



Shroff S.R. Rotary Institute of Chemical Technology



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SRICT SERVICE RULES

(Timing Circular, Leave Policy, Faculty Development, Pay Scales & Qualifications for Faculty and Staff members of SRICT w.e.f. 1/1/2019)



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INDEX

Sr. No.	Particular	Page Nos
1	Timing Circular and Attendance Policy	3-4
2	SRICT Leave Policy	5-11
3	Paper Presentation Policy	12-13
4	Ph.D. registration and Ph.D. Pursuing	14
5	Faculty Industrial Training	15
6	Consultancy	16-17
7	Salary Fixation & Appraisal Policy for Faculty Members (Probation and Regular)	18-21
8	Salary Fixation & Appraisal Policy for Staff Members (Probation and Regular)	22-27
9	Salary Fixation & Appraisal Policy for Faculty Members (Ad-hoc / Contract)	28-29
10	Salary Fixation & Appraisal Policy for Staff Members (Ad-hoc / Contract)	30-31
11	TA & DA Policy	32-35

POLICY NO	SRICT/ADM/2018/01
SUBJECT	ATTENDANCE POLICY
EFFECTIVE	1st March 2018

PURPOSE: To prescribe the basic guidelines for adherence to College discipline.

POLICY:

- The office operates from Monday to Saturday.
- **Office Hours on all working days as follows:**
 - Timing: 9:30 A.M. to 5: 00 P.M.
 - Second & Fourth Saturday and all Sunday will be holiday.
 - All faculty and staff members of SRICT will comply with this timing.
 - All are required to electronically register attendance in the biometric machine on all working days at the time mentioned above. In case of your attendance not registered electronically than you have to report immediately to SRICT office. If anyone fail to report, following actions would be taken in case of missing punch in Biometric Machine. Attendance in muster would be considered for cross verification of your attendance with biometric and if machine not working properly.
 - Missing Incoming/ Outgoing punch = 1/2 CL
 - Missing Full Day Punch = 1 CL
- In any given month, while not on pre-sanctioned leave, total time of late reporting and early leaving the office will be counted towards salary/ leave balance calculations. This total time should not be more than 60 minutes for the month. If it exceeds 60 minutes, following actions would be taken from SRICT Office.
 - Late timing exceeds 60 minutes but is less than 90 minutes = 1/2 CL is deducted.
 - Late timing between 90 minutes to 120 minutes = 1 CL
 - Late timing greater than 120 minutes = 2 CL
 - LWP will be considered if no leave balance.



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- All are requested to carry their card while in campus or on office duty outside. Loss of card should be immediately reported in writing to the Vice – Principal or Principal.
 - No faculty and staff members of SRICT should leave the campus during working hours without Vice – Principal's or Principal's permission.
 - Principal and Vice Principal should leave the institute campus in working hours with permission of Vice Chairman, ARES.
 - The change in working hour's holiday and time periods for which the Institute would remain closed will be notified as when deemed appropriate. If need be, STRICT office will call its Employees on Saturday/Sunday for official work.

Note: The above rules are as guidelines for faculty and staff members of SRICT. However, ARES Management/ SRICT Managing committee reserve the right to amend/implement it at any time with or without notice



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POLICY NO	SRICT/ADM/2018/02
POLICY NAME	LEAVE POLICY
REVISED	1st January 2016

Title and Philosophy:

These rules may be called SRICT Leave rules. These rules shall apply to all the Employees of SRICT. Leave is a provision to stay away from work for genuine reasons with prior approval of the competent authority. It may be granted for a casual purpose, for a planned activity, on sickness grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right. When the exigencies so demand, any kind of leave may be refused or revoked by the competent authority.

Authority Empowered to Sanction Leaves:

Ordinarily, the Principal, SRICT shall be the authority to sanction leave. However, Vice Chairman, ARES will be sanctioning the leave on recommendation of competent authority in certain cases. Leave for Principal and Director will be sanctioned by the Vice Chairman, ARES.

Types of Leave

- A. Casual Leave (CL)
- B. Earned Leave (EL) (For non-Teaching Staff)
- C. Vacation (For Teaching Staff)
- D. Sick Leave (SL)
- E. Leave Without Pay (LWP)
- F. Maternity Leave(ML)
- G. Special Disability Leave (SDL)
- H. Sabbatical Leave (SbL)
- I. Professional Leave (PL)

A. CASUAL LEAVE (CL)

- A member of the faculty/ Staff on casual leave is not treated as absent from duty.
- Subject to exigencies of service maximum of 10 days in aggregate in a calendar year can be sanctioned as casual leave.
- Besides, all the faculty / staff members are allowed to avail any two days from the list of Restricted Holidays (RH) declared and circulated by the Gujarat Govt during each calendar year.
- Casual leave and Restricted Holidays can be combined with vacation but not with any other kinds of leave.
- CL and RH can be used either as a prefix or as a suffix but not as both, to vacation, public holidays, and weekly off (Sunday).
- Half day CL can be granted but not a half day Restricted Holiday.
- This kind of leave is admissible to all faculty and staff subject to preapproval is taken from authority before at least two days of his or her leave.
- A maximum of two days Casual Leave in succession can be granted, in general.
- This type of leave is admissible during probation period and ad-hoc period subject to completion of one month of service at SRICT.
- During ad-hoc period, this type of leave will be on pro-rata basis and admissible during his/her ad-hoc period.
- This type of leave cannot be carried forward to next year.

