory.

Date:

SIGNATURE OF THE EMPLOYEE

COMMENTS OF THE HEAD OF THE DEPARTMENT/ OFFICER IN-CHARGE

Date:

SIGNATURE OF THE HEAD OF THE
DEPARTMENT/ OFFICER INCHARGE

STAGE - II

DECISION

Date:

HEAD OF THE INSTITUTION



28. SPONSORSHIP REGULATIONS FOR HIGHER STUDIES:

The management is very much pleased to announce the regulations for sponsoring the faculty to pursue higher studies viz., Ph.D. The resolution is made with an intension to encourage a good number of faculty members/ other staff to improve their qualification.

- a) The applications will be scrutinized by the Academic Council for further proceedings.
- b) All the candidates approved by the institution executive council will be sponsored as per the following conditions:
 - ◆ The sponsorship for Ph.D. will be provided for a minimum period of 3 years. The period may be extended as per the satisfactory recommendation of the concerned research supervisor.
 - ◆ The candidates sponsored for Ph.D. have to submit an undertaking that he/she shall work in the institution for a minimum period of five years reckoned from the date of receipt of Ph. D. degree.
 - ◆ Publications in National/ international journals will be given special importance and suitably praised by the institution academic council.
 - ◆ In case of paper presentations in any national / international conference, the candidate may apply for registration fee, TA and DA by providing relevant copies of bills and can avail special casual leave.
 - ◆ Prior permission is required for all the above.

29. RESPONSIBILITIES OF THE EMPLOYEE:

30.1 RESPONSIBILITIES OF THE DIRECTOR

The Director shall be the head of the Institution. He is responsible to:

- Plan the establishment of various department and the various administrative units of the college.
- Coordinate various activities like admission, teaching, conduction of examinations, collection of fees, publishing course files and manuals.
- Identify and recruit suitable person to maintain the department and administrative units.
- Develop laboratories, computer centre, library and all aspects of various departments required for an educational institution.
- Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE, affiliating University and such other policy making bodies.
- Maintain healthy relationship with the management and conduct meetings of the governing council of management committee as and when necessary.



- (a) Prepare the minutes of meetings.
- (b) Prepare the budget for approval of management.
- (c) Regularly apprise the management about various activities.

- Planning of functions like convocation, annual day, freshers' day, merit awards.
- Give leadership for organizing seminars, symposia, short-term schools and plan faculty improvement programmes.
- Be responsible to project a powerful image of the college in the eyes of the authorities of the universities, AICTE, Government, Parents, Industries, R & D establishments and the general public.
- Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintain cordial relations with local industries and also develop contact in general with industry and R & D organizations in the industry.
- Extend all possible help to the students of the department for training / project work/ professional employment.
- Make efforts to enhance the computing skills of the students and organize bridge course to make up deficiencies.

30.1 RESPONSIBILITIES OF HEAD OF DEPARTMENTS:

Head of Department is responsible to:

- Regularity, punctuality, distribution of teaching workload and laboratory work load among the staff and ensure completion of syllabus as per the almanac in time.
- Maintain duty statement and leave account for the department staff.
- Maintain relevant topic-wise files and ensure "Place for everything and everything in its place"
- The head of the department should remain well informed of the activities and programmes of other professional college and institutions. Head of the department should keep good contact with the faculty of IITs. Universities and other colleges in the country and if possible, universities abroad.



- Preparation of class-wise time tables. Ensure of course file of all the courses and its proper execution. Also ensure compilation of students' attendance and sessional marks as and when required during semester / academic year, maintain the relevant files, and record for future reference.
- Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
- Develop various laboratories and regular maintenance, updation of the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- Maintain laboratory wise stock register one for capital equipments and the other for components and spares.
- Coordinates the activities of technical associations like ISTE, IETE, IEEE etc.

30.2 RESPONSIBILITIES OF FACULTY:

Besides teaching all faculty are required to make effort for various activities and contribute to the fair image of the institution. They must cooperate in student counseling, give support to the administration and involve themselves in R & D / consultancy and extension services.

- The teaching faculty is expected to deal with the students in a kind manner as far as possible within the framework of rules and without any deviation of the institutional discipline.
- The teaching faculty members are expected to be punctual at all their academic work.
- The teaching faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
- Any actions of the part of any employee, whether teachers or supporting staff members or member of the ministerial staff or class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the institution in the eyes of the university or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- The instigating students to resort to any kind of agitation or to revolt against the administration/ management of the college shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary proceeding them.



