



Employee Handbook

A Guide for the APSIT Employees

Parshvanath Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

Contents

Section	Page
THE INSTITUTE	3
Introduction	3
Vision	4
Mission	4
GOVERNANCE STRUCTURE	5
The Trust	5
The Board of Trustees	5
The Governing Body	6
Service Rules	7
Definition	
Probation and Confirmation	8
Joining Procedure	8
Code of conduct	8
Annual Review of Performance	11
Pay Scale, Allowances, deductions and Increments	11
Working Timings	12
Leaves and Vacation rules	13
Resignation	16
Disciplinary Procedures	17
Age of superannuation (Retirement):	17
Gratuity	17
Annexure	
Annexure 1: Leave form	18
Annexure 2: Outdoor duty form	19
Annexure 3: Compensatory Off form	20
Annexure 4: Application for vacation	21
Annexure 5a: Teaching faculty joining forms	22
Annexure 5b: Non-Teaching staff joining forms	29
Annexure 6: Self appraisal form	31
Annexure 7: HOD Review form	38
Annexure 8: Faculty/Staff Relieving form	41
Annexure 9: Form I Payment of Gratuity	42
Annexure 10 Undertaking	43

THE INSTITUTE

Introduction

Parshvanath Charitable Trust's A. P. Shah Institute of Technology was established in 2014. The Institution strives to achieve the goal of becoming one of the leading colleges by focussing on teaching and learning, research, consultancy and extension activities. The Institution not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration.

A. P. Shah Institute of Technology (APSIT) has started functioning with commitment of imparting state of art technical education to inculcate conceptual know-how, analysing skills, decision making abilities and leadership qualities in the students. APSIT stands committed to the intellectual and moral growth of every student. APSIT has experienced and proficient team which aspires to unlock the hidden potential in subconscious minds of students and to create competent Engineers with vision & social commitment.

APSIT is a religious Jain minority Institute falling under Article 30 (1) of the Constitution of India. This Article gives linguistic and religious minorities a fundamental right to establish and administer educational institutions of their choice. These rights are protected by a prohibition against their violation.

Vision

APSIT aspires to be a premier institute producing globally competent engineering professionals to contribute towards socio-economic growth of India.

Mission

To provide conducive and collaborative environment to meet contemporary & future Engineering challenges by project based and value-added education with the support of trained faculty.

GOVERNANCE STRUCTURE

The Trust

A. P. Shah Institute of Technology is managed by Parshvanath Charitable Trust (PCT) which was established in November, 1993, under the leadership of Late Shri Ashokbhai Shah.



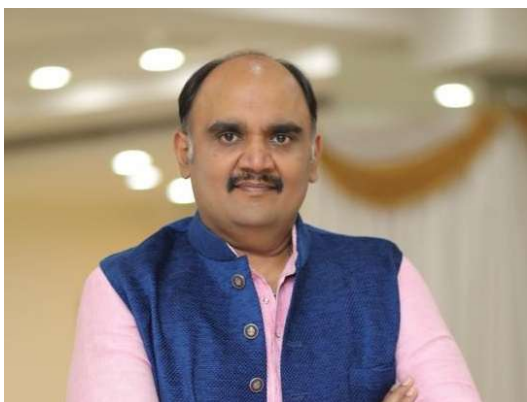
Late Shri. Ashokbhai P. Shah

Founder, Parshvanath Charitable Trust

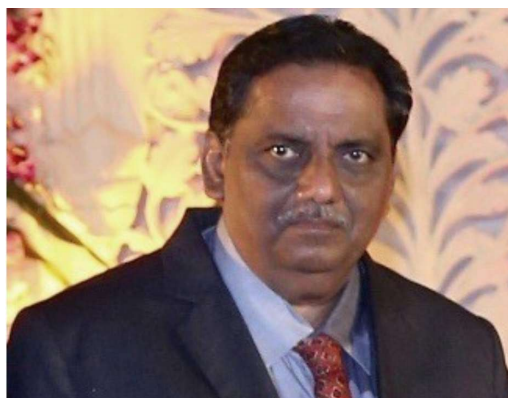
PCT is committed, to provide all the world class facilities, infrastructure, technology and the appropriate environment to the students to achieve their goals of becoming successful professionals in the present era of globalization.

The Board of Trustees

The trust aspires to develop APSIT which will be recognized all over the globe as one of the prominent and authentic centres of technological training & research.



Shri. Chiragbhai A. Shah (Chairman)



Shri. Niranjana P. Shah (Secretary)

- Shri. Chirag A. Shah - Chairman
- Shri. Niranjana P. Shah - Secretary
- Smt. Pooja C. Shah - Trustee

- Shri. Kuntal N. Shah - Trustee
- Shri. Minesh N. Shah – Trustee
- Shri. Hetanshu C. Shah - Trustee

The Governing Body

Sr. No.	Name	Position	Category	Nature
1	Mr. Chirag A Shah	Hon'ble Chairman, PCT	Management	Nominated by the Parent Body as per its constitution or bye-laws
2	Mr. Niranjana Shah	Hon'ble Secretary, PCT	Management	Nominated by the Parent Body as per its constitution or bye-laws
3	Mrs. Pooja C Shah	Hon'ble Trustee	Management	Nominated by the Parent Body as per its constitution or bye-laws
4	Mr. Hetanshu C Shah	Hon'ble Trustee	Management	Nominated by the Parent Body as per its constitution or bye-laws
5	Mr. Minesh N Shah	Hon'ble Trustee	Management	Nominated by the Parent Body as per its constitution or bye-laws
6	Prof. Atul M Deshpande	Vice-principal	Teachers of the College	Nominated by the Principal based on seniority by rotation
7	Dr. Sachin H Malave	Associate Professor	Teachers of the College	Nominated by the Principal based on seniority by rotation
8	Prof. Yogesh Lathkar	Registrar	Administrative Staff of the College	Administrative Officer/Senior administrative staff
9	Mr. Mahesh Doshi	Industrialist	Industrialist	Nominated by the management
10	Dr. Sandeep Khuperkar	Educationalist	Educationist	Nominated by the management
11	State Government Nominee	Ex- officio-Awaited	State Government nominee	Government official of Directorate of Higher Education/State Council of Higher Education
12	Dr. S. M. Khot	University Nominee	University Nominee	Nominated by the University
13	Dr. Uttam D Kolekar	Principal and Member Secretary	Principal of College	Member Secretary