B. EARNED LEAVE (EL)

- This kind of leave is admissible to Principal and members of non-teaching staff who have successfully completed their probation period.
- The Earned Leave admissible to non- teaching staff member shall be 24 days in a calendar year. 12 days of Earned Leave will be credited in advance on the first of January and rest Twelve days of Earned Leave will be credited on first of July every year to the EL Account.
- For a staff member, whose services will be confirmed during the calendar year, he/she will eligible for the Earned Leave on pro-rata basis.

- For a staff member, who will cease the employment by way of retirement/ termination/resignation/removal/ dismissal or for any other reason, the services during the year will be entitled for EL on pro-rata basis. In counting, the days of EL fraction shall be rounded off to the nearest day.
- Earned leave can be accumulated up to 180 days during the total period of service of the Employee.
- The maximum period of Earned leave that can be granted to an Employee at a time shall be 12 days and the minimum shall be 3 days.
- An employee can avail EL **not more than three occasions** in a calendar year.
- Separate leave record of EL shall be maintained.

C. VACATION

- Teachers (who are on probation and/or confirmed in SRICT service) of the institute will be eligible to avail a maximum of Thirty days' vacation in a calendar year as declared by the institute. Other employees are not eligible for vacation. This type of leave is admissible during probation period, provided the teacher has put in at least 90 days (discounting holidays and leave period) service of SRICT.
- Vacation can be suffixed or prefixed only with CL or RH, as stated in (A) with a prior approval of competent authority.

D. SICK LEAVE (SL)

- This kind of leave is admissible to all faculty and staff, however, if availed during the probation period, his/ her probation period shall be extended by number of days of SL availed.
- Sick Leave is credited in advance at the rate of 5 days on the 1st day of January every year.
- Sick Leave may be availed on sick certificate by a registered medical practitioner
- only if an employee avails Sick Leave more than 1 day in succession.
- SL can be accumulated for a maximum of 30 days in the total period of service of the employee
- Separate leave record of SL shall be maintained.
- No claim of encashment of SL or otherwise will be considered at the time of

- resignation / superannuation / suspension/ dismissal / termination of an employee.
- Approval of Sick Leave will be taken by employee within 3 days after resuming his/her duty otherwise it will be considered as LWP. Half a day SL will not be granted.
 - Leave is admissible during probation period and ad-hoc period subject to completion of one month of service at SRICT.

E. LEAVE WITHOUT PAY (LWP)

- Leave without pay (LWP) shall be without salary and may be granted as per the discretion of sanctioning authority. The period of LWP shall not count for increment except when such leave is granted on sick grounds or for pursuing higher studies with prior approval which has direct bearing on the nature of duties. LWP availed without prior approval will be liable for action.
- Permissible duration of LWP may be approved by the Principal/ Competent Authority on a case-to-case basis.
- LWP availed during probation period will extend the probation period by the number of days availed as LWP.

F. MATERNITY LEAVE

- Maternity Leave may be granted to a pregnant female faculty/ staff with less than two surviving children, for a maximum period of 90 days, and it is admissible in case the faculty/ staff has successfully completed the probation period, or has joined the institute before forty days of pregnancy. ML will be on Basic +DA and it may also be granted on Basic + DA in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed 30 days in the entire service and the application for leave is supported by a sick-certificate by a registered medical practitioner.
- Maternity Leave may be combined with leave of any other kind except Casual Leave with a permission of sanctioning authority.
- Separate leave record of maternity leave shall be maintained.
- Maternity Leave shall not be admissible to faculty member working as an Ad-hoc/
- Visiting Faculty/Guest Faculty/On Contract or on Retainership.

G. SPECIAL DISABILITY LEAVE (SDL)

- Special Disability Leave is admissible to employees who are disabled by injury
- accidentally inflicted or caused in consequence of the due performance of official duties.
- The period of leave granted shall be such as is certified by an authorized Medical Officer and shall in no case exceed 60 days.
- Special Disability Leave may be combined with leave of any other kind with approval.
- Separate record of Special Disability Leave shall be maintained.
- Period of SDL availed will be treated on Basic + DA

H. SABATICAL LEAVE (SBL)

- Sabbatical Leave is admissible to the teachers of the institute who have completed Ten years of their continuous service in SRICT.
- For the first spell of SBL, the date of continuous service will commence from the date of joining the institute. For the next spells, the date of rejoining on return from earlier spell of sabbatical leave will be considered for calculation of ten years of continuous service.
- Sabbatical leave shall be granted only after recommendation by the competent Authority specifically mentioning that fully satisfactory alternative arrangements are made for duties, functions and responsibilities of the teacher being granted. Sabbatical leave may be granted for one or more of the following purposes, namely:
 - a) To conduct research or advanced studies in India or abroad;
 - b) To write text books, standard works and other literature;
 - c) To visit or work in industrial concerns, business houses and technical departments to gain practical experience in their respective fields;
 - d) To visit or work in an institute, industry or research laboratory in India or abroad; and
 - e) Any other purposes providing opportunity for the professional development of the faculty as approved by the competent authority.
- The grant of Sabbatical Leave shall be subject to the following conditions:

- a) The period of sabbatical leave shall not exceed six months at a time inclusive of vacations.
- b) During the period of Sabbatical Leave, the teaching faculty shall be paid full salary and allowances as admissible under the normal rules but shall not be entitled to any traveling allowance or any extra allowance in India or abroad.
- c) During the period of Sabbatical Leave, the teacher shall not undertake any regular appointment under any other organization in India or abroad.
- d) However, receipt of scholarship or fellowship or bursary or any other ad hoc honorarium other than regular employment is permissible with prior approval of the Institute.
- e) If the Sabbatical Leave availed is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
- f) The teacher shall specify the places of visit along with the consent from the host Institutions, the nature of work he/she proposes to do and how this would contribute to the academic development of self/ institute.
- g) On return from Sabbatical Leave the teacher concerned shall submit a report of the work done by him/her during period of sabbatical leave within a month.
- h) The teacher going on SBL may be asked to sign a bond for a period of 3 years.

