

Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT



PCET'S

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ADMINISTRATION **HANDBOOK**



PIMPRI CHINCHWAD EDUCATION TRUST'S

S. B. Patil Institute of Management

SECTOR NO. 26, NIGDI, PRADHIKARAN, PUNE:44

MAHARASHTRA, INDIA

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5.9 Pay and allowances

5.9.1 Policy Statement

“It is the policy of the SBPIM to pay employees by direct deposit on a regular monthly basis and in a manner so that the amount, method and timing of wage payments comply with any applicable laws or regulations of Government of Maharashtra, AICTE and University of Pune. The salary is paid as per sixth pay norms w.e.f. 1.10.2010.”

5.9.2 Scope of Policy

This policy applies to all SBPIM employees (Teaching and non-teaching).

5.9.3 Objectives of a salary policy

To attract the best qualified manpower available to achieve the organization's mission. To provide equitable and consistent remuneration to employees in accordance with their assigned cadre, post, duties and responsibilities. To motivate and stimulate employees to achieve a high level of performance. To encourage the retention and productivity of qualified personnel.

5.10 Financial Support for attending Seminars, Workshops and Conferences

5.10.1 Policy Statement

“SBPIM actively promotes the professional development of its faculty members. Recognizing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study, and for the purpose of continuing personal development, this policy supports applications to attend relevant conferences and seminars.”

5.10.2 Scope of Policy

This policy applies to all SBPIM faculty members to provide equal opportunities for professional and personal growth. Attendance at relevant conferences and seminars will be supported if these events:

1. Enhance faculty knowledge;
2. Are relevant to, and aligned with the mission of the Institute.
3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. Presentation of research paper in State/ National/ International conferences, symposiums.

5.10.3 Approval Criteria

The approval for attendance at any conference or seminar must be given by the Director.

Approval will be based on the following criteria:

1. The contents of the particular conference, and how they relate to the applicant's responsibility in the Institute.
2. The conference is a nationally/internationally- refereed event.
3. The application has been approved by the Director.
4. The applicant will actively participate in the conference by presenting a paper.
5. The applicant must demonstrate that the paper will be published in the conference proceedings or in a journal after the conference.
6. The applicant does not adversely put at risk Institute reputation.

5.10.4 Application Procedure

1. Individuals are responsible for obtaining information about any event that they wish to attend, including obtaining any necessary registration forms.
2. To obtain approval for participation and to obtain the financial assistance required, the applicants should discuss the content of the conference with their Director and seek his permission.
3. Applicants must forward the letter for attending the Seminars, Workshops and Conferences to the Director for approval.
4. Applicants must complete any external registration forms and attach these securely to the letter.
5. The Director office will submit the completed course Approval Form to the Trust office and for further administrative actions.

5.10.5 Financial Support

The guidelines are prepared for the financial support for participating in training program duly approved in Local Management Committee. (Annexure 4)

5.10.6 Applicants' participation in the conference, external short-course, workshop or seminar

1. Applicants are expected to attend the conference that they have applied for and registered for.
2. If, due to exceptional circumstances, (e.g. sickness, etc.), applicants are unable to attend the event they must inform their Head Academics immediately.
3. In consultation with the Head Academics, the Director will decide whether a substitute can be arranged.

4. If it is not possible for the Director to find a substitute, attempts will be made to cancel the registration and recover any fees. If this is unsuccessful, the applicant will normally be expected to reimburse to SBPIM, unless there are exceptional circumstances.

5.10.7 Conference Feedback

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation.

5.10.8 Late applications and late registration with conference organizers

It is the responsibility of the applicants to ensure that their application forms are submitted in good time to enable registration with the organization hosting the relevant conference.

If the Accounts department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 3 working days prior to the course/conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.

Applicants will be liable to pay any penalties or costs incurred due to late registration of their application.

5.11 Providing infrastructure for day to day working

5.11.1 Policy Statement

“Institute personnel must exercise reasonable care to protect SBPIM's property and equipment.” This policy applies to all Institute property and equipment, regardless of the source of funds from which these items were acquired. Property and equipment donated to the Institute is included under this policy.

ANNEXURE 5

**Financial Support for faculty members to attend
Conferences/Seminars/Workshops**

Sr. No.	Activity	Payable charges	Travelling charges, allowances & leave
1	Paper presentation in international conference, Abroad	Maximum financial support to extent shall be as actual in Rupees only or as decided by the Director shall be admissible.	As actual in Rupees only or as decided by the Director, Duty leave shall be admissible
2	Paper presentation in international conference in India	Registration fee as actual or as decided by the Director shall be admissible once in a year.	Two way fare by shortest route. D.A. as applicable to the grade of pay, as per Pune University rules or at actual whichever is minimum. Duty leave shall be admissible.

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3	Attending national conference for paper presentation	Registration fee as actual in Rupees only or as decided by the Director	Two way fare as actual in Rupees only or as decided by the Director No D.A. shall be admissible. Duty leave shall be admissible.
4	Attending conference, seminar Without paper presentation	Registration fee as actual in Rupees only or as decided by the Director	Nil
5	Short term training program/Workshop	Registration fee as actual in Rupees only or as decided by the Director	Duty leave shall be admissible.