Service Rules:

Definitions

- “The Institute” means “A. P. Shah Institute of Technology”. The term Institute and College are synonymous and interchangeably used.
- “University” means the University of Mumbai.
- “Probation” means an appointment made on specified conditions for a stipulated period before eventual confirmation or discontinuation in the post.
- ‘Regular Faculty’ faculty who is selected by USSC and completed probation period.
- ‘Faculty on Probation’ is a faculty who is selected by USSC and yet to complete probation period.
- ‘Adhoc Faculty’ is a faculty who is not selected by USSC and appointed for a fixed duration on contractual basis.
- ‘Regular Staff’ is non-teaching staff who has continuously worked (without brake in between) for 180 days.
- ‘Adhoc Staff’ is a non-teaching staff who is appointed on contractual basis for a fixed duration and has worked (without brake in between) for less than 180 days
- ‘HOD’ is Head of Department of an academic course like Computer Engineering, Mechanical Engineering etc.
- ‘Sectional Head’ is a Head of non-academic sections like Library, Accounts, Office etc.

Probation and Confirmation

A faculty selected by USSC will be on probation for a period of 1 year as a ‘faculty on Probation’. The probation period can be extended as per UGC rules. On completion of the probation period the faculty will be treated as ‘Regular Faculty’.

Adhoc faculty can become ‘Faculty on Probation’ only after selection by USSC.

A non-teaching staff will be appointed as ‘Adhoc Staff’. The staff can become ‘Regular Staff’ only after working for 180 without brake in service.

Joining Procedure

The staff/ faculty upon joining has to submit the joining letter and submit the joining form (Annexure 5-a and 5-b) to the institute along with the required testimonial copies. This process includes enrolment as an employee including formalities like bank account opening, ID card details, website details, library card, internet access etc.

The faculty/ staff will be assigned a department or a section and the concerned HOD / Sectional Head will assign the regular work to the newly joined employee.

CODE OF CONDUCT

1. General Principles

1. All employees of the College shall abide by the Code of Conduct prescribed by the College, as amended or modified from time to time.
2. All employees shall comply with the policies, rules, regulations, and procedures of the Institute.
3. In matters relating to the administration and general functioning of the College, the decisions and directions of the Principal / Management shall be respected and duly implemented.
4. Every member of the staff shall maintain high standards of integrity, honesty, professionalism, modesty, sincerity, patience, and courtesy in speech and conduct and shall set a positive example for students both within and outside the College.
5. All employees shall treat students and co-employees with dignity, courtesy, and respect and shall refrain from any form of discrimination, harassment, abusive behaviour, or indecent language.

2. Commitment to Students and the Institution

6. Every member of the staff shall demonstrate a genuine interest in the overall development and welfare of students without undue interference. Staff members shall encourage students to respect authority and foster mutual respect, discipline, gratitude, and a sense of belonging towards the College.
7. Employees shall extend the utmost courtesy, attention, and cooperation to all persons and students with whom they interact in the course of their duties and shall make every effort to promote the interests of the College.
8. Staff members shall participate in co-curricular activities, willingly assist in institutional activities, and undertake additional responsibilities assigned by the Head of the Institution whenever required.

3. Attendance, Punctuality and Duty

9. Every member of the staff shall report for duty punctually and shall remain present at the designated place of work during working hours.
10. Employees shall not leave the College premises during duty hours without prior permission from the Competent Authority.

11. Habitual absence or persistent unpunctuality in attending duties shall render an employee liable for disciplinary action.
12. An employee shall report for duty when sanctioned leave has been refused or when previously granted leave has been cancelled.
13. Employees shall inform the Principal / Management in writing of any change in their residential address during vacation, leave, or following a change of residence.

4. Responsibilities of Teaching Staff

14. Teaching staff shall conduct lectures and practical sessions in accordance with the approved timetable.
15. Teaching staff shall maintain updated course files, academic records, and other required documentation.
16. Teachers shall perform their academic responsibilities and examination-related duties as assigned.
17. Teaching staff shall actively engage in research and continuous professional development.

5. Responsibilities of Non-Teaching Staff

18. Non-teaching staff shall ensure efficient and effective administrative and support services.
19. Non-teaching staff shall maintain the confidentiality and security of institutional records.
20. Non-teaching staff shall participate in training, capacity-building, and skill-development programmes as required.

6. Confidentiality and Use of Institutional Information

21. No employee shall directly or indirectly disclose, communicate, or provide any official document, information, or part thereof to any person within or outside the College who is not authorized to receive it, except when such disclosure is made in accordance with the orders of the Competent Authority or in the legitimate performance of official duties and in good faith.
22. No employee shall use official documents, papers, or information obtained in the course of official duties for any unauthorized purpose.
23. No employee shall seek or obtain unauthorized documents, papers, or information that do not come into his/her possession in the normal course of official duties for the purpose of making unauthorized use of them.
24. No employee shall provide any matter relating to the College to the press / government agencies / regulating bodies without prior approval of the Principal / Management. No employee shall act as a spokesperson of the College without prior authorization from the Principal / Management.

7. Institutional Property and Records

25. Employees shall not remove College documents, tools, equipment, materials, or other institutional property from the premises without prior permission from the Principal / Management.
26. Employees shall not hand over institutional documents, equipment, tools, materials, or other property to students or unauthorized persons without prior permission from the Principal / Management.
27. Tampering with, falsifying, defacing, destroying, or attempting to alter or destroy College records, including records relating to students or employees, shall constitute a breach of the Code of Conduct.

8. Professional Behaviour and Discipline

28. Employees shall maintain appropriate and respectful conduct in their interactions with male and female students as well as with co-employees.
29. Employees shall not use intoxicating drinks or harmful drugs on College premises or report for duty under the influence of intoxicating drinks or drugs.
30. Employees shall not make false allegations against authorities or engage in abusive, threatening, or indecent speech or behaviour towards students, colleagues, or authorities.
31. Insubordination or deliberate disobedience of orders issued by a superior authority, whether individually or in association with others, and any attempt to instigate others to engage in such conduct, shall constitute a breach of the Code of Conduct.

