HANDBOOK

of

Information on Policies| Rules| Processes

Issued by

Principal-SSIPMT Raipur (CG)

Shri Shankaracharya Institute of Professional Management & Technology
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This handbook is intended to be used as a general guide for basic information and its contents cannot be quoted as authoritative statements. For any clarification, discrepancy or error, the original orders/notifications/circulars should be referred.

|C|O|N|T|E|N|T|S

Introduction

Adi Shankaracharya was the first philosopher who consolidated the doctrine of Advaita Vedanta, a sub-school of Vedanta. He believed in the greatness of the holy Vedas and was a major proponent of the same. Not only did he infuse a new life into the Vedas, but he also advocated against the Vedic religious practices of ritualistic excesses. He founded four Shankaracharya Peethas in the four corners of India, which continue to promote his philosophy and teachings.

About Society

Shri Gangajali Education Society (SGES) has been established in 1994 to offer a wide range of undergraduate, postgraduate and doctoral programs in Engineering, Management, Medicines and Pharmaceuticals, Nursing and Education (B.Ed./M.Ed.) along with Science and Humanities, benchmarking a standard and empowering the state of Chhattisgarh with premiere institutions that it may boast of as the ultimate stage of higher learning. Shri Gangajali Education Society (SGES), with its proficiency and excellence in higher education, has been serving society by providing a quality education for over two decades.

About-SSIPMT

SSIPMT Raipur is established to foster an understanding of technical and management education to harvest skilled engineers and efficient managers for society. The city of Raipur had lack of technical institutes, due to which students of the city were compelled to look beyond Raipur for technical education. We took it as a challenge and dared to start a technical institute in the city of Raipur. With the blessings of Jagadguru Shankaracharya Swami Swaroopanand Saraswati Ji Maharaj, things worked well and we were able to lay the foundation of Shri Shankaracharya Institute of Professional Management and Technology, Raipur with the mission of imparting quality technical education to the budding engineers and managers of Raipur. All this materialized within 10 glorious years.

Our commitment is to make every student of the institute ready to take professional stress skillfully without being subjected to anxiety issues. We develop an urge for "Nothing less than the best" through constant motivation. Our work-culture is continuously being innovated and refreshed to reflect the latest developments in technology and trends. Pure academics are

appended with arduous co-curricular activities to generate an all-round development of the students.

Governing Body Members

| S. No.	Name	Profession	Position
1	Shri I. P. Mishra	Industrialist Educationist	Chairman-SGES
2	Shri. Nishant Tripathi	Educationist	Chairman (BG) SSIPMT; Secretary, SGES
3	Dr. M. L. Dewangan	Ex-Officio Director Technical Education	Director/Member
4	Nominee CSVTU Bhilai	Ex-Officio Member	Nominee CSVTU Bhilai
5	Director of Technical Education (Ex-Officio) Member	Ex-Officio Director Technical Education	Nominee DTE
6	Mrs. Suman Tripathi	Social Activist Academician	Member
7	Dr. Monisha Sharma	Educationist	Member
8	Dr. Naveen Jain	Academician	Member
9	Prof. Atul Chakrawarti	Academician	Member
10	Dr. Nishant Yadav	Academician	Member
11	Mr. Gurinderpal Singh	Entrepreneur	Member
12	Dr. Alok Kumar Jain	Academician	Member-Secretary

Vision

To be a premier technical institute in the country that imparts innovation-driven education to nurture value-based competent future professionals.

Mission

The institute will focus on producing competent future professionals by:

1. Partnering and collaborating with industry and government in producing new knowledge and addressing socially relevant problems.

2. Creating infrastructure and good practices that foster innovation-based education.

3. Providing experiences that lead students becoming good engineers.
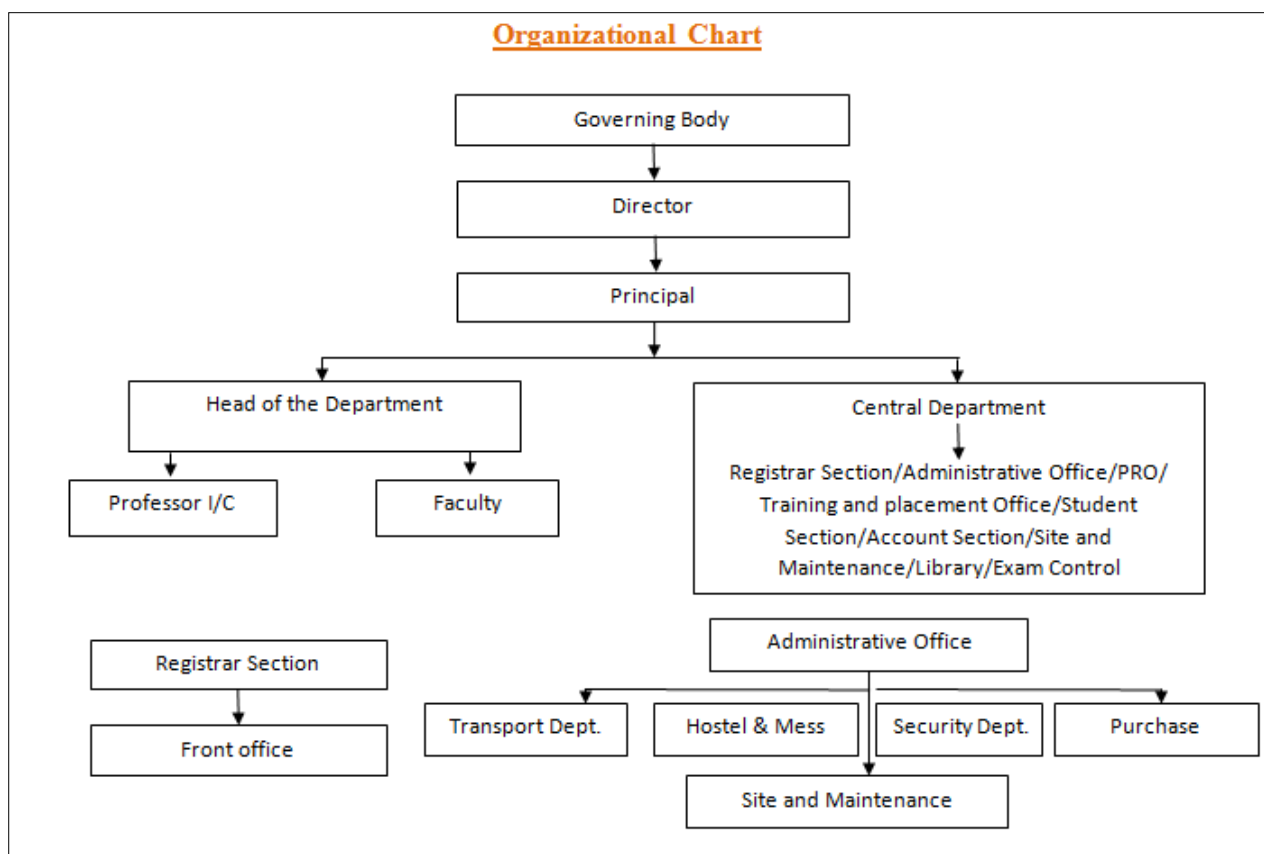
Organizational Chart

Institutional Policies   Recruitment Policy

Recruitment and Selection Policy

|C|O|N|T|E|N|T|

Recruitment and Selection Policy

1. Overview:

This document provides guidelines regarding the appointment of teaching and non-teaching staff at SSIPMT, Raipur:

A. Teaching staff:

- Professor

- Associate Professor

- Assistant Professor

B. Non-Teaching:

- **Academic:** Lab Assistant, Lab Attendant, Lab Technician, Demonstrator, Data Entry Operators, and Lower Division Clerk.

- **Administrative:** Registrar Section, PRO, TPO, Library, Accounts, Student Section, Exam Control, Hostel Warden, and Sports Officer.

- **C. Supporting Staff**: Transport, Maintenance, Housekeeping, Security, and Institute Mess.

2. Policy Statement:

Effective recruitment and selection procedures are important in attracting and retaining high-quality staff. It is the policy of the institute to recruit high potential that is committed towards the development of the institute. For this, the policies must be fair, rigorous, and transparent. All decisions relating to recruitment and selection must be consistent with the criteria outlined for the post.

3. Criteria for Evaluation:

For Teaching Position, the criteria are Qualification, experience, achievements, communications skills, professional aspiration, knowledge of and interest in higher education, teamwork, and organizational skills.
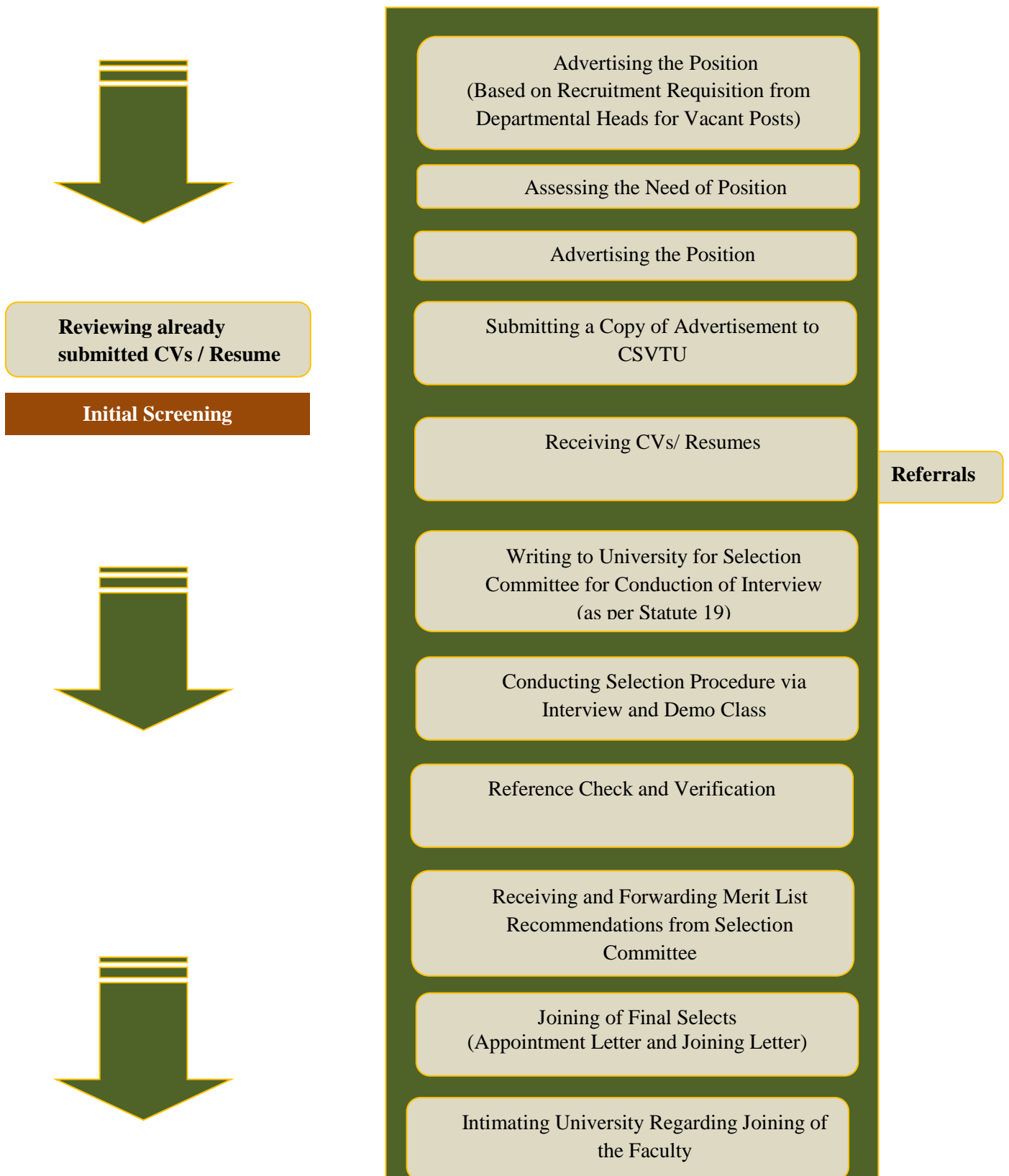
For Non-teaching Administrative Positions, the criteria are Qualifications including IT skills, knowledge and experience, administrative skills, interpersonal skills, teamwork, and organizational skills.