- Demonstration of 'Loyalty to the college' by putting in sincere, diligent, ungrudging work, assisting the administration/ management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work (when needed) by extending sincere cooperation to the administration of the college, attracts commendation from the college authorities.
- Employees of the college shall attend all the college functions, seminars and meetings.
- The faculty members should not be engaged in coaching privately to any student for any remuneration.
- It shall be the duty of every employee to honour the confidence reposed in him by the college and not to divulge any information obtained by his/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observation that passes through his hands in the discharge of his/her duties, to unauthorized persons.

30.4 FACULTY MOTIVATION

Excellent teachers shall be recognized and honored based on objective norms and demonstrated skills. The faculty members who exhibit initiative and drive in establishing and improving research and development in the Institution will be especially encouraged. The grants obtained for R & D work from external sources in view of strengthening or infrastructures in the institution will receive special commendations.

31. WORKING HOURS FOR FACULTY

AICTE norms stipulate that every teachers of a college have to contribute 40 clock hours or work per week. The Heads of the departments, deans, directors, and other officer in-charge of administrative and academic units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department / unit.

32. INCENTIVES:

- 1) Leave for staff for prosecuting higher studies.
- 2) Additional increments for higher qualifications and skills
- 3) Career advancement scheme for faculty
- 4) Automatic advancement scheme for non-teaching staff.
- 5) Maternity leave extended for female employees as per office order.
- 6) Provident fund contribution for staff with their consent.
- 7) The tuition fee concession for children of employees exists.



33. JURISDICTIONS:

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of courts at Bhopal.

LEAVE RULES

1. Application Coverage:

These Leave Rules shall apply to

- a. All regular employees of the institute.
- b. Probationers
- c. For others, as specified on case to case basis

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context, the word will be defined as follows:

- a. 'Regular Employee' is and employee who has satisfactorily completed his / her probation period or satisfactorily working within probation period.
- b. 'Pay' means, for the purpose of these rules, will be amount drawn monthly by an employee as pay, which has been sanctioned for the post held by him. It will also include special pay, personal pay or such other emoluments classified under the rules as pay.
- c. Half-pay leave means Leave on half pay earned by employee in respect of the service with the institution. This can be availed as leave for improvement in qualification or as sick leave on medical ground.
- d. Extraordinary Leave means leave sanctioned under special circumstances without any pay or allowance.

3. Kind of Leave: The following kind of leave may be granted to an employee:

- a. Casual Leave
- b. Leave on medical ground
- c. Maternity leave
- d. Extraordinary leave
- e. Compensatory leave
- f. Special Casual leave
- g. EL

The authorities competent to sanction different kind of leave are separate and specified accordingly.

4. General Condition governing the grant of leave: The following regulations shall govern the grant of leave to an employee:



- a. Leave of any kind cannot be claimed as a matter of right and may be or may not be sanctioned as per discretion of the management. When the exigencies of the services so require, the competent authority may, at the discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
- b. Ordinary leave should be applied in advance with alternate arrangement made for the class work etc.
- c. Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or other unforeseen circumstances to be specified in the leave application. However, information has to be given in advance to Director or concerned Head (even on medical grounds) for making necessary alternate arrangements.
- d. Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his / her right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.
- e. Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he / she returns to his / her duty.
- f. Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.
- g. An employee on leave cannot attend the duty before the expiry of the period of leave granted to him / her, unless so permitted or required by the competent authority.
- h. During the leave period, an employee shall not engage himself / herself in any private business or private employment.
- i. Intervening holidays/rest days during the period of leave shall be treated as leave, except for casual leave.

5. Sanctioning Authority:

- a. The head of the institute through respective constituent department of the institution is competent to sanction all the leaves to the employees working in his/her college except extra ordinary leave, in which case, the Chairperson is the competent authority to sanction such leave.
- b. The Chairperson is the competent authority to sanction all the leaves to the heads of the constituent of institution.



6. Casual Leave for Teaching Staff:

- a. Employee shall be eligible to casual leave for a period of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.
- b. The un-availed casual leave during the year lapses at the end of year.