9. Security and Safety

32. Possession of firearms, weapons, or any other articles that may endanger the safety or security of the institution or any person on the premises shall constitute a breach of the Code of Conduct.
33. Intimidating, threatening, pressuring, or otherwise obstructing employees with the intention of preventing them from performing their duties shall be treated as a breach of the Code of Conduct.
34. Obstructing the movement of goods, persons, or vehicles connected with the activities of the institution shall constitute a breach of the Code of Conduct.

10. Political, Social and Community Conduct

35. No employee shall directly or indirectly participate in any activity, demonstration, or movement that the Principal / Management considers prejudicial to the academic or administrative interests of the College.
36. Employees shall not engage, through writing, speech, conduct, or any other means, in activities that are likely to incite hatred, hostility, or ill-will between different communities on religious, social, regional, communal, or other grounds.
37. A teacher shall not discriminate against any student on the basis of political considerations, race, caste, language, sex, or any other arbitrary or personal reason.

38. No teacher shall incite students or teachers against other students, teachers, colleagues, the administration, or the Governing Body of the Institute.

11. Financial Contributions, Gifts and Hospitality

39. Without the authorization / sanction / mandate of the Principal / Management, no employee shall solicit or accept contributions or associate himself/herself with the collection of funds or other contributions in cash or kind for personal or other purposes.
40. No employee shall accept, or permit a family member or any other person acting on his/her behalf to accept, any gift in cash or kind for personal benefit from any person, including another employee, student, or parent, in connection with any work or business of the College.

Employees shall avoid accepting lavish or frequent hospitality from students, parents, suppliers, or other persons associated with the College

Annual Review of Performance:

Every year review the performance of faculty members is taken by concerned HOD. The faculty is required to submit the self-appraisal form (Annexure 4) detailing the performance in various areas. The areas broadly include teaching performance, research efforts, participation in curricular and extracurricular activities, behaviour with colleagues, students etc.

HOD reviews the performance of the faculty in person and his assessment is recorded followed by similar procedure by Principal. The performance in the annual review is directly co-related to continuation of service of Adhoc faculty and promotion to higher post for a regular faculty.

Pay Scale, Allowances, deductions and Increments

Staff/ faculty is entitled for monthly salary as per the appointment order. Dearness Allowance, House Rent Allowance and other allowances are admissible as per the decision of the Institute.

All faculty/ staff are entitled for Employee Provident Fund (EPF) as per Employee Provident Fund & miscellaneous Act 1952. Employee contribution for the fund will be deducted from the monthly salary as per the rule. Professional Tax deductions and Tax Deduction at Source (TDS) will be applicable as per the Tax slab and the Tax regime selected

Regular faculty / Regular staff are entitled for yearly increment of 3% in the basic pay as per 7th Pay scale

Working timings :

- i. All staff members of the Institute are required to report to the Institute and remain present during the prescribed working hours on all working days and on any other days specifically notified by the Institute.
- ii. Every staff member shall devote their entire working time to the service of the Institute and shall not, directly or indirectly, undertake any private employment, work, business, or other professional activity during such time.
- iii. All staff members shall comply with the general duties, responsibilities, rules, and regulations prescribed by the Institute from time to time.
- iv. In the event of any ambiguity, dispute, or difference in the interpretation of any rule, regulation, term, or condition, the decision of the Governing Body shall be final and binding.

All employees shall observe the working days and duty hours applicable to their respective categories, as prescribed by the Institute and communicated from time to time.

- i. **Teaching Staff:** Five-day working week, Monday to Friday.
- ii. **Non-Teaching Staff (Technical and Office):** Six-day working week, Monday to Saturday.
- iii. **Regular Working Hours:** They may vary for faculties, non-teaching staff and support services depending upon institutional need.
- iv. **Teaching Staff:** Teaching staff are expected to remain available during college hours and complete a minimum of 40 hours of work per week, including teaching, academic preparation, administrative responsibilities, and other duties assigned by the Institute.
- v. **Non-Teaching Staff:** Non-teaching staff shall adhere to the prescribed working hours and perform duties as assigned in accordance with the requirements of the Institute.
- vi. The prescribed working days and working hours may be modified by the Principal / Management from time to time, depending upon institutional requirements. Any such change shall be communicated through an appropriate notification and shall not entitle employees to any additional remuneration unless specifically approved.
- vii. Attendance on Saturdays shall be mandatory for non-teaching staff as and when required, based on institutional needs and work requirements.

Attendance

Attendance of all staff members shall be recorded through the biometric attendance system. Biometric machines shall be installed at strategic locations on different floors of the Institute, and staff members may record their attendance using any of the designated machines.

The Institute provides limited flexibility in reporting and leaving times, subject to the following general principles:

- i. A staff member must complete **at least 8 hours** of work at the Institute to qualify for **full-day attendance**.

- ii. A staff member completing **6.5 hours or more but less than 8 hours** may be permitted **early leaving or late reporting while retaining full-day attendance**, subject to prior approval/permission from the concerned HOD.
- iii. A staff member completing **4 hours or more but less than 6.5 hours** shall qualify for **half-day attendance**.
- iv. The reporting timings to the Institute shall be as decided by the institute or 1 hour prior to the time decided.
- v. The permissible time for leaving the Institute shall one hour prior to duty end time with permission of the authority under exceptional circumstances.

Important Conditions:

- i. Attendance recorded **1 hour before reporting time and after leaving time** shall not be considered as working hours for the purpose of calculating full-day or half-day attendance.
- ii. The provision allowing full-day attendance in cases of late reporting or early leaving is intended only for **exceptional or emergency situations** and shall not be used as a routine practice. The frequency of such requests shall be monitored by the concerned HOD.

Leave and Vacation Rules:

Casual Leave

- (i) Total casual leave granted to all categories of faculties / staff shall not exceed fifteen (15) days in an academic year as per rules of University of Mumbai (Circular (CT/UT) /9/2016-2017 Dated 15th March 2017
- (ii) Any amendment in the rules of CL made by University of Mumbai shall be applicable to all categories of faculty and staff members of the institute.