For Technician Position, the criteria are Qualification and experience, technical knowledge, interpersonal skills, developmental potential, teamwork, and organizational skills.

4. Recruitment Process of Various Personnel

4.a) Recruitment Process of Teaching Staff at a Glance

Reviewing already submitted CVs / Resume

Initial Screening

Referrals

Advertising the Position
(Based on Recruitment Requisition from Departmental Heads for Vacant Posts)

Assessing the Need of Position

Advertising the Position

Submitting a Copy of Advertisement to CSVTU

Receiving CVs/ Resumes

Writing to University for Selection Committee for Conduction of Interview (as per Statute 19)

Conducting Selection Procedure via Interview and Demo Class

Reference Check and Verification

Receiving and Forwarding Merit List Recommendations from Selection Committee

Joining of Final Selects
(Appointment Letter and Joining Letter)
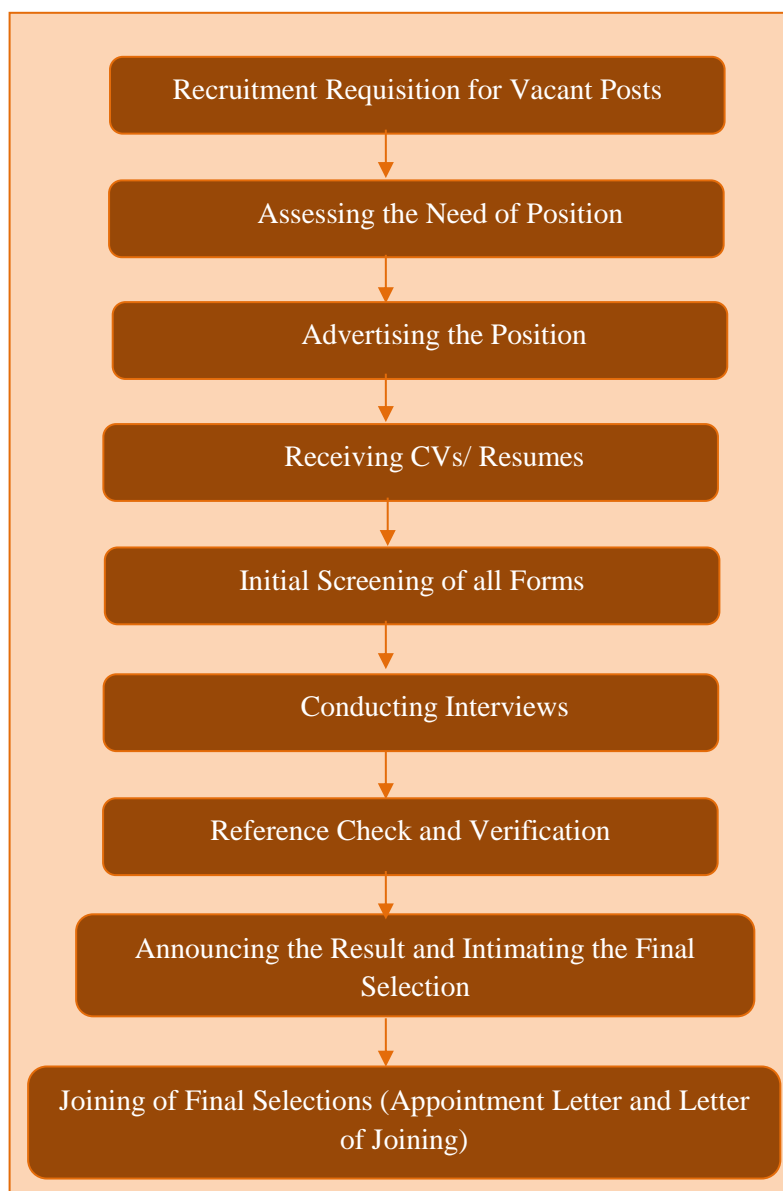
Intimating University Regarding Joining of the Faculty

4. a. Recruitment Process of Teaching Staff

1. **Recruitment Requisition from Departmental Heads for Vacant Posts:** Requirements for Vacancies from various departments are sent to the Principal. The requirement includes job description and specification along with the required number of candidates.

2. **Assessing the Need of Position:** This includes establishing the purpose of the position to be filled. The institution goals and mission statements are clearly defined and understood before searching for qualified individuals.

3. **Advertising the Position:** The institute advertises discipline-wise and cadre-wise vacant posts in local as well as one or two national newspapers. One original copy of the advertisement is sent to the university.

4. **Submitting a Copy of Advertisement to CSVTU**: As per the guidelines received from CSVTU, a copy of the advertisement should be submitted to the University for Display on their website.

5. **Receiving CVs/Resumes:** All CVs or Resumes are collected by the due date and a primary screening is done. If no application or resume is received for any advertised post(s), the institute shall have to re-advertise for such posts, or else referrals or previously submitted applications are considered. The registrar section ensures that each applicant fits the profile, since a good selection reduces turnover, training and recruitment costs, and thereby produces stability, consistency, and low operating costs.

6. **Writing to University for Selection Committee for Conduction of Interview (as per Statute 19):** After the initial screening of submitted CVs/Resumes the institute writes to the university for nomination of Selection Committee Members for interviewing the candidates. The norms are followed as per Statute 19.

7. **Conducting Selection Procedure via Interview:** Once the university shares details of Selection Committee members and dates, the schedule is made and is confirmed with all individuals who will be involved in the interview process. An intimation of schedule is shared with the candidates and the interviewers.

8. **Receiving and Forwarding Merit List and Recommendations from the Selection Committee:** Recommendations of the Selection Committee in the form of minutes are sent to the university. This includes the cadre-wise and discipline-wise merit list of the applicants. The appointment remains valid from the date of the issue of approval letter from the university or date of joining, whichever is later.

9. **Reference Check and Verification:** One of the most crucial but often neglected steps in the hiring process is reference checking. A reference check is done for those candidates who have advanced to the final stage and are under serious consideration for the job. It is ensured that the documents about the qualification and teaching experience of candidates are enclosed along with the CV/ Resume for verification at university as well. If the experience letter of any candidate pertains to other universities, the seniority list of that university is made available.

10. **Joining of Selected Candidates:** Once a qualified candidate has been recommended, the Registrar Section contacts him/her and makes the job offer. Some important issues that are addressed in the job offer are: starting salary, starting date, length of the contract, employee benefits, moving expenses (if applicable), living accommodations (if

applicable), or any other points of negotiation. The candidate is given sufficient time to either accept or reject the offer. If the candidate declines the position, the hiring supervisor makes the offer to the next candidate of choice or reconvenes the selection committee to make other arrangements.

11. **Intimating University regarding Joining of the Faculty:** The joining of the faculty is intimated to the university along with the written contract prescribed in the appendix of statute 19 within one month from the date of joining of the faculty.

4. b.) Recruitment Process of Non-Teaching Staff at a Glance

Recruitment Requisition for Vacant Posts

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Assessing the Need of Position

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Advertising the Position

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Receiving CVs/ Resumes

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Initial Screening of all Forms

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Conducting Interviews

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Reference Check and Verification

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Announcing the Result and Intimating the Final Selection

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Joining of Final Selections (Appointment Letter and Letter of Joining)

4. b. Recruitment Process of Non-Teaching Staff

1. **Recruitment Requisition for Vacant Posts:** Vacancy from various departments is sent to the Principal. The requirement includes job description and specification along with the required number of candidates.

2. **Assessing the Need of Position:** This includes establishing the purpose of the position to be filled.

3. **Advertising the Position:** The institute advertises for the vacant posts in the local as well as one or two national newspapers.

4. **Receiving CVs/ Resumes:** Throughout the year the candidates visit and submit their CVs/Resumes in the Registrar Section. When the vacancy appears then these forms are reviewed. Also through reference, the database is collected.

5. **Reviewing already submitted CVs / Resume/Referrals:** Review of referrals and also the prior submitted applications/ resumes are reviewed for the recruitment process.

6. **Conducting Interview:** Once the applicant pool has been screened and persons are identified, the interview schedule is made and is confirmed with all individuals.

7. **Reference Check and Verification:** Reference checks are done for the shortlisted candidates. In this, the documents supporting qualification, experience, other skills are checked and verified.

8. **Announcing the Result and Intimating the Final Selection:** After confirmation of the candidate's credentials, the list of final selects is made. The selected candidates are informed by the Registrar Section about the same.

9. **Joining of Selected Candidate(s):** Once candidates are finalized, the Registrar Section makes the job offer with the preferred person. Some important issues that are addressed in the job offer are: starting salary, starting date, employee benefits, etc. If the candidate accepts the position, the offer and conditions of hire are sent to the candidate in writing as soon as possible and if the candidate declines the position, the hiring supervisor makes the offer to the next candidate of choice. All the rules and conditions are communicated to the candidate.

4.c.)Recruitment Process of Supporting Staff at a Glance

Recruitment Requisition for Vacant Posts

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Assessing the Need of Position

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Initial Screening of available CVs/Resumes

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Conducting Interviews

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Reference Checks & Verification

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Joining of Selected Candidates
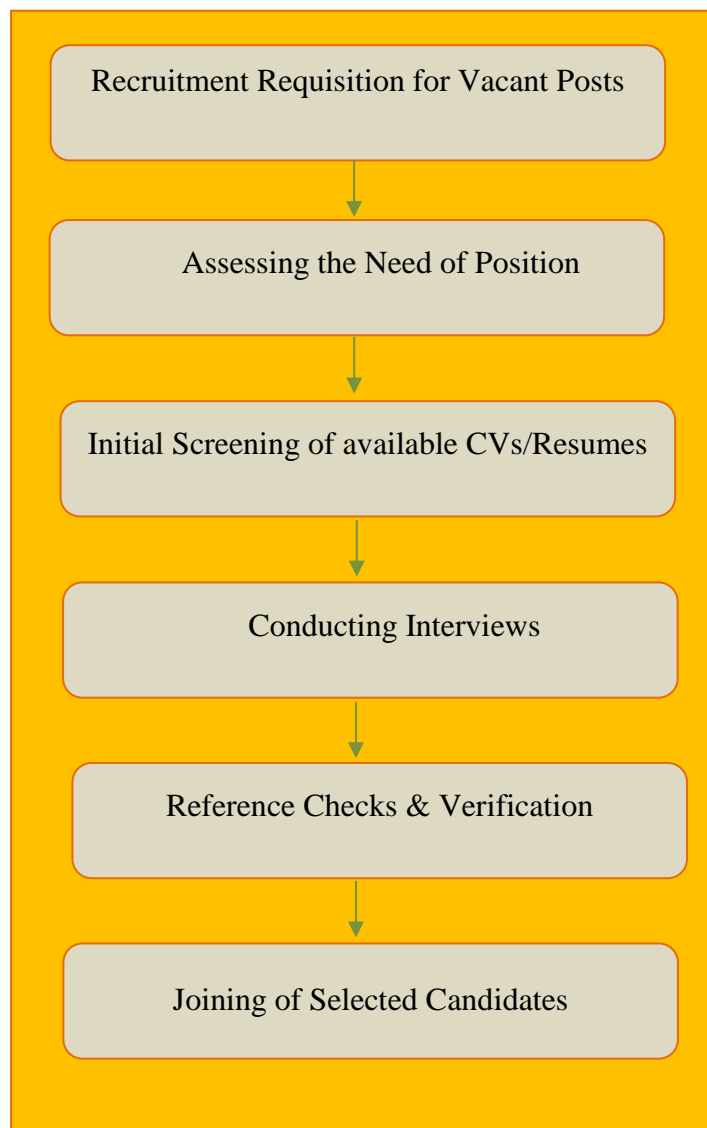
4. c Recruitment Process of Supporting Staff

1. **Recruitment Requisition for Vacant Posts:** Vacancy for various positions is sent to the Principal.