7. Extra Ordinary Leave (For Teaching Staff):

- a. Extraordinary leave may be granted to an employee, where no other leave is admissible to him / her at the discretion of the Management Committee for a period not exceeding 1 year at a time. Extension of such leave may be granted from time to time subject to one year at a stretch.
- b. Such Extraordinary leave may be granted to an employee, who has put in minimum service of 2 years.
- c. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.
- d. The management may consider giving increment to the candidate if he / she is availing extraordinary leave without pay for further studies and if he / she earns the relevant degree for which he/she was granted extraordinary leave.

i. Special Casual Leave (for teaching staff):

- a. If the AICTE regulations stipulate such rules for the teaching staff, such leaves may be considered on the selective basis for acquiring latest techniques in teaching, as well as in their subjects and also going for invigilation, paper correction, valuation work at university or on AICTE related work etc.
- b. In the event, the faculty is invited to deliver special lectures by other institutions or invited to attend a valuation work by the affiliating University, he / she may be given special leave of 15 days in a calendar year. However, longer leave may be given at the discretion of the management.

8. Compensatory Leave:

- a. At the discretion of the head of the institutions, all staff may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within one month on which staff worked on holidays / Sundays.

9. Leave Eligibility for Non-Teaching Staff:

- a. All the employees who are under contractual services-
 - i) In fact, they are not entitled for any other benefits other than what has been stipulated in their contract.



- ii) However, as a goodwill gesture they may be sanctioned 15 days leave per annum on the pro rata basis.
 - iii) Regarding the vacation, whatever period management decides must be shown as interim break in service in the renewal of the contract. The payment of the agreed sum will be paid purely on consideration of the management.
- b. Office / Staff Executives, who are working in the college /corporate office and are involved in day to day administrative functions of the college / corporate office by virtue of their responsibility and irrespective of their nature of appointments / service conditions, may be considered for the following leaves:
- i. Casual Leave eligibility will be 12 days and additional 12 days leave per annum (EL) for all the regular and confirmed employees on pro rata basis. However, casual leave for trainees / probationers / temporary employees will be calculated on pro rata basis or may be restricted to 8 days per annum.
 - ii. Sick Leave / Leave on Medical Ground may be sanctioned up to 10 days per annum on pro rata basis.
 - iii. They are not entitled for vacation, other than the aforesaid kind, and number of leaves.
 - iv. The general conditions of leave regulations are all common for all categories of employees, except for entitlement and number of leaves.





भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 1 मार्च, 2019

तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपायों पर अमातरिशप (डिप्री) विनियम, 2019

फा सं. 61-1/आरआईएफडी/7वां सीपीसी/2016-17.—अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10(छ), (ज) और (झ) के साथ प्रदत्त धारा 23 की उपधारा (1) के अंतर्गत प्रदत्त शक्तियों का प्रयोग करते हुए तथा भारत सरकार द्वारा सं. 1-37/2016-टीएस II दिनांक 18 जनवरी 2019 और पश्चात्पूर्वी समसंख्यक पत्र दिनांक 29 जनवरी, 2019 और 12 फरवरी, 2019 द्वारा दिए गए अनुमोदन के पश्चात्, अखिल भारतीय तकनीकी शिक्षा परिषद् निम्नलिखित विनियम बनाती है, अर्थात् :

1.0 संक्षिप्त नाम, प्रयोजनीयता और प्रारंभ :**1.1 संक्षिप्त नाम :**

इन विनियमों का संक्षिप्त नाम अखिल भारतीय तकनीकी शिक्षा परिषद् तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपाय—(डिप्री) विनियम, 2019 है।

1.2 उन संस्थाओं की श्रेणी जिन पर विनियम लागू होते हैं

ये ऐसी प्रत्येक डिप्री स्तरीय तकनीकी संस्था और विश्वविद्यालय जिसमें मानित विश्वविद्यालय भी शामिल हैं, पर लागू होंगे जो तकनीकी शिक्षा प्रदान कर रहे हैं तथा अमातरिशप द्वारा अनुमोदित अन्य पाठ्यक्रमों/कार्यक्रमों और परिषद् द्वारा समय-समय पर यथा अधिसूचित विषय-क्षेत्रों को संचालित कर रहे हैं।

1.3 प्रभावी होने की तारीख :

क) वेतन मान और महंगाई भत्ता (डी.ए.) : संशोधित वेतन-मान दिनांक 01.01.2016 से प्रभावी होंगे।

ख) अन्य भत्ते : भत्ते जैसे अवकाश यात्रा सियायत, विशेष प्रतिकर भत्ता, बालक शिक्षा भत्ता, परिवहन भत्ता, मकान किराया भत्ता, प्रतिनियुक्ति भत्ता, गृह निर्माण भत्ता, यात्रा भत्ता आदि उस तारीख से लागू होंगे जैसा केन्द्रीय सरकार/संबंधित राज्य सरकार और संघ राज्यक्षेत्र द्वारा समय-समय पर अधिसूचित किया जाए।