On Duty Leave:

- i. This type of leave can be availed by all types of faculty/ staff for attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses University examination duties etc duly permitted by Principal.
- ii. Any other work assigned to the faculty /staff member by the Principal /HOD in the interest of the Institute.
- iii. Prior approval of Principal is essential to avail the leave. Out door duty form (Annexure 2) shall be submitted to concerned HOD/Section Head / Principal

Compensatory off

Principal / HOD can assign institute work on holidays to faculty/ staff for functions, events, maintenance work etc. The faculty/ staff who have worked on holidays with orders of authorities will be entitled for Compensatory Off. However, these shall be consumed on or before current academic year +1. Post working sanction of Coff (Annexure 3) from Principal is essential.

Explanation: The academic year starts on 1st July and ends on 30th June of the subsequent year. If Compensatory off is credited for the working on holiday on 06/09/2026, it shall be availed before 30th June 2028.

Earned Leave

1. Earned leaves are normally admissible only to Regular staff / Regular faculty whose posts are non vocational.
2. Earned leave is not admissible to Adhoc faculty / Faculty on probation
3. If Regular faculty is assigned work during vacation period by Principal, resulting into curtailment of the vacation the faculty is entitled for EL. It shall be equal to 1/3rd of days working during the vacation.

Half-pay Leave

Half-pay leave admissible to Regular faculty /staff shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes. Only half salary is paid for the days of leave applied.

Commutated Leave

Commutated leave, may be granted on the basis of medical certificate from a registered medical practitioner to a Regular faculty / staff

subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave-due.

Maternity Leave

Maternity leave on full pay may be granted to a woman regular faculty for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave

granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

Maternity leave may be combined with earned leave; half pay leave or. Extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Extraordinary Leave

(i) All categories of faculty / staff may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be **without pay and allowances**. Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.

For all types of leaves except on duty and Compensatory off, leave form (Annexure 1) shall be submitted to HOD / Section In charge.

Following combinations of leaves are permitted:

SN	Leave type	Can be combined with
1	Casual Leave	Compensatory Off, OD
2	On Duty Leave	CL, HPL, EL, COFF
	Coff	CL, OD
3	EL	Vacation, HPL or Commuted leave
4	HPL/ Commuted Leave	EL, OD
5	Maternity leave	EL, HPL
6	Extra ordinary Leave	CL

Vacation:

Vacation / Non vacation posts and eligibility of Earned Leave (EL) and Half Pay leave Summary:

SN	Designation	Vacation / non-vacation	Eligibility for vacation/ EL/ HPL
1	Principal	Non-Vacation	30 days EL/ year AND 20 HPL/ year
2	Regular Faculty working in admin full time	Non vacation	30 days EL/ year AND 20 HPL/ year
3	Non-teaching staff (Regular)	Non-Vacation	30-day EL / year AND 20 HPL/year
4	Regular faculty	Vacation	6 weeks' vacation/ year AND EL (#) for 1/3 days working during vacation period AND 20 HPL /year
5	Adhoc faculty having taught less than 3 semesters	Non-Vacation	Not Applicable
6	Adhoc faculty having taught more than 3 and less than 6 semesters	Vacation	2-week vacation /year
7	Adhoc faculty having taught 6 or more semesters	Vacation	3-week vacation/ year
8	Non-teaching staff (Adhoc)	Non-Vacation	Not Applicable

- Regular faculty will have 2 weeks' vacation in winter and 4 weeks' vacation in Summer.
- (#) Regular faculty shall take prior approval of Principal before working during vacation period.
- Institute will issue an internal circular about the vacation duration and manpower to be retained considering the college related activities like admission, examination preparation, examination conduct, paper assessments etc. Departments are mandated to follow these circulars. Before proceeding on vacation, duly filled vacation form (Annexure 4) shall be submitted to concerned HOD.

Resignation

If a regular faculty /staff member (intends to resign from the institute he / she shall serve 3-month notice prior to expected date of relieving. The notice period shall be one month for Adhoc faculty/ staff. During this period handover procedure shall be completed under the supervision of concerned HOD / Sectional in charge. Formalities stated in Staff relieving form (Annexure 8), Form I for payment of Gratuity (Annexure 9) and Undertaking (Annexure 10) shall be completed.

Disciplinary Procedures

Any violation of the code of conduct may lead to disciplinary action, including

- **Warning**
- **Suspension**
- **Termination** as per the provisions of the law stated by University of Mumbai / Government of Maharashtra / AICTE

Age of superannuation (Retirement):

Age of superannuation (retirement) will be as per the rules of Maharashtra State. As per current rules the age of retirement for various categories is as under:

Principal: The retirement age is 65 years.

Faculty: The retirement age is 60 years.

Non-Teaching Staff: The retirement age is 58 years.

Extension of service can be given to faculty up to age of 65 in case of Regular Faculty and up to age of 60 in case of Regular staff at the sole discretion of the management of the institute.

The management reserves the right to review, change, or modify the retirement age policy at its discretion, subject to applicable regulations.

Gratuity

Regular Faculty / Regular staff shall apply for gratuity after retirement or resignation in the prescribed format (Annexure) to claim for gratuity to as per the provisions of the Payment of Gratuity Act, 1972, and code on Social Security 2020. All calculations, eligibility criteria, payment timelines, and limits will be strictly in accordance with the Act. Additionally Regular Faculty / Regular staff shall submit an undertaking (Annexure 10) along with application for gratuity.

Annexture 1



Pardhvanath Charitable Trusts
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

Survey No 12,13, Opp. Hypercity Mall Kasarvadavali Ghodbunder Road Thane(W)-400615.

Tel : 25973737 /38 Fax:25973739

Website: www.apsit.edu.in Email: principal@apsit.org.in

APPLICATION FOR LEAVE

Date:- _____ (A)

Name of the Faculty & Designation:- _____

Department :- _____ Type of Leave :- _____

Period of Leave :- _____ days, From _____ To _____ (B)

First Half/Second Half (* Applicable only in case of half day leave).

