

HR POLICY FOR STAFF

1. Sign in the attendance register at 8:40AM on everyday unless and otherwise he/she is on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is clean and in good condition
4. Report about any non functioning equipment to the HOD in time through lab in-charge.
5. Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.
9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in-charge in the respective lab.
11. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.
12. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance of equipment/machinery.
14. Any other work given by HOD from time to time.

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15. Observe the dress code. In case of male, attend the college only with formal dress with tuck- in and shoes. In case of female, attend the college with formal dress i.e. saree.
16. Wear ID card as long as you stay in the college campus.
17. Not to carry Mobile Phones to the class room / exam hall for any reason.
18. Follow the guidelines / instructions given by the principal from time to time.
19. Seek the permission (Max One Hour and Three Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

Incentives for staff:

Research & Development (R&D) is imperative for the inclusive intellectual growth. It is often the first critical step in innovation and drives technological improvements which lead to Science and Technology (S&T) growth. The Institute of PSCMRCET is continuously encouraging, supporting and promoting R&D activities towards the achievements by establishing incentive policy as follows:

- a) An incentive of Rs. 25000/- shall be granted for the publication in both unpaid refereed Scopus and SCI/ESCI/SCIE indexed journal.
- b) In case of paid refereed Scopus indexed journal, the incentive is equivalent to the publication fee subjected to the maximum of Rs. 5000/-.
- c) A registration fee subjected to a maximum of Rs. 10000/- is granted along with Rs. 10,000/- as incentive for Scopus/SCI Indexed conference.
- d) For book publications/Awards/any other related, the first author gets incentive of Rs. 5000/-.
- e) The faculty who gets sponsored research project / scheme from any funding agency like DST / AICTE / UGC / etc., will be given 7% as incentive during ongoing period in addition to 10% of sanctioned grant after successful completion and submission of project completion report to the respective funding agency.
- f) In the case of Utility Patents, faculty and students shall get incentive of Rs. 30,000/- each after their patent get published, granted, and commercialized.
- g) In the Case of Copyrights, Institute grants copyright incentive for computer software only. The incentive of Rs.10,000/- is provided after the copyright gets published, granted and commercialized.