2	क्या शिक्षक ने विषयवस्तु के अतिरिक्त प्रासंगिक शीर्षकों को भी शामिल किया है					
3	निम्न के सदर्थ में शिक्षक की प्रभावशीलता :					
	(क) तकनीकी अन्तर्वस्तु/पाठ्यक्रम अन्तर्वस्तु					
	(ख) सम्प्रेषण कौशल					
	(ग) शिक्षण सहायक सामग्रियों का प्रयोग					
4	जिस गति से अन्तर्वस्तु पूरी की जाती है					
5	विद्यार्थियों के लिए सीखने की प्रेरणा एवं अभिप्रेरणा					
6	विद्यार्थियों के कौशलों को विकसित करने के लिए सहायता					
	(i) प्रायोगिक प्रदर्शन					
	(ii) मौके पर प्रदर्शन					
7	विद्यार्थियों की अपेक्षाओं की स्पष्टता					
8	विद्यार्थियों की प्रगति पर उपलब्ध करवाई गई प्रतिपुष्टि					
9	विद्यार्थियों को सहायता एवं परामर्श देने की तत्परता					
	कुल					

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NOTIFICATION

New Delhi, the 1st March, 2019

AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.

F. No. 61-1/RIFD/7th CPC/2016-17.—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37 / 2016 – TS.II, Dated 18th January, 2019 followed by letters of even No. dated 29th January, 2019 and 12th February, 2019, the All India Council for Technical Education makes the following regulations; namely:

1.0 Short Title, Application and Commencement

1.1 Short Title

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2019.

1.2 Categories of Institutions to whom the regulations apply

These shall apply to all degree level technical institutions and universities including deemed to be universities imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

1.3 Date of Effect

- a) **Pay Scales and DA:** The revised pay-scales shall be effective from 1.1.2016.
- b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

1.4 Effective date of application of Service Conditions

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of this Gazette Notification.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31st July, 2022 shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefit of promotion to such candidates be permitted retrospectively on the date when he/she became eligible.
- e) It may be noted that, no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

2.0 General

2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely **Assistant Professor**, **Associate Professor** and **Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library**, **Physical Education** and **Training & Placement** Personnel at various levels.

Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

2.3 Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

2.7 Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2.9 Annual Process of Promotion

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

Table 2: Stages of Promotion/ Direct Recruitment and mode of selection

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)

Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

2.10 Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

2.11 Financial Assistance from Government of India for implementation of 7th CPC scale.

The Central Government shall provide by way of financial assistance, **50%** of the additional expenditure (arrears from 01.01.2016 till 31.03.2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- a) Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31.03.2020. No claim of the State / UT Government shall be considered for financial assistance after 31.03.2020.
- b) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019 only.
- c) The entire liability on account of revision of pay scales etc. with effect from 01.04.2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- d) Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01.01.2016.
- e) State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State / UT Government(s).
- f) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- g) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- h) The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.

2.12 Age of Superannuation

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

2.13 Health Insurance Scheme

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7th CPC and implemented by the Government of India / State and UT Governments.

2.15 Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

2.16 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below.

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

2.17 Incentives for New Entrants

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.

2.18 Grant for Professional Development

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

2.19 Consultancy

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

2.20 Sabbatical Leave for faculty

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

2.21 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

2.22 Incentives for Ph. D. and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruit as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- (ii) Those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

2.23 Statutory Reservation

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the central / respective state / UT government rules.

2.24 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP / TRF scheme for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / TRF / QIP (Foreign University).

2.25 Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) The period of service was of more than one year.
 - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
 - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
 - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
 - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
 - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private / Local Body / Government) of the institution where previous services were rendered while counting past services under this clause.

2.26. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

3.0 Cadre Structure**3.1 Minimum Cadre Ratio**

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

3.2 Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

3.3 Inter-se seniority between the directly recruited teachers and promoted

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

3.4 Position of Principal / Director

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of

Management by taking into consideration the qualifications and other requirements as laid down by AICTE.

- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

4.0 Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

(d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) Hotel Management and Catering Technology

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

(f) Architecture

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) Town Planning

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) Design

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) Fine Arts

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) Qualifications for Faculties in Science and Humanities:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI**(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)****For Promotion of Incumbents**

- a. Qualifications prescribed for the post of Assistant Professor

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)

For Promotion of Incumbents

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)

i. For Direct Recruitment

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note:In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii For Promotion of Incumbents

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**(i) Direct Recruitment**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

(e) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)

- a. Ph. D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- d. At least one patent awarded

OR

- d. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

(f) Qualifications for Direct Recruitment of Principal / Director**(Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.