Status of Leave :- Proposed /Availed (Tick Appropriate)

No. of Days Passed after availing the leave ((A) - (B)) _____ days.
(* Applicable only if the leave is already availed)

Reason for Leave :- _____

(Recommended/Not Recommended)

Signature of Applicant _____

Signature of HOD _____

Office Remark:

Whether the applied leave is balance:- (Yes/ No)

Sanctioned/ Not Sanctioned

Principal



Parshvanath Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority Institution)

OUT DOOR DUTY

Date : _____

Name : _____ Designation : _____

Contact No. : _____ Name of the Place : _____

Date of OD : _____ To : _____ Time : _____

Purpose of OD : _____ Alternative Arrangement : _____

Name & Signature of Applicant _____

HOD

OFFICE SUPERINTENDENT

PRINCIPAL

(OD will be valid only after submitting OD proof next day)



Parshwanath Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
 (Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
 (Religious Jain Minority)

COMPENSATORY OFF

NAME:
DEPARTMENT:
DESIGNATION:

I request you to consider the below to grant compensatory off in lieu of the work done as under:

SR NO.	DATE	DAY	TIME		REASON
			FROM	TILL	
1					
2					
3					
4					
5					

Remarks of DepartmentHead:

(FACULTY)

(APPROVED BY HOD)

(APPROVED BY PRINCIPAL)

DATE:



PARSHVANATH CHARITABLE TRUST'S

A. P. SHAH INSTITUTE OF TECHNOLOGY

(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority Institution)

Date:-

To,
The Principal

Name of Faculty:-

Subject:- Application for Vacation

Sir,

I have completed following items mentioned in the checklist and I am proceeding for vacation from _____ to _____ for _____ days.

My contacts details during the above period will be _____
Mobile _____.

Checklist

1. Ensured that course is updated on Moodle Server as per guidelines given to help students to perform better in exams. ☐
2. Discussed individual cases of students of non submission, test performance, late admission, defaulters with HOD. (HOD's are entrusted to ensure term work/test/oral marks are allotted to all students). ☐
3. Sent faulty equipment's for Repairs. ☐
4. Withdrawn faulty equipment's beyond repairs from dead stock by obtaining written permission from Principal. ☐
5. Invited quotation for new equipment's required and will be followed up. ☐
6. Confirmed teaching load for the next semester from HOD. ☐
7. Handed over the keys of cupboards/lockers to HOD where college documents are kept. (Personal items can be kept and locked separately). ☐
8. Applied for vacation through online Leave management system of Institute. ☐

Alternative Arrangement:- Name & Signature _____

Remarks:- _____

Recommendation Of Exam Incharge:- _____

Recommendation of HOD:- _____ Signature of Faculty:- _____

Principal

ANNEXURE 5-a: Teaching Staff Joining formalities



Parshwanath Charitable Trusts
A. P. SHAH INSTITUTE OF TECHNOLOGY
 (Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
 (Religious Jain Minority)

STAFF JOINING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
 DEPARTMENT : _____
 DESIGNATION : _____
 DATE OF JOINING : _____
 CONTACT NO/EMAIL-ID : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	Appointment order & Joining report	Mr. R. N. Patil	110	
2.	Testimonials (Attested copy of all documents) & Photographs submission	Mr. R. N. Patil	110	
3.	Form 16 of last Financial Year	Mr. R. N. Patil	110	
4.	Registration in staff database	Mr. R. N. Patil	110	
5.	All Testimonials received in Softcopy	Mr. R. N. Patil	110	
6.	Inclusion of staff email id	Ms. Snehal	110	
7.	Updation in department website	Ms. Snehal	110	
8.	Issue institute email id	Ms. Snehal	110	
9.	Addition in mandatory disclosure	Ms. Snehal	110	
10.	Salary/PF account opening form	Accounts	108	
11.	Library Membership Form	Mr. Uchit	304	
12.	Internet Login	Mr. Kiran	318	
13.	Moodle Login	Mr. Kiran	318	
14.	Issue of Laptop	Mr. Kiran	318	
15.	Leave Management Login	Mr. Kiran	318	
16.	Library Login	Mr. Kiran	318	
17.	ICard	Ms. Snehal	110	
18.	HOD			
19.	Parking (2/4 wheeler)	Mr. S. S. Kand	110	
20.	Stationary Kit	Ms. Snehal	110	

- Testimonials includes Updated Resume, Academic documents (SSC, HSC, BE/BTech/B.Sc, ME/MTech/M.Sc and M.Phil Certificates and Marksheet copy), All Experience and Relieving certificates till date, Permanent and Local address proof, PAN Card, Adhar card, Leaving Certificate, Latest Form 16, 4 Photographs, Caste Certificate and Caste Validity (if any).
- Mail passport size Photograph to adminapsit@apsit.edu.in. Photograph of Female should be in Saree with White Background and for Male should be in formal shirt and tie with White Background.
- All above documents should be in hardcopy as well as in softcopy. The softcopy (JPEG format) of the documents is to be mailed on adminapsit@apsit.edu.in.
- Also mail the filled format of mandatory disclosure to smkondawar@apsit.edu.in

SIGNATURE OF PRINCIPAL

[JOINING REPORT FORMAT]

Date: _____

To,
The Principal,
A. P. SHAH INSTITUTE OF TECHNOLOGY,
Thane.

Subject: JOINING LETTER.

Sir,

In response to your appointment letter vide letter dated _____ in connection with the interviews held on _____, I would like to inform you that I have joined your institute today at _____ as an _____ in _____ department.

I thank you for providing me the opportunity to serve the institute. I will perform my duties sincerely, honestly and to the best of my abilities.

I therefore, request you to accept my Joining Letter.

Please accord and oblige.

Thanking you.