2. **Assessing the Need for the Position:** This includes establishing the purpose of the position to be filled.

3. **Conducting Interview**: Around the year the candidates visit and submit their bio-data in the Registrar Section. So when the vacancy appears then these forms are reviewed. Also through reference, the database is collected. Once the Resumes are screened a few candidates are shortlisted for face to face interviews. The schedule is made and communicated to them.

4. **Reference Check and Verification:** The documents supporting qualifications, work experience, or other skills are checked and verified. For example Drivers, driver's licenses are checked while hiring for the position of driver. The police verification form is also to be filled for some positions.

5. **Joining of a Selected Candidate during Hiring:** Once candidates are finalized, the Registrar Section makes the job offer with the preferred person. Some important issues that are addressed in the job offer are: starting salary, starting date, employee benefits, etc. If the candidate accepts the position, the offer and conditions of hire are sent to the candidate in writing as soon as possible and if the candidate declines the position, the hiring supervisor makes the offer to the next candidate of choice. All the rules and conditions are communicated to the candidate.

Service Rules

|C|O|N|T|E|N|T|

Institutional Policies   Recruitment Policy

1. Preamble:

The following ordinances to govern service and conduct of teaching and non-teaching staff shall apply to all the employees in the institute. After the appointment, an employee becomes a member of the mighty fraternity of the institution. Hence, it is obligatory on the part of the employee to contribute physical, moral, and intellectual vitality and the ability for the growth and well-being of the institute.

1. Modes of Appointment:

a. The date of the appointment is effective from the date of joining.

b. Confirmation of the appointment is subject to approval by University (in case of faculty members) and successful completion of the probationary period.

c. The appointment is subject to the condition that a candidate does not provide any false declaration or willful suppression of any material facts. It is the sole responsibility of the candidate to inform the institute if he/she has entered into any agreement in the past (either oral or written) that may affect the current assignment adversely.

d. The offer of appointment is subject to the verification of all testimonials in original as laid down by the University and/or Institution.

e. One month's notice or one month's pay (total emoluments) instead of the notice period is required in case of resignation from service.

f. Any application for outside employment/assignment will have to be forwarded through proper channel or after obtaining NOC from the management.

g. Faculty appraisal and performance evaluation: Faculty appraisal is conducted annually for the continuous assessment of the teaching and learning process which enables the faculty members to identify them for various training programs/ development programs/ workshops/ higher education etc. Decisions related to annual increment, incentives, and awards are taken based on objective data presented in the performance appraisal.

Process:
Self-appraisal and evaluation form is provided to every Head, the form contains three parts:
Part A: To be filled by the individual faculty;
Part B: To be filled by respective Heads; and
Part C: To be filled by the Principal as to award grade as Excellent/ Very Good/ Good/ Satisfactory/ Needs Improvement and to be countersigned by the Chairman (BG).

Implementation:

1. Faculty members awarded "Satisfactory grade, and above" become eligible for annual Increment.
2. Faculty members who fall under "Needs Improvement" grade in the performance appraisal are not eligible for annual increment. They are informed about the areas and measures for improvement.

h. The superannuation age of retirement will be 65 years.

i. During special occasions viz., college events, inspections, examinations, campus recruitments, etc., one may be required to perform additional tasks beyond working hours and routine work. Hence, an employee is required to be present in the institute or any other location in any of the shifts, as may be required by the situation keeping in view the urgency or requirement for imparting the quality education.

j. The appointed candidates will be governed by the general terms and conditions of service as laid down by the management/governing body from time to time and are subject to modifications following the change in institute policies.

2. Responsibilities:

a. In commensurate with the designation, department, and office, an employee is expected to perform all responsibilities efficiently and diligently to ensure excellent results.

b. No employee shall take part in or subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.

c. No employee shall engage in activities directly or indirectly that will harm the reputation and image of the institute. He/she should be vigilant to uphold the prestige and virtues of the institution.

d. An employee may be required to undertake travel for any work assigned by the institute for which travel expenses will be reimbursed as per the rules of the institute.

e. An employee is also required to extend necessary help and support for updating/upgrading departmental laboratories, manuals, and equipment following the need and necessity of students' learning to cope up with the vision of the institute.

f. Teaching and non-teaching staff may be required to perform additional activities and any other work/responsibilities as assigned by the management from time to time, as part of the duty.

g. An employee is expected to understand the scope and intent of the policies. In case, any situation or incident so arises which could have any potential impact or has resulted in a violation of policies or the terms of employment, an employee shall immediately bring it to the notice of respective Head of Department/Principal for initiating remedial measures.

3. General Terms, Rules, Regulations, and Code of Conduct:

All the employees must abide by the general terms, conditions, and code of conduct of the institute as enumerated below, which are subject to modification from time to time without any prior notice.

a. Usual college timing is from 9 am to 3:20 pm from Monday to Saturday. But the office remains open till 4:30 pm. Every 1st and 3rd Saturday of a month is a holiday apart from all Sundays. However, 5th Saturday if it falls in any month, will be a normal working day.

b. Personal grooming and attire should be formal, simple, and strictly in accordance with the institute decorum and decency. For the reference of one and all, it should be as under, as far as possible.

   For Gents - Formal Clothing. (Jeans, t-Shirts, sports shoes, etc. are **NOT** allowed, except on special occasions).

   For Ladies - Formal Clothing. (Jeans and t-shirts, Eye-catching make-up, glittering accessories, etc. are **NOT** allowed, except on special occasions).

c. Smoking and consumption of alcohol are prohibited. In case, anyone found to be under influence of any such item it shall immediately be brought to the notice of respective Head of Department/Principal for initiating appropriate disciplinary action.

d. All teaching and non-teaching staff must refrain from subjecting any student to fear, trauma, anxiety, mental, emotional, physical harassment, and gender abuse.

e. Teaching staff must adapt to teaching as per the individual needs of the students and plan out systematic efforts to encourage them to actualize their potential and talent as far as possible.

f. In addition to studies, teaching staff must inculcate and stimulate in the minds of students, sense of values such as social ethics, intellectual aptitude, and moral binding, etc.

g. All teaching and non-teaching staff must be impartial to all students, irrespective of their caste, creed, religion, gender, economic status, disability, language, and place of birth.

h. It is imperative on the part of teaching staff to strive continuously for his/her professional and educational development to reap the benefits of the latest advancements in different areas of knowledge and also in their pedagogy, which will equip him/her to engage the students with updated knowledge by using modified pedagogical practices. The study of newspapers, magazines, reference journals and books in the field of specialization, debates with colleagues on different themes of education, undertaking research and experimentation, participation in seminars, conferences, workshops, etc. are some of the strategies which one is expected to use to move upwards in the professional hierarchy. All teaching (as well as non-teaching) staff must agree to strive for continuous professional/ educational/ academic elevation and hence contribute towards the progress of the institute.

i. A teacher cannot give his/her best to the student community if he/she does not display pride, respect, and dignity of the profession chosen. Such feeling must, therefore, be imbibed thoroughly and should always reflect in all faculty and staff members.

j. All employees must refrain from making unsubstantiated allegations against colleagues and higher authorities. One should avoid making derogatory remarks about colleagues, especially in the presence of students, other teachers, officials, or parents.

k. All employees should refrain from engaging themselves in private tuition or private teaching activities for the students of the institute.

l. All employees are expected to refrain from accepting any gift or favor that might impair or appear to influence professional decisions or actions thereby damaging the personality and respect of the individual.

m. All employees must maintain the confidentiality of information concerning colleagues and their respective departments and NOT discuss or share such information with an unauthorized person.

4. Other Benefits and facilities:

a. All employees are entitled to leaves, holidays, and working hours as applicable for that particular academic session. Leave account shall be maintained by the Registrar Section as per the guidelines laid down in the Leave Rules document.

b. All the employees are entitled to summer vacations as declared by the Principal and as per guidelines laid down in the Leave Rules document.

c. All employees are provided to and fro bus facility from a place nearest to their place of residence to the institute, free of cost.

d. An employee can avail of the mess facility at a discounted price.

e. An employee may use the gymnasium, music room, sports facilities at the institute during leisure timings, provided no work is pending with them.

f. An employee will be eligible for some perquisites, if any, as applicable to their department and designation and / or based on functional requirements as determined by the institute.

g. Employees are entitled to participate in the institute's Provident Fund (PF) as per the Employees' Provident Funds Scheme, 1952 (SRO 1509, dated 2-9-1952).

h. Employees are eligible for the institute Group Insurance policy cover.

i. Employees are eligible for special performance incentives, subject to their performance, and as decided by the management.

j. Service Records of each employee of the institute shall be maintained by the Principal's office. Separate personal files of the employees shall be maintained by the Principal's office. Adverse remarks, if any, shall be communicated to the concerned employee who will be entitled to represent against such remarks to the management within one week of the communication of such remarks. The orders passed by the management in this behalf shall be final.

5. Provision for Higher Studies Undertaken by Teaching Staff:

SSIPMT being a prime hub of technical education in the State of Chhattisgarh, the management is happy to encourage its teaching fraternity to boost up their abilities, professional skills, and knowledge by enrolling themselves for higher studies. At the same time, it is expected that such faculty members continue to contribute to the development of the institution. Hence, when one proceeds for higher studies while availing leave from the institute, they must be on the role of this institution for at least a couple of years after the attainment of degree.

Permission for pursuing higher education will be granted to the aspirants purely on the application received first come first serve basis and recommended by the Head concerned and subject to approval from Principal.

6. Conflict of Interest:

a. All employees are required to engage themselves exclusively in the work assigned by the institute and shall not take up any independent or individual assignments (whether the same is part-time or full time) directly or indirectly without the express written consent of the Principal of the institute.

b. All employees must ensure that they shall not directly or indirectly take part in any activity or have any interest in or perform any services for and on behalf of any person who is involved in activities detrimental to the interest of the institute.

c. The Conflict of Interest Policy also refers to the need on employee's part, during his/her employment with the institute (irrespective of the circumstances of or the reasons for the cessation) not to solicit :

 I. Accepting employment to any competitor/employer or other firms.

 II. Associating with or performing services of any type for any third party or other institution.

7. Confidentiality:

a. In consideration of the opportunities, training, and access to new techniques and know-how that will be made available to the employees, they are required to comply with the confidentiality policy of the institution. Therefore, they must maintain information of confidential nature as secret and not disclose it to anyone, except as may be required under the obligation of law or as desired by the institute. This clause shall endure during employment and beyond the cessation of your employment with the institution (irrespective of the circumstances of, or the reasons for, the cessation).

b. During an individual's tenure in SSIPMT, he/she will be expected not to disclose any information about the educational secrets of the institute to any outsider.

c. Since the employees become an inseparable functional identity of the organization while being employed here, all the study materials, laboratory equipment, models, manuals, reference books/papers, etc. of the institute which is being conceived severally or jointly with others and the results so emanated from the work performed. in compliance with the policies of SSIPMT, are intellectual properties of the institute.

Leave Rules

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1. Preamble
2. Casual Leave
3. Duty Leave
4. Medical Leave
5. Maternity Leave
6. Paternity Leave
7. Special Casual Leave
8. Compensatory Off
9. Study Leave
10. Vacation and Earned Leave

Preamble:

The Institute provides liberal leave benefits to its employees. However, leave cannot be claimed as a matter of right. In case of exigency in the institute leave of any kind may be refused, revoked, or curtailed by the authority empowered to grant it. In case of non-availing of any sort of leave during an academic session, such staff-members shall be suitably honored/rewarded by the Management in due course.

1. Casual Leave (CL):

I.   Every employee is eligible to avail 13 days of casual leave in an academic session (from 1st July to 30th June). However, during the first year of service, an employee may be allowed CL of 1 day per month.

II.   After successful completion of 1 year of service, if the reason(s) enumerated are so genuine, maximum 06 days Casual Leave shall be granted at a time to an employee.

III.   CL cannot be clubbed with Medical Leave.

If an employee intends to avail casual leave, an application on that count should be submitted in advance duly recommended by the Head concerned. Due to exigency, if an employee fails to apply in person, before proceeding on CL, it could be sent through a colleague or a third person. At least the Head concerned, or the Registrar office should invariably be informed telephonically by the incumbent about his/her remaining on CL well before the beginning of classes.

2. Duty Leave (DL):

The management can sanction duty leave for participation in academic program viz., seminar, conference, workshop, examinations, FDP, STTP, refresher courses, etc. or cultural/sports events to academic personnel or any such works as entrusted and done by a non-academic employee at CSVTU, AICTE, DTE or any government office. Duty leave can be availed by such personnels for any such assignment by the institute.

3. Medical Leave (ML):

I.   A regular employee is eligible to avail 20 half day's pay for leave on medical grounds per academic session, which can be computed to 10 days full pay leave on the successful completion of one year service. Medical Leave up to 03 days will be granted without medical certificate only at the discretion of the management. If the period of ML is more than 03 days including holidays in between, the application should be supported with an unfit certificate issued by a medical practitioner duly registered under the Medical Council of India; and fitness certificate at the time of resumption of duty should also be submitted subsequently.

II.   ML cannot be combined with any other leave. However, prefix and suffix can be allowed. Intermittent availing of Casual and Medical leave is not admissible.

III.   ML is cumulative with no upper limit.

4. Maternity Leave:

A female employee is eligible for maternity leave for a maximum period of 120 days, twice in the service period. This leave can also be availed in case of a miscarriage. As a special case, a leave of upto 45 days may be granted to the female employee on the adoption of an infant child.

5. Paternity Leave:

After the successful completion of 1 year, a male employee is eligible for a paternity leave of 10 days, twice in his service period.

6. Marriage Leave:

SSIPMT is benevolent in granting seven days Marriage Leave (once during the service period) to the employee for one's own marriage, provided the applicant must have completed at least 01 year of service. The application should invariably be routed through the controlling authority at least seven working days in advance along with a marriage invitation card for reference.

7. Compensatory Off (C-Off):

An employee is allowed to avail compensatory off against his work assigned by the college on a holiday. An employee must avail C-Off within 2 months of the date of duty.

8. Study Leave:

For Pursuing Ph.D.:

Those who are pursuing Ph. D. will be granted 50 days full pay leave in the total span of the Ph.D. course (to be availed in 3 years; maximum in 4 years after permission from management). This will include leave for theory/practical examinations, presentation, attending classes, etc., a total of which not exceeding 10 days at a time.

For Pursuing PG Course:

Those who are pursuing M. Tech. will be granted 40 days full pay leave in the total span of the M. Tech. course. This will include leave for theory/practical examinations, presentation, attending classes, etc., a total of which not exceeding 20 days leave in a year.

For Pursuing UG Course:

A staff member who is pursuing any UG program will be granted leave on the date of the exam on submission of a self-attested copy of the time table and Admit Card, after the recommendation of their Head /In-charge.

Guidelines to Apply for Study Leave:

- Employees who aspire to pursue higher studies should take proper permission before enrolling in a program.

- An employee must submit supportive documentary proofs to the Registrar Section before availing study leave.

- An employee should submit a written application duly approved by the Head concerned and sanctioned by the Management, 07 days before proceeding for work related to higher studies.

- An employee must ensure that there is no adverse impact on the academic work and the curriculum is completed well in time.

- No compensatory off other than the study leave will be granted against the classes conducted on holidays to complete the syllabus or for course revision.

- Ph.D. aspirants should submit their research schedule duly approved by the Guide to the Management well before the commencement of the session for the grant of any leave on that count.

9. Vacation and Earned Leaves (EL):

Vacation Staff	Non-Vacation Staff
Vacation Staff – All teaching and Lab staff The institute declares summer vacation in each calendar year. A vacation staff member who has completed 01 years of service is eligible for 30 days of vacation. Staff members with less than 01 year of service will only be eligible for 10 days of vacation. (Provided that a member of the Vacation Staff entitled to vacation shall not be allowed to proceed on vacation and/ or leave until he/she has completed all the examination and other related works assigned to him/her.) Vacation staff can be assigned academic or administrative duties by the institute during the vacations. In such a case, the leave will be granted in the following manner: ▪ Minimum 15 days continuous leave should be availed during the academic year. ▪ The rest of the vacation leaves can be converted to 'Other Leave' and can be availed continuously or intermittently within the academic year.	*Non-Vacation Staff – All administrative staff including Principal, HODs, Registrar Section/HR Section, Accounts Section, Public Relations Office, Training & Placement Office, Student Section, Exam Section, Hostel Wardens, Admission team* The non-vacation staff member who has completed 01 years of service is eligible for 30 days of earned leave per year. Minimum 10 days leave should be availed during the academic year. The rest of the earned leaves (if not availed) can be carried forward to next year, with a maximum limit of 120 days. *Maintenance and Transport Staff* are eligible for 20 days of earned leave per year after completion of 01 year of service. However, one is eligible for 10 days of Earned Leave in the first year of service.

Employees are expected to be present on duty on the last working day before vacation and the first working day after vacation. However, in extraordinary circumstances, vacation leave may be allowed to be combined with regular leave (CL/C-off) at one end of the vacation with the prior approval of the sanctioning authority.

Promotion Policy

|C|O|N|T|E|N|T|

1. Preamble
2. Teaching Staff (Faculty Members)
    a. Eligibility
    b. Procedure
    c. Grievance Redressal
3. Non -Teaching Staff:
    a. Eligibility and Procedure

Preamble:

This policy governs the internal promotion of teaching and non-teaching staff of the institute to encourage high-quality teaching, research, and institutional commitment.

1. Teaching Staff (Faculty Members):

a. Eligibility: A probationary period is normally required for all individuals appointed to regular faculty ranks before confirmation. It is recommended to adopt the following eligibility scheme for Teaching Staff in totality which is prevalent at SSIPMT.

S. No.	Position	Eligibility	
		Engineering/MBA/MCA	**Science/Humanities**
1.	Assistant Professor to Sr. Assistant Professor	- Ph.D. with 3 years of experience or - ME/M. Tech./MCA with 5 years or - MBA with 6 years of experience	- Ph.D. with 5 years of experience. - M. Phil with 6 years of experience. - PG with 7 years'of experience.
2.	Sr. Assistant Professor to Associate Professor	-Ph.D. with 5 years of experience (Minimum 2 years service as Sr. Assistant Professor) - ME/M.Tech/MCA with 8 years of experience -MBA with 9 years of experience (Minimum 3 years service as Sr. Assistant Professor)	-Ph.D. with 8 years of experience (Minimum 3 years service as Sr. Assistant Professor)
3.	Associate Professor to Sr. Associate Professor	-Ph.D. with 8 years of experience -ME/M.Tech./MCA/MBA with 12 years experience(Minimum 3 years service as Associate Professor)	-Ph.D. with 15 years of experience (Minimum 3 years experience as Associate Professor)
4.	Associate Professor / Sr. Associate Professor to Professor (Adhoc)	-Ph.D. with 12 years of experience (Minimum 3 years service as Associate Professor/ Sr. Associate Professor)	-Ph.D. with 15 years of experience (Minimum 3 years service as Sr. Associate Professor)
5.	Sr. Associate Professor / Professor (Adhoc) to Professor (Regular)	-By selection as per AICTE / University norms	-By selection as per AICTE / University norms.

The Eligibility conditions may be modified at the discretion of the Management, in the following cases:

- Faculty with outstanding performance

- Faculty with a track record of misconduct

- Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.

b. Procedure:

Faculty appraisal is conducted annually for continuous assessment of the teaching-learning process which enables to identify the faculty members for various training programs/ development programs/ workshops/ higher education etc. and who distributes it to each faculty member of the department to make decisions towards annual increment, incentives and/or awards.

Process: and/or

Self-appraisal and evaluation form is provided to every HOD, The form contains three parts:

Part A: To be filled by the individual faculty

Part B: To be filled by respective HOD; and

Part C: To be filled by the Principal, to award grade as Excellent/ Very Good/ Good/ Satisfactory/ Needs Improvement and to be countersigned by the Chairman (BG).

Implementation:

1. All those faculty members awarded Satisfactory grade, and above are under the eligibility of annual increment.

2. For faculty members, graded as Needs Improvement, the annual increment can be ceased. Such faculty members are informed about their weaknesses and suggested to take measures for improvement.

c. Grievance Redressal: All faculty members have the right to express their grievance related to promotion to the Grievance Redressal Cell which is functional in the institute.

2. Non -Teaching Staff:

The annual increment applies yearly to all the non-teaching staff of the institute, administrative staff, laboratory/workshop staff, maintenance staff, and hostel maintenance staff.

a. Eligibilityand Procedure:

After the successful completion of one year, a non-teaching staff member becomes eligible for promotion. Promotions shall always be subject to an appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade. It is also based on the recommendations by the incharge or head. A promotion must always lead to an enhanced responsibility in the organization. The employee will have the potential, beyond mere eligibility, to take up higher role/responsibility.

Note: The above are only eligibility criteria. Mere eligibility for promotion does not entitle one to promotion. The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.

Roles and Responsibilities of Major Bodies in the Institute

|C|O|N|T|E|N|T|

1. Preamble
2. Roles and Responsibilities

Preamble:

This chapter summarizes the roles and responsibilities of the delegated personnel in the institute.

Roles and Responsibilities:

I-Governing Body
1. To evolve policies, plans, rules, and regulations.
2. To form committees, sub-committees, and advisory committees.
3. To delegate the powers to various levels of functionaries
4. To approve budget proposals.
5. To approve recommendations of purchase, finance, and other committees.
6. To approve proposals for new programs; and
7. To perform such other functions, as may be necessary and deemed fit for the proper development and the fulfilment of the objectives.

II-Chairman
1. To look after the overall development of the institute.
2. To mobilize external resources to strengthen the institute.
3. To plan and provide for necessary facilities/equipment for development; and
4. To instill confidence and devotion in every member of the institute.

III-Principal
1. To design and define organization structure.
2. To define and delegate responsibilities of various positions in the organization.
3. To ensure periodic monitoring and evaluation of various processes and sub-processes.
4. To strategize and create plans to realize the vision and mission of the institute.
5. To ensure effective purchase procedure.
6. To define quality policies and objectives.
7. To oversee the annual budget.
8. To conduct periodic meetings of various bodies such as Governing Body, Grievance Redressal Committee, etc.
9. To monitor accounts and finance.
10. To administer the employee recruitment process.
11. To control office administration.
12. To comply with AICTE, DTE, University and any regulatory requirements.
13. To look after student admission.
14. To generate resources.
15. To conduct internal and external examinations.
16. To look after the library upgradation.
17. To discharge the routine duty of chairman during his absence.
18. To oversee transport facilities.
19. To conduct alumni interaction.

20. To administer housekeeping facilities including hostels.
21. To administer the preparation and execution of academic calendar.
22. To oversee the teaching-learning process.
23. To carry out result analysis and take necessary corrective measures.
24. To initiate supplementary teaching measures.
25. To administer the conduction of co-curricular activities.
26. To control the formation of the Student Council.
27. To organize cultural and extra-curricular activities.
28. To control student discipline.
29. To arrange for student health care; and
30. To administer the student orientation program.

III-(A) Heads of Departments

All HODs will directly report to the Principal of the institute.
1. To plan, execute and monitor the academic activities of the department.
2. To maintain discipline and culture in the department.
3. To look after the overall management of the department.
4. To pick and promote the strengths of students/faculty/staff.
5. To assign academic responsibilities to faculty aligning with their strengths.
6. To create a research culture in the department.
7. To identify the skills that will help students to build their careers in the long run and propose the courses for the students.
8. To propose a departmental budget.
9. To adhere to QMS procedures.
10. To conduct result analysis of class tests and end semester examinations; and
11. To maintain records of departmental activities and achievements.

i. Faculty/Supporting Staff
All Faculty and Supporting Staff will directly report to the HODs of respective departments.
1. To perform work assigned by HODs.
2. To provide a report to concerned HODs.
3. Advising and co-operating with the Head of Department, and other teachers in the preparation and development of courses, teaching materials, methods of teaching and assessment.
4. To prepare lesson plans to teach specific subjects.
5. Teach lessons in whole-group or small-group configurations, to teach and educate students according to guidelines provided.
6. To teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the Head of Department;
7. Assessing and evaluating student's abilities, strengths, and weaknesses.

8. Preparing students for standardized tests.
9. Communicating student progress to parents, assessing, recording and reporting on the development, progress, attainment, and behavior of their students.
10. Participating in arrangements within an agreed national framework for the appraisal of students' performance.
11. Developing and enforcing classroom rules.
12. Supervising children in extracurricular activities.
13. Providing guidance and advice to students on educational and social matters and their further education and future career; providing information on sources of more expert advice.
14. Maintaining good order and discipline amongst students under one's care and safeguarding their health and safety at all times.
15. Participating in staff, group or other meetings related to the school curriculum, for a better organization and administration of the Institute; and
16. Planning Industrial/field trips.

ii.   **Central Computing Facility**
All Supporting Staff will directly report to the HODs of respective departments.
1. Responsible for installation, running, backup and maintenance of all the software and hardware of electronic devices like computer, printer, scanner, internet facility, telephone connectivity, etc.
2. Preparation of note sheet, quotation, purchase of required items; and
3. Producing original bill and forwarding the same to the Accounts Department.

III-(B) Admission Cell

Admission Cell will directly report to the Principal of the institute.
1. To propose admission policy.
2. To arrange various campaigns.
3. To execute the admission process.
4. To design and print admission brochure.
5. To maintain a soft copy of photographs; and
6. To organize publicity events.

III-(C) The Registrar

The Registrar will directly report to the Principal of the institute.
1. To liaison with AICTE, DTE, University and other regulatory bodies.
2. To prepare college roster.
3. To prepare and apply service records.
4. To maintain faculty personal files.
5. To organize recruitment activity.
6. To maintain and retain minutes of meeting.
7. To initiate the new administrative proposals.

8. To co-ordinate the day to day activities of the office.
9. To monitor the purchase process.
10. To maintain AICTE, DTE, CSVTU, etc. documentation; and
11. To prepare the annual budget for the college.
12. Supervision of front office works.

Job Profile of Front Desk Manager

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Receiving mails by post and disbursing them to the concerned person(s) through proper channel.

III-(D) Administrative Office

1. **Purchase Office:** The Incharge is responsible for all the purchase made in the organization and other duties as:
   a) Drawing and receiving requirements from all the departments related to stationery, furniture, and computers.
   b) Quotations from different suppliers for the requirements.
   c) Preparation and approval of Note Sheet.
   d) Receiving and forwarding valid and original bills to Accounts Department; and
   e) The entry of received goods in the stock register and maintaining the same.

2. **Security Office:** The Incharge is responsible for the security of the campus.
   a) Appointment of security guards in all buildings within the campus;
   b) Visitors' Register maintained at the main gate.
   c) Proper training to the guards regarding safety measures that should be followed.
   d) Preparation of duty chart of guards; and
   e) The vigilance of all the guards by the security head.

3. **Site and Maintenance:** The Incharge is responsible for the proper maintenance of the whole property of the organization such as:

      a) Construction, renovation, and maintenance of buildings in the organization.

      b) Maintenance of furniture.

      c) Maintenance of water cooler.

      d) Horticulture.

      e) Maintenance of fire extinguisher; and

      f) Maintenance of electronic items such as fans, air conditioners, lights, generators.

4. **Transportation:** The Incharge is responsible for the proper running of buses and other services like:

      a) Transportation facility is available to each and every student.

      b) Proper information regarding changes (if any) in the schedule of transportation facilities.

      c) Setup and proper running of the camera.

      d) Proper insurance of all vehicles.

      e) Safety measures in buses.

      f) Proper training to the drivers and conductors.

      g) Valid license holders and experienced drivers should be appointed.

      h) Proper maintenance and routine checking of vehicles.

      i) Renewal and checking of all government required permits; and

      j) Proper follow-up of complaints received (if any).

5. **Hostel:** To plan and execute modus operandi of routine activities of the warden.

      a) Allotment of rooms to deserving students as per guidelines.

      b) To promote and administer sports and cultural activities of inmates.

      c) Maintain discipline of the hostel.

      d) Visit hostel regularly and interact with students.

      e) Nominate student members in the Mess Committee and Hostel Purchase Committee.

      f) Monitor and permit guests visiting students.

      g) Ensure adequate security, sanitation, and essentials for students.

      h) To ensure the supply of quality food in the hostel mess.

      i) Take suitable disciplinary action expected to expel an inmate from the hostel.

      j) Check the room and visit the students.

      k) To act as custodian and incharge of all the hostel properties; and

      l) To verify the stock periodically.

6. **Mess:** The Incharge is responsible for proper meals and other services like:

      a) Efficient management of the mess which caters breakfast, lunch, and dinner.

b) Managing the team and ensuring a smooth and efficient service delivery.

c) Efficient management of functions, hospitality, and events for functions.

d) Ensuring the delivery of high-quality service to the mess members and other personnel.

e) Control and monitor the financial performance of the mess and to maintain costs within pre-budgeted targets.

f) Ensure all food is prepared to a high standard as per service level agreement, organization policy and current legislation; and

g) Establish and maintain satisfactory relationships with individuals at all levels within the organization.

III-(E) Student Section

Entry Level

1. Registration.
2. Admission.
3. Documentation and Verification (10th,12th,TC+CC,Domicile,Scorecard)
4. Tuition Fee Waiver (If Any)
5. Student data sharing with the concerned department; and
6. Students' enrolment with the University.

During The Session

1. Filling of online exam form (Semester End)
2. Mark Sheet (Seal from College, Delivery to the students)
3. TR Sheet (Maintain)
4. Students' Result (data maintain year-wise)
5. Branch change of students (Internal Transfers)
6. 3rd & 5th semester college transfer.
7. Branch change and college transfer information sharing with the university; and
8. Updated Roll List maintainenance.

Exit Level

1. No dues clearance.
2. 8th Semester Mark sheet.
3. TC+CC.
4. Bonafide; and
5. Exit Feedback Form.

III-(F) Library

1. To plan and execute modus operandi of routine activities of the library.
2. To plan and propose expansion/development of library.
3. To maintain library rules, discipline, and culture.

4. To prepare an annual budget for the library, managing budgets, and resources.
5. Selecting, developing, cataloging and classifying library resources.
6. Answering readers' inquiries.
7. Using library systems and specialist computer applications.
8. Management of staff, including recruitment, training and/or supervisory duties.
9. Liaising with departmental academic staff, external organizations, and suppliers.
10. Ensuring that library services meet the needs of particular groups of users (eg: staff, postgraduate students, disabled students).
11. Supporting independent research and learning.
12. Assisting readers to use computer equipment, conduct literature searches, etc.; and
13. Promoting the library resources to users.

III-(G) Training and Placement
1. To liaison with industry.
2. To organize student training and placement.
3. To identify and provide for the training needs of students.
4. To arrange campus interviews.
5. To propose annual T & P Budget.
6. To form the Student Council.
7. To arrange training and placement related periodic meetings.
8. To ensure alumni registration.
9. To maintain and update the college website.
10. To prepare alumni newsletter; and
11. To propose alumni meet.

III-(H) Sports
1. To ensure smooth conduct of games and sports.
2. To ensure proper use of the gymnasium and its maintenance.
3. To conduct the purchase process of sports items.
4. Record of all the available and required sports equipments.
5. Preparation of sports time table under the concerned HODs.
6. To encourage students to participate in various tournaments.
7. To create and upkeep sports facilities.
8. To propose an annual budget of sports.
9. To teach how to play sports.
10. Meeting the physical needs of students with learning and physical disabilities(if needed)
11. Sports activity in every semester;
12. Giving Certificates to the winner students; and

13. Organizing the sports event from the inaugural to the closing ceremony.

III-(I) <u>Exam Control Office</u>

1. Liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, teachers, reception staff, site staff.
2. Being aware of examination changes each academic year.
3. Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.
4. Updating examination-related policies.
5. Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals, etc.
6. Managing the examination preparation process. This includes preparing examination time tables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering the internal assessment, etc.
7. Managing examination days following awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities, and malpractices, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.
8. Contingency planning.
9. Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate.
10. Dealing with requests and administering post-results services; and
11. Issuing examination certificates.

III-(J) <u>Internal Quality Assurance Cell (IQAC)</u>

1. As per UGC Guidelines

Salary Structures and Career Advancement Scheme

|C|O|N|T|E|N|T|

1. Preamble

2. Recommended Salary Structure

3. Career Advancement Scheme

Preamble:

The salary structure at SSIPMT is subject to minor changes as follows:

(a) No faculty without a Ph.D. will be promoted to the post of Professor (Adhoc)
(b) For faculty, without a Ph.D. AGP of Rs 7000/- has been kept in our salary structure.
(c) If a faculty member is awarded Ph.D. and now he is not eligible for next level promotion, he/she will be granted an increment from the ensuing month on his same pay scale.

Recommended Salary Structure:

Teaching			Remarks
Designation	**Pay Scale**	**Academic Grade Pay**	
Director / Principal	37400-1200-68800	12000/-	Rs. 3000/- is to be added as Administrative Allowance
Professor	37400-1000-68000	10000/-	University Approved (with Ph.D.)
Professor (Adhoc)	34000-1000-68000	7000/-	Ph.D.- Approved as Reader
Sr. Associate Professor	31000-900-67000	6000/-	Without Ph.D. – Approved as Reader
Associate Professor	25700-800-53700	6000/-	University Approved - Ph.D.
		5000/-	University Approved -without Ph.D.
		5000/-	Ph.D. Approved as Lecturer
		4000/-	Without Ph.D. - Approved as Lecturer
Sr. Assistant Professor	20600-700-45600	5000/-	Approved as Lecturer – Ph.D.
		4000/-	With ME/M. Tech.–Approved as Lecturer
Assistant Professor	15600-600-39600	5000/-	University Approved – Ph.D. in Engineering/MBA/MCA
		4000/-	University Approved – ME/M. Tech. Ph.D. (Humanities & Science Stream)
		3000/-	University Approved – BE/B.Tech
Asst. Professor (Adhoc) / Proterm Lecturer	15600-400-39600 Or Rs. 12000 (Consl.)	-	Depending upon the length of service/qualifications

Career advancement scheme

It is recommended to adopt Career advancement scheme for Teaching Staff in totality at SSIPMT (i.e., there will be no deduction of the period of regular ME/M. Tech henceforth).

S No.	Position	Eligibility	
		Engg./MBA/MCA	**Science/Humanities**
1.	Asst. Professor to Sr. Asstt. Professor	Ph.D. with 3 years experience. ME/M. Tech. /MCA with 5 years experience. MBA with 6 years experience. BE/B.Tech. with 7 years experience.	Ph.D. with 5 years experience. M. Phil with 6 years experience. PG with 7 years experience
2.	Sr. Asstt. Professor to Associate Professor	Ph.D. with 5 years experience. (min. 2 years service as Sr. Asstt. Professor) ME/M.Tech/MCA with 8 years'. MBA with 9 years' exp. (min. 3 years service as Sr. Asstt. Professor	Ph.D. with 8 years experience (min. 3 years service as Sr. Asstt. Professor)
3.	Associate Professor to Sr. Associate Professor	Ph.D. with 8 years experience ME/M.Tech./MCA/MBA with 12 years' exp. (min. 3 years service as Associate Prof.)	Ph.D. with 15 years experience (min. 3 years experience as Associate Professor)
4.	Associate Professor / Sr. Associate Professor to Professor (Adhoc)	Ph.D. with 12 years experience (min. 3 years service as Associate Prof./ Sr. Associate Professor)	Ph.D. with 15 years experience (min. 3 years service as Sr. Associate Professor)
5.	Sr. Associate Professor / Professor (Adhoc) to Professor (Regular)	By selection as per AICTE / University norms	By selection as per AICTE / University norms.

1. The above guidelines are meant for the promotion of teachers on the adhoc basis under Career Advancement Scheme within the institute and is not related to promotion based on Selection Committee Interview/University approval.

2. These guidelines indicate only the minimum eligibility condition of qualification/experience for consideration under the Career Advancement Scheme. It does not mean, in a way, that the incumbent will be promote on fulfilling these conditions.

3. Elevation based on career advancement will also require fulfillment of other conditions such as participation in Refresher Courses/Seminars. QIP, Paper Publication, consistently good appraisal reports, performance, evaluation students' feedback, interview assessment, etc.

4. The strength, as well as requirements of the Departments will also be considered while finalizing elevation under Career Advancement Scheme.

5. Elevation under Career Advancement Scheme is the prerogative of Management and cannot be claimed as a matter of right under any circumstances.

Guidelines/Process for Various Academic and Non-Academic Activities

|C|O|N|T|E|N|T|

1. Preamble

2. Process to Publish and Distribute Vision, Mission, and PEOs among Stakeholder

3. Gap Identification Methodology

4. Process for Placements

5. Guidelines for Paper Setters, Reviewer and Evaluator

6. Process Document for Conducting Online Exams

7. Guidelines of Minor and Major Projects of Students

8. Provision and Guidelines for Visiting/Adjunct/ Emeritus Faculty and Industry Experts

9. Policy of Research and Development

10. Guidelines for Safety and Maintenance of Labs/ Laboratory

11. Methodologies to Support Academically Weak Students and Encourage Bright Students

12. Incentive and Award System: For Faculty and Staff

13. Purchase Policy

14. Entrepreneur Development Cell (EDC) Policy

15. Mentoring System and Process for Student Support

1. Preamble:

SSIPMT has formulated various guidelines and methodologies for the academic and non-academic activities appended for the smooth functioning of the institute. The process is as per the Government/University norms and requirements.

2. The process to publish and Distribute Vision, Mission, and PEOs among Stakeholders

The institute encourages active stakeholder engagement to ensure that vision, mission, values, and beliefs are properly communicated to all. To ensure, proper dissemination, the following methodology is adopted in the institute:

For All Stakeholders

Vision and Mission of the institute along with other relevant information is displayed at strategic locations across the institute like Departmental Notice Boards, HODs' Room, etc. and on the official website

For Students

- **When They Join a Program in the Institute:**

1. An Orientation program is organized as the very first method of interaction between new students and members of the institute. This orientation program usually takes place on the 1st or 2nd day of the commencement of class. The Prof. I/C First Year reads out the Vision and Mission of the institute and also informs the students about the strategic locations across the institute like Departmental Notice Boards, Heads' Room, etc. and on the official website where the relevant information is displayed, for their future reference.

2. An Induction Program is organized a few days after commencement of classes, in which new students and their parents are invited for a formal exchange and introduction of the institute's value system.

3. If a student is inducted in the institute during the mid of session/ program, he/ she is given a detailed walkthrough of the values and beliefs of the institute by a faculty member, even before the allotment of the roll number.

- **During Program**

The Head of the Department and Faculty Members in the department constantly talk about the institute's vision, mission, values, ideologies, etc. explicitly or inexplicitly at regular/ required intervals.

- **For Parents of Wards Studying in the Institute**

Meetings with HoDs and/ or Faculty members, as and when required are organized to be on the same page in terms of the institute's values and beliefs and also to understand problems/ challenges, if any for anyone {student(s) or parents or faculty member(s)}.

- **For Faculty Members and Staff Members**

From the time of appointment, until such a person is an employee of the institute, he/ she is familiarized with the values and beliefs of the institute, by various means/ methods/ interactions.

3. Gap Identification Methodology

Shri Shankaracharya Institute of Professional Management and Technology is affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai. Being an affiliated college of the University, SSIPMT is bound to follow the University curriculum. Another method by which compliance can be indirectly monitored is the University Results, wherein students of SSIPMT Raipur have mostly shown their dominance by securing top positions individually as well as collectively.

Internally:

1. All heads of departments along with the faculty members are instructed to check if their POs and PSOs are getting achieved by the University curriculum or not.
2. Heads are required to carry out workshops/ Activities/ Seminars/ Guest Lectures etc. to bridge the identified gaps if any, so that students become the maximum beneficiary.
3. Feedback (written or verbal) from alumni and industry are taken and analyzed;

In case of any gap anywhere, the head of the department submits a report to the Principal asking the Principal's office to apply for the introduction of an elective subject by the University. In such a case, a suggestive syllabus is also presented to the University. Here, at times, it may be felt that such a syllabus may not be effectively and efficiently dealt with by an internal faculty member, and in all such cases, the head of the department may suggest a name(s) of visiting/ adjunct faculty member to the Principal.

4. Process for Placements

Registration of Students for Placements: At the start of the 6th semester of an engineering batch, students are notified about Calyxpod – a portal controlled and monitored by the Department of Training and Placements, for various activities. Each student is required to register compulsorily on this portal. Registration on the portal requires the students to enter their personal, academic and demographic details. Login credentials get generated and students can alter/update their information any time in future. Such updates are validated by the Department of Training and Placements.

List of Companies: A tentative list of companies is prepared based on their fresher hiring pattern in recent years. In all such companies, the person(s) who take(s) decisions related to the hiring of fresher from a certain campus is identified and approached.

Invitation for Campus Recruitment Drive: Once the right contact person in a certain company is identified, the Training and Placement Department gets in touch with him/ her through email(s) and phone call(s).

Exchanging Information: On acceptance of an invitation by the company/ HR, matters such as close campus/pool campus, names of other institutes to be invited, eligibility criteria, recruitment process, job description, CTC, expected footfall on the day of the drive, joining date, etc. are discussed.

Sharing database of Students with the Company – Database of students of the institute and that of invited institutes who meet the eligibility criteria laid down by the company is shared with the HR.

Negotiating Date for the Campus Drive: The Training & Placement Officer and company's HR discuss and finalize the date for the campus drive.

Informing Students and Inviting other Institutes: An email consisting of as many details as possible related to campus drive is sent to the students (keeping HoDs and others in cc) for their information and necessary action. Additionally, a notice is circulated to inform all responsibility centers for the smooth conduct of drive.

If it is a pool campus recruitment drive, an invitation is sent to T&P departments of identified institutes in the vicinity and database of their students is sought on the basis the eligibility criteria given by the company.

Travel, Accommodation Pick/drop Arrangements of HRs: The T&P Department arranges the travel tickets (if asked for by the company) for visiting personnel, their accommodation, pick/drop from/to hotel/airport, hospitality and other necessary arrangements for the HRs during the process of Campus Drive.

The Campus Drive Day: The campus drive starts with the registration process of the students. The Placement Activity Cell (PAC) team supports us throughout the drive. They take care of the registrations, helpdesk, F&B, reception, logistics, GD/ PI rooms, computer labs, etc.

Selection of Students: At the end of the selection process, company personnel share the results with the T&P team and/or students. Some companies disclose the results immediately after conducting the drive and some do it later.

Thank you for an email - Upon confirmation of the result, an email thanking the company's personnel and other college administrations (if it were a pool campus drive) is written and sent.

Sharing Results –List of selected students of the institute is shared with all students, heads of departments. A list of selected students from other institutes is shared with their Training & Placement Department.

Routine Follow-ups – At times, follow-ups are required in case of offer letters/ Letter of Intent (LoIs), joining confirmation of students, date of end semester exams for 8th semester, etc.

Greeting emails and other relevant emails are also sent by the institute from time to time to develop a good rapport with the company/ HR.

5. Guidelines for Paper Setters, Reviewers and Evaluators

(Guidelines are in line with Directorate for Quality and Standards in Education)

All the Heads are required to conduct Internal Tests twice in a semester for each student, as per CSVTU Norms. They are also responsible to maintain the quality of the question paper and assessment method.

Quality of Internal Semester Question Papers, Assignments and Evaluation (20)

A.   Process for internal semester question paper setting and evaluation and effective process implementation   (5)
B.   Process to ensure questions from outcomes/learning levels perspective   (5)
C.   Evidence of COs coverage in class test / mid-term tests   (5)
D.   Quality of assignments and its relevance to COs   (5)

Documentation required to Exhibit:
A. Process of internal semester question paper setting, model answers, evaluation, and compliance
B. Question paper validation to ensure the desired standard from outcome attainment perspective as well as learning levels perspective
C. Mapping of questions with the course outcomes
D. Assignments to promote self-learning, a survey of contents from multiple sources, assignment evaluation and feedback to the students, mapping with the Cos.

Guidelines for Paper Setting

A) General Guidelines to the Paper Setters

1. Make sure you have the latest version of the syllabus and you are familiar with the assessment criteria. Also,

- Every question paper should be submitted with the model answers.
- Heads will ensure the availability of model answers in the central library right after the exams are over. This should also be available for the students for peer review.
- Concepts and guidelines of Bloom's Taxonomy must be taken into consideration by faculty members while setting the question papers.

2. Work on a Specification Grid. Before and after setting the paper, check that all the test items are based on the respective syllabus and that the items are graded in difficulty.

Topic	Difficulty Level			CO1	CO1	CO3	CO4	CO5
	Low	Medium	High					
Question 1a. (4marks)	√			√				
Question 1b. (8marks)		√		√				
Question 1c. (8marks)			√		√			
Question 1d. (8marks)			√		√			

Topic	PO1	PO2	PO3	PO4	PO5	PO6	**PSO1**	**PSO2**
Question 1a. (4marks)								
Question 1b. (8marks)								
Question 1c. (8marks)								
Question 1d. (8marks)								

3. Develop a Marking Scheme alongside the Specification Grid.

Total Marks	Section A 20 Marks	Question A is compulsory Answer any two out of three questions (B, C, D)	Q.1 A 4 marks | Compulsory B , C , D = 8 Marks each
40	Section B 20 Marks		Q.2 A 4 marks | Compulsory B , C , D = 8 Marks each

4. Check that the duration of the examination is entered correctly on the paper and that the time allotted is sufficient to enable the students to complete the paper and revise their work.

5. Proofread the text.

6. Pass on the finalized draft of the paper to HOD/ Departmental CT Coordinator who has to proofread the text again. Ensure that no test item is out of syllabus. Check that all set tasks are workable and that the paper can be completed in the set time.

7. Hand over the test paper for printing.

8. CT Exam Superintendent must examine printed papers for printing defects (e.g. unclear diagrams or pictures) and for any errata corrige that may be required.

B) Layout

1. The layout of the paper should be as clear as possible to make it as student-friendly as possible. (For write-on papers enough space for working or writing must be provided)

2. Instructions to candidates should be clear and unambiguous. They should be presented in bold type.

3. Wherever possible, use a straightforward and consistent format with regular line lengths.

4. Use typesetting features such as bold, italics, indentation, or boxes effectively to help candidates focus their attention on the task.

5. Long complex questions are best split up by the use of subsidiary numbering systems.

6. Structured questions should follow a graded and logical sequence.

7. The information contained on a page should be well-structured through the appropriate use of headings and sub-headings. This would help candidates organize text in advance of reading.

8. Check that the diagrams, pictures, or photographs used are necessary, helpful, and of high quality.

9. Place the text close to the relevant diagrams or pictures to enable the candidates to relate the two effectively. Comprehension text and questions should be set on the same page or adjacent pages.

10. Ensure that marks assigned for each item/exercise/section are indicated on the paper.

11. Use Arial font with size 12 & 11 for heading and subheadings with suitable paragraph and line settings. The paper should be properly aligned and justified.

C) Sentence Construction

1. Use the simplest language and structure possible to convey clearly and unambiguously the meaning of the question.

2. Split down even relatively short sentences if they contain a lot of condensed information.

3. Do not use the passive voice if it can be avoided because it can make a sentence impersonal and complex. Avoid also using the conditional form (sentences starting with "if") and the double negative.

4. Eliminate superfluous words and an abstract and metaphorical language which is not necessary.

5. Make sure that introductory statements in questions contain only the information which is required for answering those questions relevantly.

D) Specification Grids:

1. The writing of test items should be guided by a carefully prepared set of test specifications.

2. The specifications describe the achievement domain being measured and provide guidelines for obtaining a representative sample of test tasks.

3. The specification grid (a two-way table) assures that the test will measure a representative sample of the learning outcomes and the subject matter topics to be measured.

4. The specification grid relates outcomes to content and indicates the relative weight to be given to each of the various areas.

5. A specification grid indicates:

(i) The learning outcomes to be tested,

(ii) The subject matter or content area,

(iii) The assigned weighting to the learning outcomes and content areas in terms of their relative importance.

6. The learning outcomes to be tested include-

(a) Recall of knowledge,

(b) Intellectual abilities or skills (understanding, application, etc)

(c) General skills (eg. practical, performance, communication),

(d) Attitudes, interests, appreciations.

7. The following factors are to be considered when assigning relative weights to each learning outcome and each content area.

(i) The importance of each area in total learning experience.

(ii) The time devoted to each area during the learning experience.

(iii) Which outcomes have greater retention and transfer value.

E) Constructing Relevant Test Items

The items used could be either *selection-type* or *supply-type* items. The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. The supply-type item requires students to create and supply their answers.
Selection-type items include:
Short answers, Essays (restricted responses, unrestricted responses)
Supply-type items are easier to construct but more difficult to score.
1. Use the item types that provide the most direct measures of student performance specified by the learning outcome.
2. Avoid verbal associations that give away the answer.
3. Avoid grammatical inconsistencies that eliminate wrong answers.
4. Avoid specific determiners that make certain answers probable (e.g. sometimes) and others impossible (e.g. always).
5. Avoid stereotyped or textbook phrasing of correct answers.
6. Avoid material in an item that aids in answering another item.
7. Avoid trick questions that might cause a knowledgeable student to focus on the wrong aspect of the task.
8. Ensure that the difficulty level matches the intent of the learning outcome and the age group to be tested.
9. Ensure that there is no disagreement concerning the answer. Typically the answer should be one that experts would agree on the correct or best answer.

10. Write the test items far enough in advance that they can be later reviewed and modified as needed.

11. Write more test items than called for by the test plan. This will enable you to discard weak or inappropriate items during the item review and make it easier to match the final set of items to the test specifications.

12. The number of test items depends on the age of the students tested, the time available for testing, the type of test items used, and the type of interpretation to be made. Experience in testing is frequently the only dependable guide for determining proper test length.

13. Give due consideration to the best arrangement of the test items. Where possible, all items of the same type should be grouped. The items should be arranged in terms of increasing difficulty.

14. For **Short-Answer** items ensure that:
   ☐ the item calls for a single, brief answer.
   ☐ the item has been written as a direct question or a well-stated incomplete sentence.
   ☐ the desired response is related to the main point of the item.
   ☐ clues to the answer have been avoided (e.g. "a" or "an", length of the blank) .
   ☐ the units and degree of precision are indicated for numerical answers.

15. For **Essay type questions** make sure that:
   ☐ questions starting questions with "who", "what", "when", "where", "name", "list" are avoided as these terms limit the response.
   ☐ questions demanding higher-order skills, such as those indicated in the following table (Gronlund: 2006, pg.120), are used.

Some technical verbs commonly used for different testing objectives:

Objective	Technical Terms eliciting the mentioned objective
Comparing	Compare, classify, describe, distinguish between, explain, outline, summarize
Interpreting	Convert, draw, estimate, illustrate, interpret, restate, summarize, translate
Inferring	Derive, draw, estimate, extend, extrapolate, predict, propose, relate
Applying	Arrange, compute, describe, demonstrate, illustrate, rearrange, relate,
Generalizing	Construct, develop, explain, formulate, generate, make, propose, state
Analyzing	Break down, describe, diagram, differentiate, divide, list, outline, separate
Evaluating	Appraise, criticize, defend, describe, evaluate, explain, judge, write
Creating	Compose, design, devise, draw, formulate, makeup, present, propose
Synthesizing	Arrange, combine, construct, design, rearrange, regroup, relate, write

16. Use this table (Gronlund: 2006, pg. 63) to help you decide between selection-type and supply-type items:

Characteristic	Selection Type Items	Supply Type Items	
Measures factual information	Yes	Yes	Yes
Measures understanding	Yes	No	Yes
Measures Synthesis	No	No	Yes
Easy to construct	No	Yes	Yes
Samples broadly	Yes	Yes	No
Eliminates bluffing	Yes	No	No
Eliminates writing skills	Yes	No	No
Eliminates blind guessing	No	Yes	Yes
Easy to score	Yes	No	No
Scoring is objective	Yes	No	No
Pinpoints learning errors	Yes	Yes	No
Encourages Originality	No	No	Yes

* The essay-type test can measure knowledge of facts, but because of scoring and sampling problems it probably should not be used for this purpose.

** These items can be designed to measure limited aspects of these characteristics.

F) Marking Scheme

Marking Scheme should:

1. Be clear and designed to be easily and consistently applied;

2. Allocate marks in proportion with the demands of questions.

3. Include the mark allocation for each question and parts of a question, with a more detailed breakdown where necessary.

4. Include an indication of the nature and range of responses likely to be worthy of credit and probable responses which would be unacceptable.

5. State the acceptable responses to each question, or parts thereof, in sufficient detail to enable marking to be undertaken in a standardized manner.

6. Guide to help markers make judgments on alternative answers.

7. Allow credit to be allocated for what candidates know, understand and can do.

8. Include marking instructions for assessing the quality of written communication, where applicable.

Some Important Principles for Marking Schemes:

1. The total number of marks available for each question and each part of a question should be shown in the marking scheme and must tally with the marks shown on the question paper.
2. Each mark should reflect equal demand.
3. All marking should be positive, and as far as possible candidates should gain credit for valid answers and not lose credit for incorrect or irrelevant answers.

Marking scheme must encourage the examiner to use the full range of marks available. Full marks should be available for a level of achievement appropriate to able candidates of the relevant age rather than for a theoretical perfect answer.

G) Checklist (Gronlund: 2006, pg. 69) for Reviser for Evaluating the Test Paper

Checklist for Evaluating the Test Paper		Yes	NO
Balance	The items measure a representative sample of the learning outcomes. The allocation of marks to each item reflects the item difficulty.		
Relevance	The items present relevant tasks which reflect the current syllabus		
Conciseness	The items and tasks are stated in simple, clear language.		
Soundness	The items are of the proper difficulty, free of defects and have defensible answers. Questions do not contain gender, cultural or religious bias.		
Independence	The items are free from overlapping so that one item does not aid in answering another.		
Arrangement	The items measuring the same outcome are grouped and are in order of increasing difficulty.		
Numbering	The items are numbered in order throughout the test paper.		
Instructions	There are clear, concise instructions for each part in the whole test paper. There are directions for how to record answers. The time limit is specified.		
Spacing	The spacing on the page contributes to ease of reading and responding.		
Typing	The final copy is free of typographical errors. The marks for the whole paper add up to the total number of marks specified in the syllabus.		

1. Ensure that the questions are developed to cover all the testing objectives, content area, and subtopics.

2. Relate outcomes to content and indicate the learning outcomes to be tested.

Topic	Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation	Total
Question 1a. (2marks)	0.5	0.5	0	0	0	1	**2**
Question 1b. (7marks)	2		4	1	0	1	**7**
Question 1c. (7marks)	2	0	0	5	0	0	**7**
Question 1d. (7marks)	3	1	1	1	1		**7**

3. When assigning relative weights to topic and sub-topic the overall distribution of marks may be adhered to.

4. **Ensure that there is no dispute over the validity of the answer provided.**

 The answer should be such that experts agree on it.

5. In comprehension questions, there should be a sequential development following the passage. Questions should not be in random order.

6. For **Short-Answer** items ensure that-

　　i. the item calls for a single, brief answer.

　　ii. the desired answer is related to the main point of the question.

　　iii. clues to the answer have been avoided.

7. There are two different categories of Short Answer Type Questions, i.e. SA-I questions bearing one/two marks and SA-II questions bearing three/four marks. The answer of SA-I must have two or four value points and similarly, the answer of SA-II must have three or six value points

8. **For Long Answer type** questions make sure that:

　　i. Questions starting with "who", "what", "when", "where", "name", "list" are avoided as these terms limit the response.

　　ii. Questions demanding higher-order skills, such as those indicated in the following table are used.

9. The Long Answer Type Questions can be of five/six/seven/eight marks. Ensure that answer to such questions must have proportionate value points.

H) Remuneration for the Faculties

Remuneration for Setting Question Paper Rs. 50/-per paper, paper correction Rs. 5/-per answer copy and for per invigilation duty Rs. 40/- will be given to the faculty members.

6. Process Document for Conducting Online Exams

1. All the concerned external online exam agencies will contact the Test Center Administrator (TCA) regarding the center for conducting online exams on our campus. For this, they will send a mail to the concerned person (TCA) for getting confirmation.

2. TCA will get permission from Chairman/Principal/Both to conduct the exam and check the availability of computer labs. TCA also informs the other branch Heads to avail of their computer labs for conducting the exam.

3. TCA informs the concerned agency whether college is ready to host the exam or not and also inform system admin and team regarding this.

4. The external agency will contact TCA or System admin for running a Mock Test and check the readiness of the systems before one week the exam.

5. A system admin will check in-house network, internet connection, and readiness of all computer systems, online UPS, Generator including AC, lights, and report to TCA.

6. TCA prepares a list of responsible persons like peon, electrician, guards, and other concerned persons with their responsibilities who will be available on the exam day.

7. Depending upon the nature of the exam TCA also sends a letter to the Electricity Board and Local Police Station.

8. It might be possible that one day before the observer of the exam will come to college to make sure the center readiness (like PCs, UPS DG, etc.) and also interact with TCA, System Admin as well as the invigilators.

9. On exam day TCA, System Admin, all invigilators including electrician guards should reach college in time.

10. TCA takes attendance of the invigilators, peon, electrician, guard, and others. TCA will maintain a record of the same.

7. Guidelines for Minor and Major Projects of Students

Heads of the Departments are instructed to ensure the following points regarding Major and Minor Projects of the students:

The Project Team and Supervisor Mapping Process:

1. No past projects should be repeated.
2. Students are allowed to form the team but the strength of the team should be ≤ 4 (or a maximum of 5 students in special cases).
3. The Head of the Department assigns students/ student teams to faculty members based on their areas of interest for mentoring of project work.

Project Identification:

- Latest industry trends.
- Interests and strengths of project guides/mentors and research area of the faculty.
- The interest of the students.
- Prospects of publication of research paper(s) on the topic of the project.
- Time allotted for completion of the project.
- Industry projects/assignments received by the faculty.

Monitoring mechanism:

Every mentor is expected to encourage the students to do a good project and follow the points during their monitoring:

1. Encourage the students to do live projects.
2. Timely completion of projects.
3. Unbiased evaluation of projects.
4. No gifts etc. to be accepted by guides or HOD.
5. Every effort should be made by mentors/ supervisors to avoid plagiarism in reports.
6. HOD should make accessibility of the lab and other facilities for project work possible for students.

8. Provision and Guidelines for Visiting/Adjunct/ Emeritus Faculty and Industry experts

Overview:
SSIPMT Raipur encourages experts to visit the institute for sharing their knowledge and motivating the students and faculty members.

Purpose:
The purpose of the visiting experts is to guide and mentor the students and faculty to fill the gap if any, in the regular teaching lecture program.Visiting experts are expected to actively participate in many productive institutional activities, such as:

- Delivering a formal lecture.
- Engaging in formal or informal discussions with students and faculty members to provide an insight into the specific domain knowledge.
- Presenting a paper as part of the Seminar /workshop.

Categorization:
The visiting experts will be broadly grouped under the following category:

A. Visiting Professor / Senior Professor:
   Such a Visiting Expert must have a Doctoral Degree from a reputed institute and work/ worked as a ratified professor.
B. Experts from reputed institutes: Expert from reputed institutes must have relevant PG degree or equivalent qualification in the relevant field.
C. Experts from Academia / Industry / Research Institutions: Experts from Academia/ Industry should possess a relevant PG/UG Degree or Certification followed by Teaching / R&D / Industrial and Consultancy experience of the relevant sector.
D. Adjunct/ Emeritus Faculty: As per AICTE Norms.

Apart from above, the expert must be identified from the nearby Industry/ Institute/ Research Centre, so that in future students or faculty members may approach him/her in case of any doubt.

Identification of the Need:
The gap analysis is carried out in each department on an annual basis. On the basis of this analysis, the department invites visiting experts.

Process and Criteria of Selection of Visiting Experts:
Based on the requirement suggested by the departmental faculty members, the respective HOD will identify and recommend the visiting expert to be the Principal. After the approval of the Principal, the expert will be invited.
The HOD will be solely responsible for the successful execution of classes by any such expert.

The Function of the Visiting Expert:

The visiting experts shall have a specific work program which describes the deliverables.

Details of Honorarium

S. No.	Category	Honorarium (in Rupees)
1	Visiting Professor / Senior Professor	Rs. 2000-2500 Per Hour
2	Experts from reputed Institutes	Rs. 1500-2000 Per Hour
3	Experts from Academia/ Industry/Research Institutions	@ Rs. 1500-1000 Per Hour
4	Based on the Subject and Topic	An expert will also be paid based on the topic or subject. For such a case, the Honorarium can be paid as per mutual consent.
• **Remuneration of TA and DA will be given as per the requirement.**		

If an expert takes lectures for more than 50 hours in one academic session, only then he/she will be considered as visiting faculty according to the AICTE Norms.

9. The Policy of Research and Development

Paper presentation and participation of faculty members in National/ International seminars/Conferences/ Workshops and Symposiums is always encouraged by the institute. The guidelines for participation are as follows:

- Faculty members are required to seek the permission of the Principal before participating in any conference/seminar. A formal request for the same shall be made by the faculty member who intends to participate. Details of the seminar or conference shall form a part of the approval note.
- Registration fee if any, to be paid to organizers, will be paid by the institute or reimbursed to the attending faculty members.
- The participant shall be eligible for reimbursement of travel expenses by Rail, AC 3 tier, and local conveyance by Auto/Taxi.
- The participant shall be eligible for reimbursement of boarding and lodging expenses for seminar or conference as per actuals, by the management.
- After returning from the seminar/conference, the participant shall deliver a presentation for other faculty members and submit a detailed report along with a copy of the course material collected by him/her at the seminar/conference. Faculty member(s) will be sanctioned Duty Leave for the same.
- The participation of the faculty members shall be sponsored by the college who have attended seminar/conference/workshop/symposiums thrice a year.
- An incentive of Rs 10,000/-for publication in International Journal (Web of Science), Rs 8,000/- (Scopus) &Rs 2,500/- (Google Scholar).
- An incentive of Rs 1,000/- will be given for publication in National Journal.
- Incentives will be given for a maximum of 3 Publications in the International and National journals in a year (i.e. July to June) and the weightage will be given to the First or Second author only.
- The faculty member should forward their incentive application via Head of the Department to the Incharge of R &D cell for reimbursement.

10. Guidelines for Safety and Maintenance of Computer Labs/ Other Laboratories

Safety Measures

The laboratory rules are enforced to ensure students staffs' safety when undertaking laboratory activities. The rules also govern general student conduct in laboratories.

1. Dos and Don'ts for each lab have to be put up at a prominent place in the lab.
2. Hazardous items in a lab are properly identified and marked and students are sensitized about the same.
3. Signboards/ markings are properly put up, wherever required.
4. Safety equipment such as aprons, gloves, safety goggles, leather pads, etc. are arranged for, as per requirement in the lab.
5. The first-aid box is made available and accessible in each lab containing the hazardous item(s).
6. Fire Extinguishers are installed at a prominent and noticeable location in each lab.

Maintenance Measures

1. The maintenance register is to be maintained for each lab in the institute.
2. The Head of the department is required to appoint a faculty member incharge of each lab in the department.
3. All incharges must ensure that all machines/ apparatus are in working condition at all times. If any machine/ apparatus is not working properly, the HOD through the principal should ensure its maintenance or repair on a priority basis.

11. Methodologies to Support Academically Weak Students and Encourage Bright Students

Each teaching department should broadly classify students of a class into two categories – Bright Students and Weak Students.

Guidelines to identify Weak Students

The HOD through departmental faculty members should regularly monitor the progress of students in their class and are responsible to identify students who have scored less in their previous ESE and CT recently. Faculty members evaluate the progress on a variety of parameters such as attendance of the student, his/ her participation in class, marks in the last ESE/ CT. Broadly all students shall be categorized weak who:

1. Based on marks - Score lesser marks in the recent exam (ESE/ CT), and/ or
2. Based on attendance – After one month of the beginning of a session, student(s) having less than 50% attendance in the ongoing semester;

Guidelines to Support Weak Students

To bring about the desired change in weak students, following actions or any combination thereof is undertaken, as may be the case:

- Extra classes
- Conducting Re-CT, if required
- Revision of entire syllabus or important/ difficult portion of the syllabus
- Face-to-face counseling
- Encouraging them for regular attendance.
- Meeting with parents of weaker students
- If need be, assigning an individual faculty member as a mentor to a weak student or a small such group, during preparation leave.

Guidelines to Encourage Bright Students

Students excelling in academics are a priority for the institute and to promote their further academic excellence, bright students are identified based on their performance in previous ESE and CTs and are encouraged by the following actions or any combination of these actions:
- Facility to borrow extra books from the library
- Certificate of Appreciation is conferred upon topper students in special cases
- Recognition in the institute by displaying their names and achievement on the notice boards
- Students are provided opportunities to train themselves aligning their career aspiration
- Additional technical training should be offered, on the basis their readiness
- Opportunity to work with faculty on the industry assignments that they receive
- Opportunity to mentor juniors and weak students
- Recognition and felicitation are done during events on 26 January and/ or 15 August, once in a year.

12. Incentive and Award System for Faculty and Staff

1. **Rewards For Best CSVTU Result:**

The faculty members in a department will be collectively rewarded a sum of Rs. 10,000/-, if their students of a particular semester rank 1st in CSVTU End Semester Exams.

Rewards of Extra-Curricular and Co-Curricular achievements:

2. **Incentives of 10,000/- to be awarded to the faculty and staff members:**

For extraordinary performance work/ distinctive achievement, securing top 10 positions in any innovative drive conducted by CSVTU/AICTE/MHRD or under any Govt. Scheme individual faculty are acknowledged by the management and rewarded with a memento cum certificate for his/her vital contribution to the institute (Once in the tenure).

3. **For publication:**

International Journal: (Based on Impact factor)

Rs. 10,000/- (Scopus)

Rs. 8,000/- (Scopus)

Rs. 2,500/- (Google Scholar)

Rs 1,000/- will be given for publication in National Journal

For attending workshops or seminar duty leave will be given, also TA and DA on actuals will be approved via departmental HOD/Incharge.

4. **For Completion of Ph.D.**

Increment of three grade pay per month to be offered to faculty members.

The increment will take place after the comparative analysis which includes the year of experience and salary of other faculty members of the department.

On completion of Ph.D., the faculty will be acknowledged with a certificate cum memento from the institute.

5. **For Completion of M. Tech.**

The increment will take place after the comparative analysis which includes the year(s) of experience and salary of existing faculty members of the department.

6. **Remuneration for Class Test:**

Paper Setting   :   50/- per paper

Paper Correction   :   05/- per paper

Invigilation   :   40/- per paper

7. **Marriage of Staff/Faculty members:**

An employee will be entitled to this benefit only if he/she is getting married after completion of one year of his/her services with SSIPMT-Raipur:

- Rs. 11,000/- to be gifted to the faculty member as a wedding gift from the institute.
- Rs. 5,000/- to the admin and non-teaching staff.

13. Purchase Policy

The purchase process is decentralized to the department/ section level. Following are the process and institutional guidelines for the same:

I. Stationery and consumable items are purchased centrally through the purchase officer. Requisitions are generated at the department/ section level and submitted to the purchase officer, who executes the purchasing with the permission of the Principal and approval of the management and issue it to the concerned and maintains the records.

II. The purchasing of computers and peripherals is done centrally through the professor in-charge of the central computing unit. This is done based on the lowest price quoted in different quotations solicited/ rate contract from the vendor.
(With the permission of Principal and approval of the Management.*)

III. Library related purchase like books/journals/ magazines is executed through prof. Incharge Library based on a recommendations from various departments through Heads/Incharges, with the permission of Principal and approval of the Management.*

IV. For laboratory and workshop purchase: The lab incharge gives requisition for the purchase of lab equipment/ lab consumables or based on the CSVTU curriculum and for R&D related works beyond the curriculum. The respective Head executes the purchase process with the permission of the Principal and approval of the Management.*

*All the Heads can place purchase orders up to Rs. 20000/- directly whereas Principal up to Rs. 2, 00,000/-.

14. Entrepreneur Development Cell (EDC) Policy

Following are the objectives of Entrepreneur Development Cell:

- To inculcate an entrepreneurial mindset in the students.
- To mentor students in developing their ideas.
- To handhold the students to convert their ideas into a prototype.

To make students aware of entrepreneurial traits various experiential activities are to be conducted by outside experts so that students can have fun learning of the core concepts of entrepreneurship. The interested students are mentored and hand-held for prototype creation.

Process

1. Students having ideas can directly approach the EDC coordinator.
2. The coordinator fixes a meeting with the students' team and the team presents their business plan.
3. After brainstorming on their given idea, the coordinator assesses the need of guidance required in the respective fields. Accordingly, the faculty from that department is assigned to the student as a mentor. The mentor and the student together work on the idea to refine the problem statement.
4. After refinement again a presentation is planned in front of the coordinator and mentors of EDC. In that presentation, the plan is approved based on certain criteria. Now the panel gives a fixed duration to the team to work on the
   - Viability
   - Feasibility
   - Problem-Solving
   - Customer Traction (meanwhile the students can take guidance from the mentor and coordinator)
5. In the next presentation, the team shows the work done by them with proofs (documents, videos, images). In this presentation, if the panel is satisfied the team moves to the prototype building stage.
6. With the approval of panel certain budget is allocated to the team as per their requirements. They now work closely with their mentor to build the prototype. After the prototype is prepared, it is tested for a month.

Outcome:

In the above process, students will get assistance to learn concepts like:
- How to assess customer's interests.
- How to find a problem worth-solving.
- How to make a business plan.

15. Mentoring System and Process for Students Support

Regular communication between the mentor and the mentee paves way for a better understanding of the temperament and behavior of a student, as well as enhances the potential and accomplishments of students. We at SSIPMT have a well-organized and structured mentoring system that guides students towards achieving their professional as well as personal growth.

Responsibilities:

➢ **Mentor:**

- Support the Mentees to outline their 'Action Plan' for their personal and professional goals.
- Meet on a one to one or small group basis to review the Mentee's progress towards his/her desired goals.
- The mentorship program comprises a maximum of a 1:25 ratio. This is how each mentor is responsible for the mentorship of a maximum of 25 students.
- The Mentor shares personal and relevant academic experiences/problems that he has overcome.
- Facilitates and encourages independent and inquiry-based learning, providing the mentee with the tools to find their answers.
- Ensures all mentees receive documentation and guidance on what the mentoring relation involves and who to contact if there are problems.
- Provide regular feedback to HOD/Principal and if required, to the guardian/ parents.
- Key track of student activities like academic, curricular, co-curricular and extracurricular achievements, and social activities and details of Parent-Teacher Meetings.
- A mentoring register is distributed to the respective faculty members according to the ratio 1:25, wherein any discrepancy in the student behavior like attendance, general behavior, and attitude will be assessed and counseling is given.

➢ **Mentee:**

- Participate in the mentoring process.
- Work according to the guidance and support suggested by the mentor.
- Must respect the confidentiality of the relationship.
- Be punctual and maintain regularity and continuity in the meetings.
- Respect the views of the mentor.
- Mentees must take ownership of the process.