2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

7.0 Additional Requirements

7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

7.2.1 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

7.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

Disclaimer: Notification Language

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Prof. M. P. POONIA, Vice Chairman

[ADVT.-III/Exty./561/18]

Annexure-I**Pay Matrix Table for Degree Level Technical Institutions**

(All figures are in Rupees (₹))							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300

4	63000	75300	87200	143600	157600	199100
5	64900	77600	89800	147900	162300	205100
6	66800	79900	92500	152300	167200	211300
7	68800	82300	95300	156900	172200	217600
8	70900	84800	98200	161600	177400	224100
9	73000	87300	101100	166400	182700	
10	75200	89900	104100	171400	188200	
11	77500	92600	107200	176500	193800	
12	79800	95400	110400	181800	199600	
13	82200	98300	113700	187300	205600	
14	84700	101200	117100	192900	211800	
15	87200	104200	120600	198700	218200	
16	89800	107300	124200	204700		
17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

Annexure –II

Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
 - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iii) Dean of the concerned Faculty, wherever applicable.
 - (iv) Head / Chairperson of the Department/School
 - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
 - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
 - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - (ii) The Principal/ Director of the College.
 - (iii) Head of the Department of the concerned subject in the College.
 - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of

five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
 - (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
 - i) Chairperson of the Governing Body as Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.

- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
 - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Annexure - IV

CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

Calculation of Credit Points

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D. Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			

E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM*(To be used by institutions)*

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

Ref: TIT/Academic/Faculty/Re-desig./2010/01

Date: 31.01.2010

OFFICE ORDER

Sub: Regarding re-designation and scale of faculty.

As per the executive meeting of society vide its resolution No. CMSS/RES/F2/2010/08 dated 30.01.2010, it is notified that all the existing faculty appointed on or before 31st Jan 2010 are hereby re-designated as per AICTE norms which is to be considered as new nomenclature of designations as per detail given below.

Old Designation

Lecturer

Assistant Professor

New Designation

Assistant Professor

Associate professor

The new joining in the institute after 31st Jan 2010 will be appointed as per new designation i.e. Asstt. Professor, Associate Professor & Professor and as per Ref. CMSS/RES/F2/2009/09 dated 25/02/2009 shall be given VI pay scale as per following details:

Old Designation	New Designation	Pay Scale
Director	Director	37400-67000+ AGP 10000 + 3000 Spl. Allowance
Professor	Professor	37400-67000+ AGP10000
Asst. Prof. (min. Ph.D.+ \geq than 3 yr. as AP)	Associate Prof. (min. Ph.D.+ \geq than 3 yr. as AP)	37400-67000+ AGP9000
Asst. Prof. (less than \leq 3 yr. as AP) without Ph.D.	Associate Prof. (less than \leq 3 yr. as AP)	15600-39100+ AGP8000
Sr. Lecturer (min. 3 yr. Exp.)	Asst. Prof. (Sr.) (min. 3 yr. as)	15600-39100+ AGP7000
Lecturer	Asst. Prof. (0 to 2.9)	15600-39100+ AGP6000

From 1st Feb. 2010 onwards all the faculty will be read with new designation.



Director

Director

Technocrats Institute of Technology
Anand Nagar, Bhopal-462021

Copy to:

1. Chairperson
2. Registrar
3. Account Section
4. All HODs to communicate respective faculty
5. Notice board

Date 10/07/2021

Revised Circular

Institute is offering 6th pay scale and DA as per following details:

(Present Pay Scale to Faculty)

Designation	Pay Scale
Director	37400-67000+ AGP 10000 + 3000 Spl. Allowance
Professor	37400-67000+ AGP10000
Associate Professor (min. Ph.D.+ \geq than 3 yr. as AP)	37400-67000+ AGP9000
Assistant Professor (Sr.) (min. 3 yr. as)	15600-39100+ AGP7000
Assistant Professor (0 to 2.9)	15600-39100+ AGP6000

DA Details

SN	Designation	DA%
1	Director	30 - 50
2	Professor	30 - 50
3	Associate Professor	20 - 30
4	Assistant Professor	20 - 30

Note:

1. Fixation of DA as per approval from governing body of the society subject to experience and other academic credentials.
2. DA % to above may increase subject to experience and performance.
3. Other allowance shall be given subject to additional responsibilities.