Yours faithfully,



A. P. SHAH INSTITUTE OF TECHNOLOGY

(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority Institution)

Date: _____

Name of Staff: _____

Department: _____

Undertaking

I undersigned hereby declare that

1. I'm aware that Internet facility at A. P. SHAH INSTITUTE OF TECHNOLOGY is for academic use only & I shall not misuse it for any other purpose.
2. I shall maintain my computer on this network with current virus detection software & attempt to keep my computer free from viruses, worms, Trojans and other similar programs.
3. I shall not use this infrastructure to engage in any form of illegal file sharing i.e. copyright material, obscene material.
4. I shall not use IT resources of A. P. SHAH INSTITUTE OF TECHNOLOGY, Thane to threaten, intimidate or harass others.
5. I shall not take any step that endangers the security of A. P. SHAH INSTITUTE OF TECHNOLOGY network & also I'm aware that every such activity has been recorded.
6. After LOGIN with my account, I shall abide to the IT policy framed by A. P. SHAH INSTITUTE OF TECHNOLOGY, Thane.
7. I will be solely responsible for any attachments and other information uploaded/downloaded using my account.
8. I ensure that I will change my default password at first login & if not changed I will be responsible for any misuse of it.

Note: Password Change Link can be accessed by using address <https://202.191.200.228> from College LAN only.

Signature

Survey No. 12, Opp. Hypercity Mall, Kasarvadavali, Ghodbunder Road, Thane (W) - 400615
Tel: 25973737/38 Fax: 25973739 Web Site: www.apsit.org.in Email: principal@apsit.org.in



A. P. SHAH INSTITUTE OF TECHNOLOGY

Survey No. 12, Opp. Hypercity Mall, Kasarvadavali, Ghodbunder Road,
Thane (West) – 400 615

CENTRAL LIBRARY Library Membership form (Staff)

Name of the Staff: - _____

Member ID: - _____

Card No.: - _____

Department & Status: - _____ (UGC / Non UGC)

Specification (Subject): - _____

Address: - _____

Contact No. 1) _____ 2) _____

Validity: - / / 201 - to - / / 201

I hereby declare that I will return all the books after completion of the session from which I will borrow throughout the session from time to time. If any books is found on my name, I will be directly responsible for loss **OR** damage of such books.

Signature

H.O.D.

PRINCIPAL

LIBRARIAN



Panchvannth Charitable Trusts
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

Website Details

Name of the Staff: - _____

Department:- _____

Designation:- _____

Date of Birth:- _____

Date of Joining:- _____

Qualification:- _____

Area of Interest:- _____

Experience:- _____

College Email ID:- _____

Signature

Note:

- Mail passport size Photograph to adminapsit@apsit.edu.in . Photograph of Female should be in Saree with White Background and for Male should be in formal shirt and tie with White Background.



PARSHVANATH CHARITABLE TRUST'S
A. P. SHAH INSTITUTE OF ECHNOLOGY

(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious: Jain Minority Institution)

Parking Application

Name of the Staff: _____

Department : _____

Designation : _____

Date of Joining : _____

Mobile No : _____

Vehicle Type : 2 Wheeler /4 Wheeler

Vehicle No : _____

Signature

For Office Use Only

Parking Slot Allotted: _____

Allotted By : _____

Date:

Signature

Survey No. 12.13 Opp. Hypercity Mall, Kasarvadavali, Ghodbunder Road, Thane (W) - 400615
Tel: 25973737/38 Fax: 25973739 Web Site: www.apsit.org.in Email : principal@apsit.org.in



Pardipranthi Charitable Trusts
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

TEACHING IDENTITY CARD DETAILS

NAME: _____

DEPT: _____

DESIGNATION: _____

DATE OF BIRTH: _____

DATE OF JOINING: _____

BLOOD GROUP: _____

ADDRESS: _____

CELL NO.: _____

ID No.: _____

ANNEXURE 5-b: Non-Teaching Staff Joining Formalities



Parshwanath Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
 (Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
 (Religious Jain Minority)

NON-TEACHING JOINING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
 DEPARTMENT : _____
 DESIGNATION : _____
 DATE OF JOINING : _____
 CONTACT NO : _____
 EMAIL-ID : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	Appointment order & Joining report	Mr. R. N. Patil	110	
2.	Testimonials (Attested copy of all documents) & Photographs submission	Mr. R. N. Patil	110	
3.	Registration in staff database	Mr. R. N. Patil	110	
4.	All Testimonials received in Softcopy	Mr. R. N. Patil	110	
5.	Salary account opening form	Accounts	108	
6.	Issue of College Email ID	Ms. Snehal	110	
7.	Internet Login	Mr. Kiran	318	
8.	I Card	Mrs. Sneha	110	
9.	HOD			

- Testimonials includes Updated Resume, Academic documents (SSC, HSC, B.A./B.Com/BSc Certificates and Marksheet copy), All Experience and Relieving certificates till date, Permanent and Local address proof, PAN Card, Adhar card, Leaving Certificate, 4 Photographs, Caste Certificate and Caste Validity (if any).
- All above documents should be in hardcopy as well as in softcopy. The softcopy (JPEG format) of the documents is to be mailed on adminapsit@apsit.edu.in

SIGNATURE OF DEAN ADMINISTRATION



Panchvansh Charitable Trust's
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

NON-TEACHING IDENTITY CARD DETAILS

NAME: _____

DEPT: _____

DESIGNATION: _____

DATE OF BIRTH: _____

DATE OF JOINING: _____

BLOOD GROUP: _____

ADDRESS: _____

CELL NO.: _____

ID No.: _____

ANNEXURE 6: Self-Appraisal Form



A P Shah Institute of Technology, Thane Self-Appraisal Form

Academic Year:

Date:

Instructions:

- Self-appraisal is to be filled once in academic year.
- Faculty needs to assign the marks for his/her performance.
- This form can be customised by inserting relevant items from annexures with the form.
- Customised form shall be submitted to HOD in hard copy.
- HOD shall submit hardcopy to principal after assessing the form

Total Marks Obtained:	Self-assessment:	/100	Assessment by HOD:	/100
------------------------------	-------------------------	-------------	---------------------------	-------------

Faculty Details:

Name of Faculty:		
Designation:		
Department:		
Date of Joining:		
Date of Birth:		
Educational Qualifications:		
Experience	Teaching:	Industry:
Nature of Appointment (Adhoc/Probationer/Permanent):		
Present Salary Drawn:		

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

1. Academic Performance: (Max Marks: 40)

Self-assessment:

Assessment by HOD:

1.1 Teaching Load										
Sr. No.	Subjects Taught	Class	Department	Semester	Teaching Load per week			Total No of Sessions Conducted(hrs)		Online Student Feedback (1-5)
					Theory	Lab	Tutorials	Theory	Practical	

1.2 Teaching Assistant (TA) Details			
Name of TA	Class	Sem	Subject contribution

1.3 New books (Presently not available) suggested to library					
Subject	Class	Sem	Title	Publication	Author

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

1.3 Additional Experiments added to the Lab Manual			
Subject	Class	Sem	Name of the updated experiment

1.4 Innovative Teaching Techniques adopted			
Subject	Class	Sem	Technique adopted

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

2. Regularity and Attendance: (Max Marks: 10)

Self-assessment:

Assessment by HOD:

2.1 Leaves			
Type of leave	Pre-sanctioned	Post-sanctioned	Total
Casual Leave			
Outdoor Leave			
Medical Leave			
Special Leave			

3. Participation in College/ Departmental activities:(Max Marks: 25)

Self-assessment:

Assessment by HOD:

- Please copy and paste relevant tables from **Annexure-I** here.

4. Self-Improvement Initiatives:(Max Marks: 15)

Self-assessment:

Assessment by HOD:

- Please copy and paste relevant tables from **Annexure-II** here.

5. Representing college in external environment:(Max Marks: 10)

Self-assessment:

Assessment: by HOD:

- Please copy and paste relevant tables from **Annexure-III** here.

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Annexure-I

Time Table Related Activities				
Sr. No.	Role	Department	Semester	

Class Advisor				
Sr. No.	Class	Semester	Branch	Duties Performed

Sports Activities				
Sr. No.	Name of sport	Category (Indoor/outdoor)	Role(Incharge/co-ordinators)	Ojus/Other College

Cultural Activities				
Sr. No.	Name of Event	Category	Role(Incharge/co-ordinators)	Ojus/Other College

Project Based Learning				
Sr. No.	Subject	Role	Description	Duration (From- to)

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

UDAAN Incubation Activities		
Area of Participation	Contribution	Duration (Date from- to)

Placement Activities				
Sr. No	Role (TPO/ Dept coordinator)	Name of companies visited	Number of students placed	Department

In house Placement activities (Training/ workshops conducted)				
Sr. No	Workshops and trainings conducted	Class	Department	Number of students participated

Student organization activities							
Sr. No.	Event/workshops and trainings conducted	Class	Department	Number of students participated	Role (Incharge/ co-ordinator)	Duration	Date (From- to)

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Industrial Visits Related Activities								
Role	No of days	class	department	organized by (IEEE, CMSA, ITSA, TPO, etc.)	Name of company visited	Description	Duration	Date (From- to)

Admission Process related Activities					
Role(In charge /Co-ordinator)	Duties(Confirmation/Verification)	Class (Write YES whichever applicable)		Duration (Date from- to)	Number of Days
		FE	DSE		

Exam related Activities (University Exams: Supervision Details)					
Sr. No.	Role(CS/SS/JS/US/CAP In charge/Exam In charge)	Exam	Number of Sessions		Number of Supervisions (Days)
			Morning	Evening	

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Exam Assessment Related Activities (External Work Conducted)							
Sr.No.	Role	Semester	College/ University	Subject	Total Number of Outdoor Duties	Number of papers revaluated	Number of papers moderated

Exam related Activities (Assessment/Oral/Practical Exams Conducted)			
Sr. No.	Name of Subject	Semester	Exam type (Assessment/Oral/Practical)

IT Maintenance				
Sr. No	Issues solved	Description	Task Completed (Yes/No/Ongoing)	Date

Lakshya related Activities				
Sr. No.	Activities conducted	Description	Date	Number of students participated

College/Department Magazine/Newsletter related Activities

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Type (Magazine/Newsletter)	Title	Role(Incharge/co-ordinators)	Year of Publication

Conduct of STTP							
Sr. No.	Role (Organizing Committee)	Name of STTPs conducted	Technology	Duration of course	Date (From-to)	No of Participants	Department

Departmental UG Projects Undertaken			
Sr. No.	Role	Title of Project	Number of students

Annexure-II

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Papers Published in National Conference									
Sr. No.	Title of paper published in National conference	Month/year	Name of conference	ISBN/ISSN Number	Name of Co-authors	Impact Factor of Conference	Number of citations	Rating	Online link

Papers Published in International Conference									
Sr. No.	Title of paper published in International conference	Month/year	Name of conference	ISBN/ISSN Number	Name Co-authors	Impact Factor of Conference	Number of citations	Rating	Online link

Papers Published in Journals									
Sr. No.	Title of paper published in Journal	Month/year	Name of journal	ISBN/ISSN Number	Co-authors	Impact Factor of Journal	Number of citations	Rating	Online link

* Add extra tables for activities not covered in this form.

MOOCS

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Sr. No.	Name of MOOCS course undertaken	Month/year	Duration of course	Certification Completed (Yes/No)

SWAYAM				
Sr. No.	Name of Swayam course undertaken	Month/year	Duration of course	Certification Completed (Yes/No)

Short- term training Programs						
Sr. No.	Name of STTPs attended	Technology	Duration of course	Date (From- to)	Internal/ External	Name of the Institute where attended

Seminars						
Sr. No.	Name of seminars attended	Technology	Duration of course	Date (From- to)	Internal/ External	Name of the Institute where attended

* Add extra tables for activities not covered in this form.

Annexure – III

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

Resource person in STTP/Training course/ Lecture Talks				
Sr. No.	Topic Name	Department	Name of the institute	Number of participants

Contribution to Syllabus Framing				
Sr. No.	Name of the subject	Role	Name of University	Other Details

Member of University Committee			
Sr. No.	Name of Committee	Roles and Responsibilities	Designation

Consultancy Assignment					
Sr. No.	Roles and Responsibilities	Type of Work/Domain	Organization	Duration	No. of visits

External Projects/Competitions Participations						
Sr. No.	Role	Description	Contribution	University	Duration	Comments

* Add extra tables for activities not covered in this form.