I . PROFESSIONAL LEAVE

- PL is admissible only to teaching employees of the Institute on probation and/or confirmed.
- A maximum of 10 working days is admissible as Professional Leave in a calendar Year.
- Professional leave is sanctioned for the purpose of attending Seminar/Symposium/ workshop, participating in academic meetings of bodies like Board of Studies & Faculty of other Universities/Institutes, Selection Committee and special purpose committee of other Universities/ Institutes/ Govt. offices. PL may be granted to carry

out theory/practical work of Ph. D. provided supportive document is given and prior approval is taken from competent authority.

- Separate Leave record of Professional Leave shall be maintained.
- Faculty shall be eligible to receive sitting fees/honorarium & TA/DA from the concerned universities/Institutes, however SRICT shall not pay any allowance.
- Professional Leave shall not be admissible to faculty member working as an Adhoc/
- Visiting Faculty/Guest Faculty/On Contract and on Retairnership.
- This type of leave is admissible in probation period also.

REGULATION OF CLAIM TO LEAVE.

All claims to leave (except leave cancellation) cease from the date of removal or dismissal of an employee.

GENERAL

- All types of leave can only be availed with prior approval of the competent authority.
- Application for leave or for extension of leave shall be made in the prescribed form to the authority competent to grant leave in advance.
- Public holidays and Sundays falling in leave period will be counted towards leave.
- This clause is also applicable, if CLs and RH or their combination are used as prefix or suffix of Public Holidays and Sunday. An employee who has been granted leave on sick grounds shall be required to produce a fitness certificate before resuming duty if SL availed is for more than 1 consecutive day.
- Absence without approved leave will constitute an interruption in service and may entail disciplinary actions.
- The above leave rules may be amended from time to time and it will be binding to all concerned.

LEAVE DURING NOTICE PERIOD

Except LWP, no other leave will be granted during the notice period.

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POLICY NO	SRICT/ADM/2018/03
SUBJECT	PAPER PRESENTATION POLICY
EFFECTIVE	1st November 2013

POLICY: SRICT policy for paper presentation at National/ International Conference/ Seminar/ Symposium, etc. for teaching staff of SRICT

A. Paper-presentation at International Conference / Seminar/ Symposium:

The Managing Committee may consider applications of faculty members for reimbursement of expenses made on paper presentation in International Conference/Seminar/ symposium on CASE TO CASE basis subject to fulfillment of following conditions by the faculty member. The Managing Committee will approve the application, with a ceiling of Rs.3.00 Lac for the calendar year 2013-14 and this is for maximum 2 participants.

- 1) Faculty members confirmed in the services of SRICT are only entitled.
- 2) This facility can be availed once in three years.
- 3) Professional Leave as per SRICT Leave Policy may be granted on prior adjustment of the assigned work.
- 4) The name of SRICT must appear on the publication with the name of the faculty member, and that the faculty member must either be the first author or the corresponding author of the paper.
- 5) The faculty member has to serve at least for one year after returning from the conference. In absence of which, the Pro-rata deduction of the expenses may take place.
- 6) If the faculty member availing the facility chooses to leave the service within a period of 1 year after availing the facility, he/she will return to SRICT the amount received.
- 7) Maximum two applications will be considered on first-come-first- served basis.
- 8) There will be a ceiling of Rs.3.0 Lac on total amount to be spent for the calendar year 2013 - 2014.
- 9) Registration fee and per diem allowance may be granted.

- 10) The period equal to the days of the conference and 2 days for travel or a total period of 5 days, whichever is minimum, will be considered.
- 11) Availing this facility is not a matter of right, but is subject to prior approval of the Vice Chairman/Chairman, ARES.

B. Paper-presentation at National Conferences / Seminar / Workshop / Training Programs:

The Managing Committee may consider applications of faculty members for reimbursement of expenses made on paper presentation in **National Conferences / Seminar / Workshop / Training Programs, etc.** on CASE TO CASE basis subject to fulfillment of following conditions by the faculty member.

Managing Committee may consider such applications with a certain ceiling on the total amount to be granted by SRICT and 3 members committee from the Managing Committee will approve the application, with a ceiling of Rs.1.00 Lac for the calendar year and this is for maximum 10 participants.

- 1) Ad hoc, visiting contractual, and on-probation faculty members are not entitled.
- 2) Registration fee and TA /DA may be granted.
- 3) The period equal to the days of the **conference and 2 days for travel by train or a total period of 5 days, whichever is minimum**, will be considered for TA/DA
- 4) This facility can be availed once in a calendar year.
- 5) Professional Leave as per our Leave Policy may be granted on prior adjustment of the assigned work.
- 6) The name of SRICT must appear on the publication with the name of the faculty member, and that the faculty member must either be the first author or the corresponding author of the paper.
- 7) Availing this facility is not a matter of right, but is subject to prior approval of the Vice Chairman/Chairman, ARES.

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POLICY NO	SRICT/ADM/2018/04
SUBJECT	PH.D REGISTRATION POLICY BY SRICT FACULTY
EFFECTIVE	1st November 2013

SRICT needs Ph. D. faculty members for developing research culture and imparting world class education. Presently, we have faculty members who would like to do doctoral research at renowned institutions. Since there is a wide variety of conditions and considerations across institutions and universities for registering a faculty member for Ph. D., a policy in this regard may be framed considering the following on CASE TO CASE basis.

1. Registering with GTU is a preferred choice of SRICT.
2. Consideration for the Institution where the faculty member is desirous of taking admission for Ph. D.
3. Nature of appointment of the faculty member
4. Alternate arrangement made/ to be made in his/her absence in SRICT
5. A Three-year Bond of agreement OR deposit to be given by the faculty member in lieu of relieving for certain period
6. The academic and other duties during the project duration will not be compromised with, and other formalities have to be completed.

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POLICY NO	SRICT/ADM/2018/05
SUBJECT	FACULTY INDUSTRIAL TRAINING POLICY
EFFECTIVE	1st November 2013

POLICY: SRICT policy for industrial training for faculty members

SRICT would like to encourage its faculty members to teach students the syllabus with industrial orientation and take up consultancy project in future. The faculty members may take such training in industry and for that extra payment will be made on the basis of Basic Pay and the number of training days, provided the Industrial Training is done for a minimum period of 3 working and maximum 20 days to claim Extra payment. TA would be bear by concerned Faculty members. The permission from the Principal is required and report of the same is to be submitted to Managing Committee for the effectiveness to be measured.

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POLICY NO	SRICT/ADM/208/06
SUBJECT	CONSULTANCY POLICY
EFFECTIVE	1st November 2013

POLICY: SRICT policy for consultancy taken by its teaching staff subject to the following conditions.

1. The consultancy will be taken in the name of SRICT/ARES which will assign the project work to its faculty members, and the bill of consultancy will be raised by ARES.
2. The consultancy charges will be distributed, after deduction of administrative expenses viz. GST, TDS, internal /external Auditor Charges or recurring expenses, if any, and cost of equipment used by faculty members for the Consultancy Project, as 2/3 & 1/3 respectively between SRICT and faculty members who have completed the project.
3. Maintenance and /or repairing charges will be borne by SRICT.
4. The progress report of the consultancy work is to be submitted at the interval of 2 months and final report to be submitted within 2 months after completion of the project.

The academic and other duties during the project duration will not be compromised with, and other formalities have to be completed

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CONSULTANCY FORM

Name _____ Section / Designation _____

To,
The Principal, SRICT.

Sir,

Enclosed is a letter No. _____ dated _____
Received from M/s. _____ inviting me to be
Consultant / Ad-hoc Consultant to their organization. I would like to accept this assignment.
Period of consultancy: _____ Total Consultation Fees: Rs.

EXISTING CONSULTANCY:* (Including Ad-hoc Consultancies)

Name of the company/ University/ Organization	Amount of my (2/3 share) Rs.	Amount of (1/3 share) Rs.
--	------------------------------------	---------------------------------

- 1)
- 2)

Time devoted to existing consultation:

- | | Day | Time |
|----|-----|------|
| 1) | | |
| 2) | | |

Time likely to be devoted to the

Present Consultation : Day _____ Time _____

Permission is requested to accept the above consultancy work as per the rules laid down by the Institute,

*Ad-hoc Consultation.

Date _____

Signature

REMARKS OF THE HEAD OF THE DEPARTMENT

Date:

Signature of the Head of the Department

PRINCIPAL'S REMARKS

Date:

Signature of the Principal

REMARKS OF THE ACCOUNT SECTION

Certified that total consultation fees (including present one) received by Prof./Dr/Shri./Smt. _____ will be Rs. _____ (including Ad-hoc) for the year _____ and is noted in consultation fees Register Folio No. _____

Accounts

PERMISSION GRANTED by VICE CHAIRMAN

POLICY NO	SRICT/HR&ADMIN/2018/07
SUBJECT	SALARY FIXATION & PERFROMACE APPRIASAL POLICY FOR FACUTY MEMBERS (REGULAR & PROBATIUN)
EFFECTIVE	12th December 2015

GENERAL GUIDELINES:

- Ad-hoc period -11 months or 2 years as per requirement
- Probation period – 24 months for direct recruitment , however, if any faculty of SRICT is selected for regular post who has completed 5 years of total services with SRIC T, probation period should be one year .
- Confirmation of appointment – based on his/her performance during 2 years and English proficiency
- Yearly Increment as per 6th pay commission and approval from the management
- Formula for one increment = Existing basic x 3 %
- Eligibility for increment : Completion of six months of services at SRICT on or before 1st July and approval from management
- D.A. varies from time to time

1. Assistant Professor (15600-39100,6000)

- a. Band pay – Rs 15,600
- b. AGP at beginning – Rs 6,000
- c. Minimum requirements
- d. For Science / Mathematics & English – Ph.D. with M.Sc. /M.A.
- e. For Management – B.E. and MBA with First class
- f. For Technical – B Tech and M Tech with 1st class
- g. Additional increments' eligibility
- h. For experience, non-compounded increments based on relevant experience in the field of UG/PG teaching, research or in industry. The number of increments will be given to number of years completed.

- i. Experience during Ph.D. or industry experience as a trainee will not be counted towards increments
- j. DA @ 107 % of Total Basic, varies from time to time
- k. HRA @ 10 % of Total Basic
- l. Personal accident and Health insurance as per SRICT policy
- m. Other allowances @ Rs 1,300 (as follows)
- n. Medical Allowance Rs 500 (yearly Rs 6,000)
- o. Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
15600	6000	21600	23112	2160	800	47672	2592	50264	500	50764	609168

2. Associate Professor

- a. Pay Scale – Rs 37,400 – Rs 67,000
- b. Minimum band pay –Rs.37,400
- c. AGP at beginning – Rs 9,000
- d. Minimum requirements : Ph D and 5 years of Experience in Academic / Industry or Research which 2 years post Ph.D.
- e. DA @ 107 % of Total Basic, varies from time to time
- f. HRA @ 10 % of Total Basic
- g. Personal accident and Health insurance as per SRICT policy
- h. For experience, non-compounded increments based on relevant experience in the field of UG/PG teaching, research or in industry.
- i. Other allowances @ Rs 1,550 (as follows)
- j. Medical Allowance Rs 750 (yearly Rs 9,000)
- k. Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
37400	9000	46400	49648	4640	800	101488	5568	107056	750	107806	12,93,672

SRICT management has decided that internal employee should be treated as external and salary would be fixed/ revised based on his/her qualification and experience at the time of interview for higher post.

Professor

- a. Pay Scale – Rs 37,400 – Rs 67,000
- b. Minimum band pay –Rs.43,000.00 subject to eligibility as per (d.)
- c. AGP at beginning – Rs 10,000
- d. Minimum requirements –
- e. Ph D and 10 years of Experience in Academic out of which 5 year as an Associate Professor Or Ph.D. and 13 years of Experience in Industry at Managerial level
- f. DA @ 107 % of Total Basic, varies from time to time
- g. HRA @ 10 % of Total Basic
- h. For experience, non-compounded increments based on relevant experience in the field of UG/PG teaching, research or in industry.
- i. Other allowances @ Rs 1,800 (as follows)
- j. Medical Allowance Rs 1,000 (yearly Rs 12,000)
- k. Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
43000	10000	53000	56710	5300	800	115810	6360	122170	1000	123170	14,78,040

4. Appraisal and Career Advancement Scheme teachers and equivalent positions

Teachers who complete their Ph.D. degree while in service shall be entitled to Three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc. Not applicable for Science & Humanities

4.1 Increment

Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band. Employees completing 6 months and above in the revised pay structure as on 1st of July shall be eligible for the grant of increment

4.2 Assistant Professor (AGP 6000 to 7000)

4.2.1 An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.

4.2.2 Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years' service as Assistant Professor.

- Pay Scale : Rs 15,600 – Rs 39,100 and AGP 6000
- Proposed Pay Scale : Rs 15,600 – Rs 39,100 and AGP 7000
- AGP changed from Rs.6000 to Rs. 7,000 subject to completion of services at SRICT and his/her performance during
 - a. For M.E./M.Tech , five years of service at AGP Rs.6000
 - b. For M.E./M.Tech. with Ph.D. four years of service at AGP Rs.6000
 - c. For Ph.D.,M.Sc. , five years of service at AGP Rs.6000

4.3 Assistant Professor (AGP 7000 to 8000)

Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.

- Existing Pay Scale – Rs 15,600 – Rs 39,100 and AGP 7000
- AGP from Rs.7000 to Rs. 8,000
- Experience : Five years of service at AGP Rs.7000
- Proposed Pay Scale – Rs 15,600 – Rs 39,100 and AGP 7000

Note: The above rules are as guidelines for faculty and staff members of SRICT. However, ARES Management/ SRICT Managing committee reserve the right to amend/implement it at any time with or without notice

POLICY NO	SRICT/HR&ADMIN/2018/08
SUBJECT	SALARY FIXATION & APPRISAL POLICY FOR STAFF MEMBERS (REGULAR)
EFFECTIVE	12th December 2015

BASIC GUIDELINES FOR SALARY FIXATION

- Probation period – 24 months for direct recruitment
- Confirmation of appointment – based on his/her performance during 2 years and English proficiency
- Yearly Increment as per 6th pay commission and approval from the management
- Formula for one increment = Existing basic x 3 %
- Eligibility for increment : Completion of six months of services at SRICT on or before 1st July and approval from management
- D.A. varies from time to time

1. PAY SCALE FOR NON TEACHING STAFF

1.1 Manager Administration

- Qualification : BE & MBA with 6 years of relevant experience at Administration
- Pay Scale – 15600-39100 , AGP 6000
- Band pay = Rs 15,600.00
- Total Basic – Rs 21,600.00
- DA @ 107 %, varies from time to time
- HRA @ 10 %
- Other allowances @ Rs 1,300 (as follows)
- Medical Allowance Rs 500 (yearly Rs 6,000)
- Conveyance Allowance Rs 800
- Personal accident and Health insurance as per SRICT policy

Band pay	AGP	Basic	DA- 107 %	HRA- 10 %	TA	Gross Salary	PF	CTC	Medical	CTC	CTC
15600	6000	21600	23112	2160	800	47672	2592	50264	500	50764	6,09,168

1.2 Sr. Administrative Officer /Sr. Account Officer

- Qualification: BE MBA /M.Com with 3 year of relevant experience
- Pay Scale – Rs 9,300 – Rs 34,800
- AGP at beginning – Rs 5,400
- Minimum requirements
- Master’s Degree and relevant 3 years of experience
- DA @ 107 % of Total Basic, varies from time to time
- HRA @ 10 % of Total Basic
- Other allowances @ Rs 1,100 (as follows)
- Medical Allowance Rs 300 (yearly Rs 3,600)
- Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
9300	5400	14700	15729	1470	800	32699	1764	34463	300	34763	3,82,393

1.3 Assistant Librarian

- Qualification : Master of Library Science with 3 years of relevant experience
- Pay Scale – Rs 9,300 – Rs 34,800
- AGP at beginning – Rs 5,400
- Minimum requirements
- Master’s Degree in Library Science and relevant 3 years of Experience
- DA @ 107 % of Total Basic, varies from time to time
- HRA @ 10 % of Total Basic
- Other allowances @ Rs 1,100 (as follows)
- Medical Allowance Rs 300 (yearly Rs 3,600)
- Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
9300	5400	14700	15729	1470	800	32699	1764	34463	300	34763	3,82,393

1.4 Accounts / Administration / Library Assistant

- Qualification : BA /B.Com/ BBA
- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 1,900
- Minimum requirements
- Bachelor’s Degree and relevant 2 years of relevant experience
- DA @ 107 % of Total Basic, varies from time to time
- HRA @ 10 % of Total Basic
- Other allowances @ Rs 1,000 (as follows)
- Medical Allowance Rs 200 (yearly Rs 2,400)
- Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
5200	1900	7100	7597	710	800	16207	852	17059	200	17259	2,07,108

1.5 Laboratory Assistant / Workshop Assistant

- Qualification : Diploma or ITI with 3 years’ experience
- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 1,900
- Minimum requirements
- Diploma / B Sc / ITI with 3 years of relevant Experience
- DA @ 107 % of Total Basic, varies from time to time
- HRA @ 10 % of Total Basic
- Other allowances @ Rs 1,000 (as follows)
- Medical Allowance Rs 200 (yearly Rs 2,400)
- Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA-107 %	HRA-10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
5200	1900	7100	7597	710	800	16207	852	17059	200	17259	2,07,108

1.6. Laboratory Assistant (B.E. /M.Sc.)

- Qualification: B.E. or M.Sc.
- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 2,400
- Minimum requirements
- BE (fresh) or Diploma with 5 years' Experience
- M.Sc.(fresh) or B.Sc. with 5 years' of Experience
- DA @ 107 % of Total Basic, varies from time to time
- HRA @ 10 % of Total Basic
- Other allowances @ Rs 1,000 (as follows)
- Medical Allowance Rs 200 (yearly Rs 2,400)
- Conveyance Allowance Rs 800

Band pay	AGP	Basic	DA- 107 %	HRA- 10 %	TA	Gross Salary	PF	CTC	Medical	CTC	Yearly CTC
5200	2400	7600	8132	760	800	17292	912	18204	200	18404	2,20,848

2. POLICY FOR NON-TEACHING STAFF : CAREER GROWTH AT SRICT

2.1. Sr. Administrative Officer /Sr. Account Officer /Assistant Librarian

- Existing : Pay Scale – Rs. 9300 – Rs. 34800 , GP 5400
- Sr. Administrative Officer, Sr.Account Officer and Assistant Librarian who complete service of 6 years, possessing Master Degree in the relevant branch / discipline shall be eligible, for moving up to grade ay from 5400 to 5800
- B.Com/B.Sc. MBA , Six years of service at GP Rs.5400
- M.Com Inter CA , Six years of service at GP Rs.5400
- B.Com. , B.Lib M. Lib Science , Six years of service at GP Rs.5400
- Proposed Pay band & Grade pay : Rs. 9300 – Rs. 34800, GP 5800

2.2 Administrative Assistant/Account Assistant /Store Assistant/Library Assistant (GP 1900 to 2100)

- Existing : Pay Band : Rs 5200-20200 , GP :1900

- Administrative Assistant / Account Assistant with completed service of 6 years at the GP of Rs. 1900 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2100
- For BBA ,B.Com, BA, Six years of service at SRICT with GP Rs.1900
- For B. Lib Science, Six years of service at SRICT with GP Rs.1900
- Proposed Salary: Pay Scale – Rs 5200-20200 , GP 2100

2.3 Administrative Assistant/Account Assistant /Store Assistant/Library Assistant (GP 2100 to 2400)

- Administrative Assistant / Account Assistant with completed service of 6 years at the GP of Rs. 2100 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2400.
- Proposed Salary: Pay Scale – Rs 5200-20200 , GP 2400

2.4 Administrative Assistant/Account Assistant /Store Assistant/Library Assistant (GP 2400 to 2800)

- Administrative Assistant / Account Assistant with completed service of 6 years at the GP of Rs. 2400 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2800.
- Proposed Salary: Pay Scale – Rs 5200-20200 , GP 2800

2.5 Laboratory Assistant/ System Analyst (GP 1900 to 2100)

- Existing: Pay band : Rs.5200-20200 ,GP:1900
- Laboratory Assistant / System Analyst with completed service of 6 years at the GP of Rs. 1900 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2100.
- For M.Sc./B.E., six years of service at GP Rs.1900
- For Diploma Engineering/Graduate, six years of service at GP Rs.1900
- Proposed Salary: Pay band : Rs.5200-20200 ,GP:2100

2.6 Laboratory Assistant/ System Analyst (GP 2100 to 2400)

- Laboratory Assistant / System Analyst with completed service of 6 years at the GP of Rs. 2100 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2400.
- Proposed Salary: Pay band : Rs.5200-20200 ,GP 2400



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2.7 Laboratory Assistant/ System Analyst (GP 2400 to 2800)

- Laboratory Assistant / System Analyst with completed service of 6 years at the GP of Rs. 2400 shall be eligible, subject to other requirements laid down by the ARES, to move up to the GP of Rs. 2800.
- Proposed Salary: Pay band : Rs.5200-20200 ,GP 2800

Note: The above rules are as guidelines for faculty and staff members of SRICT. However, ARES Management/ SRICT Managing committee reserve the right to amend/implement it at any time with or without notice

POLICY NO	SRICT/HR&ADMIN /2018/09
SUBJECT	SALARY FIXATION POLICY FOR ADHOC FACUTY MEMBERS
EFFECTIVE	29th April 2017

BASIC GUIDELINES FOR SALARY FIXATION

- For Engineering : Rs.40,000.00 to Rs.45000
- Science , Humanities, Management : 30,000 to Rs.35000
- Increment per year : At the time of renewal of Ad-hoc period based on the performance
- Ad-hoc period : 11 months or 2 years as per requirement
- TA : Not Applicable
- Medical Reimbursement : Nil
- Personal Accident : As per existing policy
- Health Insurance: Employee only i.e. excluding family members.
- For Experience : Protect existing salary subject to approval of SRICT Management

1. Assistant Professor (Engineering)

- Band pay – Rs. 15,600 and AGP at beginning – Rs 6,000
- Qualification : As per AICTE & GTU norms
- Experience : Fresher
- DA-Fixed at 75 % of basic
- HRA @ 10 % of Total Basic

1.1 Proposed Salary for Assistant Professor with M.E. /M.Tech.

Band pay	AGP	Basic	DA-	HRA-10 %	Gross Salary	PF	CTC	CTC	Yearly CTC
15600	6000	21600	16200	2160	39960	2592	42552	42,552	5,10,624

1.2 Proposed Salary for Assistant Professor with Ph.D.

Band pay	AGP	Basic	DA-	HRA-10 %	Gross Salary	PF	CTC	CTC	Yearly CTC
16896	6000	22896	17172	2290	42358	2747	45105	45105	5,41,260

2. Assistant Professor (Science, Humanities, Management)

- Band pay – Rs 15,600 and AGP at beginning – Rs 6,000
- Qualification Science - M.Sc. with first Class
- Management - MBA with first Class
- English - M.A. with first Class
- Experience – Fresher
- DA-Fixed at 75 % of basic
- HRA @ 10 % of Total Basic

2.1 Proposed Salary for M.Sc. or MBA or M.A.

Band pay	AGP	Basic	DA	HRA-10 %	Gross Salary	PF	CTC	CTC	Yearly CTC
10800	5400	16200	12150	1620	29970	1944	31914	31914	382968

2.2 Proposed Salary for M.Sc. , or /MBA or /M.A with Ph.D. or NET/SET

Band pay	AGP	Basic	DA	HRA-10 %	Gross Salary	PF	CTC	CTC	Yearly CTC
13500	5400	18900	14175	1890	34965	1814	36779	36779	441348

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POLICY NO	SRICT/HR&ADMIN /2018/10
SUBJECT	SALARY FIXATION POLICY FOR ADHOC STAFF MEMBERS
EFFECTIVE	29th April 2017

BASIC GUIDELINES FOR SALARY FIXATION

- Salary Range for Fresher : Rs.10,000 to 15,000
- For Experience : Protect existing salary subject to approval of SRICT Management
- Increment per year : At the time of renewal of Ad-hoc period based on the performance
- Ad-hoc period : 11 months or 2 years as per requirement
- DA : 75 % of Basic Fixed
- HRA : 10 % of Basic Fixed
- TA : Not Applicable
- Medical Reimbursement : Nil
- Personal Accident : As per existing policy
- Health Insurance: Employee only i.e. excluding family members.

1. Accounts / Administration / Library Assistant

- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 1,900
- Minimum requirements
 - Qualification : BA /B.Com/ BBA
 - Experience : 2 years minimum in relevant field or fresher

Band pay	AGP	Basic	DA	HRA	Gross Salary	PF	CTC	Yearly CTC
5200	1900	7100	5325	710	13135	852	13987	167844

2. Laboratory Assistant / Workshop Assistant

- Qualification : Diploma or ITI with 3 years' experience
- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 1,900
- Minimum requirements
 - Diploma / B Sc / ITI
 - Experience : 2 years minimum in relevant field or fresher

Band pay	AGP	Basic	DA	HRA	Gross Salary	PF	CTC	Yearly CTC
5200	1900	7100	5325	710	13135	852	13987	167844

3. Laboratory Assistant / Administration /Account

- Qualification: B.E. or M.Sc.
- Pay Scale – Rs 5,200 – Rs 20,200
- AGP at beginning – Rs 2,400
- Minimum requirements
 - BE (fresh) or Diploma with 5 years' Experience
 - M.Sc.(fresh) or B.Sc. with 5 years' of Experience

Band pay	AGP	Basic	DA	HRA	Gross Salary	PF	CTC	Yearly CTC
5200	2400	7600	5700	760	14060	912	14972	179664

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POLICY NO	SRICT/ADM/2018/11
SUBJECT	TRAVEL POLICY
EFFECTIVE	15th November 2018

Objective

To facilitate travel of Faculty and Staff Members for business purposes and to provide guidelines and establish procedures for Employees incurring business travel expenses on behalf of SRICT.

Eligibility Criteria as per Category:

Sl. No.	1
Post of Faculty /Staff	Principal/Vice Principal /Director/ Professor
Purpose	Official/As per advice of Chairman/Vice Chairman, ARES
TA Admissible(Max Allowance)	Air / Rail/ Bus/ Private Car / Hired / Institute Vehicle
DA Admissible (Max Allowance)	Hotel: Rs.3000/- per day (Class-A Cities) Rs 2000/- per day (Class –B Cities) Rs 1000/-per day (Class-C Cities). Food Bill : Rs.500/- per day (Class –A & B Cities) and Rs.300/- day for other cities . Food bill would be inclusive of snacks, lunch & dinner against production of bills

Sl. No.	2
Post of Faculty /Staff	Associate Professor/Librarian (Visiting/ad hoc/regular)
Purpose	Visiting Industry/Institution/Organisation/University for official purpose. Participating in Seminar/ Workshop/Conference/meeting in Gujarat and out of



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	Gujarat. Follow-up with Govt/Non Govt organisation / institution for official work.
TA Admissible (Max Allowance)	Rail:AC-2Tier and /or First Class in other mail/express or Bus: AC Volvo bus – Seating up to250 km., AC Volvo bus – Sleeper for more than 250 km.
DA Admissible (Max Allowance)	Hotel: Rs.3000 per day (Class-A Cities) Rs.2000 per day (Class-B Cities) Rs.1000 per day (Class –C Cities) Food Bill : Rs.500/- per day (Class –A & B Cities) and Rs.300/- day for other cities . Food bill would be inclusive of snacks, lunch & dinner against production of bills

Sl. No.	3
Post of Faculty /Staff	Assistant Professor/T&P Officer/Lecturer(Visiting / Adhoc / Regular / Manager-Administration
Purpose	Visiting Industry/Institution/Organisation/University for official purpose. Participating in Seminar/ Workshop/Conference/meeting in Gujarat and out of Gujarat. Follow-up with Govt/Non Govt organisation / institution for official work.
TA Admissible (Max Allowance)	Rail:AC-3Tier and /or First Class in other mail/express or Bus: AC Volvo bus – Seating up to250 km., AC Volvo bus – Sleeper for more than 250 km.
DA Admissible (Max Allowance)	Hotel: Rs.1000 per day in Gujarat and as per actual rate in other state with due permission of competent authority.

	Food Bill : Rs.500/- per day (Class –A & B Cities) and Rs.300/- day for other cities . Food bill would be inclusive of snacks, lunch & dinner against production of bills
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Sl. No.	4
Post of Faculty /Staff	Sr. Adm Officer, Sr. Accounts Officer, Asst. Librarian
Purpose	Visiting Industry/Institution/Organisation/University for official purpose. Participating in Seminar/Workshop/Conference/meeting in Gujarat and out of Gujarat. Follow-up with Govt/Non Govt organisation / institution for official work.
TA Admissible (Max Allowance)	Rail:AC-3Tier and /or First Class in other mail/express or Bus: AC Volvo bus – Seating up to250 km., AC Volvo bus – Sleeper for more than 250 km.
DA Admissible (Max Allowance)	Hotel: Rs.1000 per day in Gujarat and as per actual rate in other state with due permission of competent authority. Food Bill : Rs.500/- per day (Class –A & B Cities) and Rs.300/- day for other cities . Food bill would be inclusive of snacks, lunch & dinner against production of bills

Sl. No.	5
Post of Faculty /Staff	Non-Teaching Staff Other than mentioned in Sr.No,4
Purpose	Official or as per the permission / advice of competent authority.
TA Admissible	Rail: 3 Tier Sleeper OR Non-AC bus



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(Max Allowance)	
DA Admissible (Max Allowance)	Hotel: Rs.1000 per day in Gujarat and as per actual rate in other state with due permission of competent authority. Food Bill : Rs.500/- per day (Class –A & B Cities) and Rs.300/- day for other cities . Food bill would be inclusive of snacks, lunch & dinner against production of bills

- Relevant bills, tickets/proof of travelling should be submitted.
- Permission of competent authority is required.
- Per km rate for hired/Private Vehicle: As per prevailing rate contract of UPL Ltd.
- Local Travel: Taxi/Rickshaw as per actual
- Note: Bharuch or Ankleshwar, as the case may be, will be taken as the base line for travelling.
- Class –A & B Cities : Metro and Semi Metro Cities

Note: The above rules are as guidelines for faculty and staff members of SRICT. However, ARES Management/ SRICT Managing committee reserve the right to amend/implement it at any time with or without notice