Director

Technocrats Institute of Technology, Bhopal

Director

Technocrats Institute of Technology
Anand Nagar, Bhopal-462021



No.: TIT /Office Order/2024/52

Date: 03/07/2024

OFFICE ORDER

Subject: Faculty Innovation (Research) Incentive Policy and Guidelines

S.No.	Events and Quality	Incentive	Points
1	One Publication in SCIE / SSCI / AHCI / ESCI	10000	100
2	One Publication in SCOPUS / Springer	8000	80
3	UGC Care List journals	2500	25
4	Other Peer reviewed journal article publications with impact factor > 5	3000	30
5	Peer reviewed IEEE Conference Proceedings of Full Papers	2500 + DL	50
6	Peer reviewed Conference Proceedings of Full Papers in International Conferences	DL	20
7	Text Book / Book – Published (International)	10000	70
8	Text Book / Book – Published (National)	5000	50
9	FDP Attended (ATAL or equivalent)	DL	5
10	Principal Investigator or co-principal investigator of a research grant from external agencies with an award of above Rs. 1,000,000	20000	80
11	Principal Investigator or co-principal investigator of a research grant from external agencies with an award of above Rs 5,00,000 Rs. 1,000,000	15000	60
12	Principal Investigator or co-principal investigator of a research grant from external agencies with an award of above Rs. 1,00,000 - Rs 5,00,000	10000	40
13	Obtained a patent Granted	12500	50
14	Obtained a patent Published	7500	30
15	Consulting Project (Rs 2,00,000 – Rs 5,00,000 and above)	15% of consultancy	50
16	Consulting Project (Rs 1,00,000 – Rs 2,00,000)	10% of consultancy	30
17	Research Project (up to 5,00,000)	20% of grant	50
18	Research Project (more than 5,00,000)	30% of grant	30

GUIDELINES

1. The faculty members are required to obtain 50 research points annually.
2. The extra points earned by a faculty in a year can be carried over to the next year.
3. The faculty members failing to achieve the required 50 research points in a year will be notified during the first year and would be asked to achieve 100 research points in the next / Second year.
4. The faculty members who succeed in achieving 100 research points in the second year will only be considered for the next promotion/increment.
5. Calendar year (1st Jan to 31st Dec) will be used for the calculation of research points.

PUBLICATION PARAMETERS

6. Monetary incentives will be calculated based on the impact factor of science/social sciences/arts & humanities journal, as reported in the Journal Citation Report (JCR) of Clarivate Analytics Impact Factor as per JCR Website at the time of valid publication will be considered for determining the incentive amount.
7. The points / monetary incentives for publication will be shared equally in the case of multiple authors. The authors **only** within the institution will be eligible for the monetary incentives.
8. In case the journal is listed in multiple databases, then the highest rank will be considered for calculation of monetary incentives.
9. The faculty member needs to submit the proof of ranking/indexing to the research committee to support his claim for monetary incentive. The monetary incentive will be decided by the research committee on a case-to-case basis.
10. The faculty members are required to ensure that the research journals for publishing or review are not predatory in nature. The U.G.C approved list of journals can also be used for publication of research papers. Only peer reviewed journal publications are considered for monetary incentive.
11. Publications such as editorial, opinion, short communications, notes, practitioner papers or any other non-peer reviewed category publications will not be considered for monetary incentive, even if the publication is in high-ranking journals.
12. The faculty member needs to produce the proof of publication to support his claim for incentives / research points.

CONFERENCE PARAMETERS

13. Faculty can participate annually in two international conferences where he/she is presenting a research paper.
14. Faculty need to obtain U.G.C / AICTE funding for attending a conference abroad.
15. Faculty attending an international conference / FDP need to apply to the research committee using the conference approval form. (Annexure–).
(DL/TA/DA/Points/Incentives only be grant after taking permission by Research committee)

WORKING PAPER PARAMETERS

16. The Research Committee will review all draft working papers submitted and make recommendations for their acceptance as working papers. The faculty need to apply for approval of working paper using the working paper approval form (Annexure –)

CASES / BOOKS PARAMETERS

17. The Research Committee will approve the Book publishers & Case Clearing houses.

CONSULTANCY PROJECTS

18. Incentive (as per given in the above table) will be granted to the person who takes the consultancy project from an industry/research organisation if the income from the project exceeds Rs. 1 lakh per year.

Copy to:

1. PA to Chairperson
2. All HOD for circulation
3. Vice-Principal for circulation
4. Registrar
5. HR Section
6. Account section
7. Library



Director
Technocrats Institute of Technology,
Bhopal

Director
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