A P Shah Institute of Technology, Thane: Self Appraisal Form

Signature of Faculty:

Signature of HOD:

ANNEXURE 7: HOD Review Form



Parshwanath Charitable Trust
A. P. SHAH INSTITUTE OF TECHNOLOGY
 (Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
 (Religious Jain Minority)

Appraisal Scheme

Sr. No.	Parameters	Check Box
Academic Performance (Max Marks: 40)		
1	Teaching Assistant Details	☐
2	New books (currently not present) suggested to the Library	☐
3	Additional Experiments added to the Lab Manual	☐
4	Innovative Teaching Techniques adopted	☐
Participation in College/ Departmental activities: (Max Marks: 25)		
1	Time Table Related Activities	☐
2	Class Advisor	☐
3	Sports Activities	☐
4	Project Based Learning	☐
5	UDAAN Incubation Activities	☐
6	Placement Activities	☐
7	In house Placement activities (Training/ workshops conducted)	☐
8	Student organization activities	☐
9	Industrial Visits related Activities	☐
10	Admission Process related Activities	☐
11	Exam related Activities (University Exams: Supervision Details)	☐
12	Exam Assessment related Activities (External Work Conducted)	☐
13	Exam related Activities (Assessment/Oral/Practical Exams Conducted)	☐
14	IT Maintenance	☐
15	Lakshya related Activities	☐
16	College/Department Magazine/Newsletter related Activities	☐
17	Conduct of STTP	☐
18	Departmental UG Projects Undertaken	☐

Sr. No.	Parameters	Check Box
Self Improvement Initiatives (Max Marks: 25)		
1	Papers Published in National Conference	☐
2	Papers Published in International Conference	☐
3	Papers Published in Journals	☐
4	Short- term training Programs	☐
5	MOOCS and SWAYAM	☐
Representing College in External Environment (Max 10 marks)		
1	Resource person in STTP/Training course/ Lecture Talks	☐
2	Contribution to University Syllabus Framing	☐
3	Member of University Committee	☐
4	Consultancy Assignment	☐
5	External Projects/Competitions Participations	☐



HOD's Feedback (25 marks)

Instructions:

1. Kindly bubble the circle with the appropriate rating for every parameter
2. This document is to be kept **strictly confidential** and is NOT to be discussed with the faculty.
3. Submit the hard copy of the document to the Principal

Name of Faculty:

Designation:

Department:

Sr. No.	Parameter	Ratings				
		Excellent	Very Good	Good	Fair	Average
1	Quality of interaction with students	⑤	④	③	②	①
2	Quality of material uploaded on moodle and effective use of smartboard	⑤	④	③	②	①
3	Regularity in updation of attendance, test/assignment assessment and defaulters list	⑤	④	③	②	①
4	Efforts to improve student's learning experience	⑤	④	③	②	①
5	Openness to adopt/experiment new policies and potential working in a team	⑤	④	③	②	①

Total Marks: _____

Name & Signature of HOD
 (Department: _____)

ANNEXURE 8: Staff Relieving Form



Parthwanath Charitable Trusts
A. P. SHAH INSTITUTE OF TECHNOLOGY
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to University of Mumbai)
(Religious Jain Minority)

STAFF RELIEVING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
DESIGNATION : _____
DEPARTMENT : _____
DATE OF JOINING : _____
DATE OF RELIEVING : _____
CONTACT NO/EMAIL-ID : _____
FACULTY SIGNATURE : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	No Dues From Library	Library	304	
2.	No Dues From Exam Section	Exam	114	
3.	No Dues From Accounts	Accounts	108	
4.	Submission Of Laptop	Mr. Kiran Deshpande	318	
5.	No Dues From Department	HOD		
6.	Submission Of Drawer & Cupboard Keys	HOD		
7.	No Dues from Admin Office	Dean Admin	110	
8.	Submission Of I-Card	Mr. R. N. Patil	110	
9.	Submission Of Visiting Cards	Ms. Snehal	110	

REMARK: _____

SIGNATURE OF PRINCIPAL

Annexure 9
Payment of Gratuity (Central) Rules
FORM 'I'

See sub-rule (1) of Rule 7

Application for Gratuity by an Employee

To,

(Give here name or description of the establishment with full address)

Sir/Gentlemen,_____

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation/retirement/resignation after completion of not less than five years of continuous service/total disablement due to accident/total disablement due to disease with effect from the_____. Necessary particulars relating to my appointment are given in the statement below.

Statement

1. Name in full_____
2. Address in full_____

3. Department/Branch/Section where last employed_____
4. Post held with Ticket No., or Serial No., if any_____
5. Date of appointment_____
6. Date and cause of termination of service_____
7. Total period of service_____
8. Amount of wages last drawn_____
9. Amount of gratuity claimed_____

2. I was rendered totally disabled as a result of---

(Here give the details of the nature of disease or accident)_____

The evidences/witnesses in support of my total disablement are as follows:--

(Here give details)_____

3. Payment may please be made in cash/open or crossed bank cheque.
4. As the amount of gratuity payable is less than rupees one thousand, I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,
Signature/Thumb-impression of the
applicant employee.

Place:_____

Date:_____

Annexure 10

UNDERTAKING

I,----- the undersigned have served A.P. Shah Institute of Technology, Thane as detailed below:

SN	From (Start Date)	To (End Date)	Designation	Department

I hereby undertake that:

1. I have received salary for the entire duration of my previous services along with all types of permissible allowances as per my appointment order(s).
2. I confirm that my provident fund and family pension contribution is paid by A.P. Shah Institute of Technology as per rule and my appointment order.
3. I have availed leaves as and when applicable and needed by me in my previous service mentioned above.
4. Considering my service duration, I am entitled for gratuity amount of Rs. ----- . Except for the gratuity amount, no other amount is receivable by me from A.P. Shah Institute of Technology, Thane.
5. I will not claim arrears of dearness allowance or any other type of financial claim from A.P. Shah Institute of Technology in future except for the gratuity claim mentioned in Item 4.

Sign

Sign

Name of Witness-----

Name of Faculty-----

-Designation:-----

Place: Thane

Date: