

**RULES& REGULATIONS  
(HR)**

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## **General Information**

### **1.1 About Sri Satya Sai University of Technology & Medical Sciences:**

**Sri Satya Sai Campus**, Sehore came into existence in year 1999 with Sri Satya Sai Institute of Science & Technology (SSSIST). SSSIST initially had three branches in engineering education with total intake of 180.

In 2012, because of the vision of promoters, the Sehore Campus was operating twelve Colleges, having twenty undergraduate courses & twenty Postgraduate courses, one post-graduate Diploma course & one Diploma course, with total intake of 3054 students. Sri Satya Sai Group of Institutions attracts large number of students from faraway places & States, due to quality of education at affordable cost, without any hidden fees policy. In its history of fourteen years, various Institutions under umbrella of Sri Satya Sai Group of Institutions were the only Institutes in Sehore & nearby six districts offering Technical education at affordable fees to worthy & needy students belonging to more than six thousand villages, 34 Tehsils.

Majority of population is agriculture dependent & percentage of population living at low standard of living is 80.6. Growth rate recorded recently is 21.5%.

Literacy rate of Sehore district is 71.11% which was 63.07% in 2001. Gender wise, male and female literacy were 82.37 and 58.86 respectively in year 2011, which in 2001 census, were 77.28% and 47.36%. 9 % of mothers between 17-55 years of age can read and this percentage is bound to increase in future. Sri Satya Sai Group of Institutions can humbly claim some role in these statistics.

Now with establishment of Sri Satya Sai University of Technology & Medical Sciences, the overall scenario is expected to improve further.

### **VISION:**

"To emerge as World's one of the finest Universities in the field of Higher, Technical and Medical Education to develop Professionals who are Technically competent, ethically sensitive and environment friendly, for the betterment of society."

### **MISSION:**

"Accomplish stimulating learning environment for students through quality teaching, research and outreach activity by providing state of the art facilities, industry exposure and guidance of dedicated faculty."

### **Quality Policy**

#### **The Quality of Sri Satya Sai University is**

Continuous Improvement of Professional Skills and Ethical Values of the Next Generation Human Society by means of Quality Education and Research"

#### **The Core Values**

Sri Satya Sai University has been known for its highest standards of education and its continuous efforts of nation building by skill development in the young generation of the nation.

Sri Satya Sai University believes and maintains the following Core Values in all its academic and management processes

- Enthusiasm to Innovate
- Quest for Excellence
- Zeal to inspire the next generation of leaders
- Openness and Transparency in communication
- Trust, Dependability and Commitment

**Address-of the University:**

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# Organizational Chart of SSSUTMS, Sehore

Ayushmati Education & Social Society

Chancellor

Governing Body

Vice Chancellor

Board of Management

Board of Studies

Academic Council

Administration

Academics

Registrar (General Administration including Recruitment etc.)

Pro-Vice Chancellor

Dy. Registrar (Establishment) Administration Officer

Dean (School of Engg.)    Dean (School of Pharmacy.)    Dean (College of Pharmacy)    Dean (School of Management Studies)    Dean (School of Education)    Dean (School of Hotel management)

Head (Faculty of Science)    Head (Faculty of Commerce)    Head (Humanities & Social Sciences)    Head (Faculty of Languages)    Head (School of Polytechnic (Pharmacy))    Head (Faculty of Computer Application)    Head (Faculty of Physical Education)

## **Faculty promotion policy**

The Institute believes that by providing opportunities for high performers to grow and advance in their careers, it will help them achieve their goals and improve the upward mobility of other Institute employees. This policy is based on the observation that as an employee's responsibilities and job duties change, his or her promotion may be based on a status change that involves increasing responsibility. This added benefit helps to motivate employees and make them feel appreciated for their hard work.

**Faculty promotion under Career Advancement Scheme (CAS) is based on UGC Guidelines July 2018**

**MINIMUM ELIGIBILITY REQUIREMENTS FOR PROMOTION UNDER CAS (page no. 82 to 84)**

Level	Eligibility				
	(i)	(ii)	(iii)	(iv)	(v)
Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in the subject relevant/ allied /relevant discipline or six years of service in case of those without a Ph.D./M.Phil.	Attended one Orientation course of 21 days duration on teaching methodology	Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period	Published one research paper in the peer-reviewed journals or UGC-listed journals during assessment period	-
Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale	A Ph.D. Degree in the subject relevant/allied/relevant discipline	Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment	Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period	-

Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.	A Ph.D Degree in the subject concerned/allied/relevant discipline	Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment	A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period	Evidence of having guided at least one Ph.D. candidate  A minimum of 70 research score as per appendix II Table 2
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	An Associate Professor who has completed three years of service in Academic Level 13 A.	A Ph.D degree in the subject concerned/allied/relevant discipline	A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.	Evidence of having successfully guided doctoral candidate.	A minimum of 110 Research Score as per Appendix II, Table 2.
Professor (Academic Level 14) to Senior Professor (Academic Level 15)	Ten years' experience as a Professor	A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.	-	-	-

Level	CAS Promotion Criteria A teacher shall be promoted if
Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and; ii) The promotion is recommended by the screening-cum evaluation committee.
Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	i) The teacher gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and; ii) The promotion is recommended by the Screening-cum-evaluation committee.
Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2. ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	i) He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2. ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.
Professor (Academic Level 14) to Senior Professor (Academic Level 15)	A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years’ of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

**Code of Conduct :**  
**INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

- The student is required to strictly adhere to and follow the Institute's disciplinary rules and regulations.
- Every student is required to wear and display their I-card on university premises.
- If a student misplaces his or her I-card, the administrative office should be notified right away.
- Students must be dressed decently.
- Students should park their vehicles in the student parking lot.
- Students should make an effort to attend class on a regular basis.
- The student must adhere to the submission schedule established by the respective teachers (assignments, journals, tutorial works, projects etc.).
- Students are expected to be honest and sincere in all academic activities and with all stakeholders.
- Students must be committed by their parents to participate in educational trips and industry visits while maintaining discipline.
- Students must turn off their cell phones while in the classroom, lab, library, etc.
- Any student who engages in any act of indiscipline or misbehavior will face severe disciplinary action.
- Students are not permitted to engage in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions or activities on campus.
- Any intentional or negligent damage to institutional property will result in punishment and liability for monetary compensation for the loss incurred.
- Students must take care of the cleanliness of the university premises and use dustbins to dispose of waste.
- Students must ensure that lights and fans are turned off when not in use.

Violation of the institutions' code of conduct will result in strict disciplinary action by the respective authorities.

**INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF**

Faculty members must report to the university at least 15 minutes before the start of university time.

After the distribution of topics, the individual employee must prepare a lecture plan, wh6.2.2

Functioning of the Institutional Bodies is Effective and Efficient as visible from Policies, Administrative setu  
appointment, Service Rules, and Procedures, etc

Faculty must ensure strict adherence to subject/departmental teaching and event planning

HR Manual (Rules & Regulations)  
ich must be presented on the website at the beginning of the semester.

Lecturers must inform the department head of changes in the lecture schedule.

Faculty members should accompany the students during educational tours and Industrial visits on rotation.

Academic Diary should be maintained by every faculty member.

The faculty member should get the leave pre-sanctioned by the authorities and ensure suitable alternate arrangements.

Faculty members should abstain from indulging in unethical practices.

It is mandatory for every Faculty Member to take additional responsibilities as and when assigned by the Head of Department / Principal.

### **INSTITUTIONAL CODE OF CONDUCT FOR NON-TEACHING STAFF**

- The Non-Teaching staff should report to university at least 15 minutes before the commencement of their university timings
- Non-teaching staff must notify the Secretariat Registrar before adjusting their assigned duties.
- Non-faculty staff must rotate to accompany faculty and students on educational trips and industry visits.
- Non-teaching staff must obtain appropriate alternative arrangements with prior approval from authorities.
- Non-teachers should refrain from unethical practices.
- Staff members other than teachers are required to have additional responsibilities when assigned by the principal/principal.
- Faculty and departmental confidentiality should be maintained.
- Non-teaching staff must fulfill the duties and responsibilities assigned by the Chancellor/Chancellor.
- Staff should be polite, honest and supportive of other staff, faculty, students and parents.
- Non-teachers must be dedicated to meeting the needs of students and other stakeholders within the timeframes given.

### **INSTITUTIONAL CODE OF CONDUCT FOR HOD**

- All employee workloads should be determined by the department head.
- Department heads should ensure that the teacher's workload does not exceed the prescribed hours.
- The department head should be responsible for the department's department planning and review and implementation of department policies approved by the department head.
- Department heads should hold regular meetings with employees.
- Department heads should encourage faculty to update their knowledge and conduct research by attending seminars/workshops/conferences.
- Department Heads must prepare a confidential report of all staff within their department and provide it to the Head of School as appropriate.

### **INSTITUTIONAL CODE OF CONDUCT FOR DEAN/ PRINCIPAL**

- Dean/Principals must oversee all administration to ensure efficiency and effectiveness.
- The Principal has the authority to take any action necessary to maintain discipline in the institute.
- Dean/Principals should encourage staff to update their knowledge and conduct research by attending seminars/workshops/conferences.
- Dean/Principals should review the Code of Conduct on a regular basis.  
Dean/Principals should meet regularly with staff and department heads.
- Dean/Principals should call meetings with authorities, boards or committees as appropriate.

### **INSTITUTIONAL CODE OF CONDUCT FOR PARENTS/GUARDIANS**

- Parents/guardians should be aware that each student's education is a joint responsibility of parents, students, staff and institutions.
- Parents/Guardians must treat faculty, staff, security guards and other University personnel in a professional and respectful manner.
- Parents/guardians must set an ideal example in student attitudes, language and behavior on and off campus.
- Parents/guardians should refrain from posting negative or unsubstantiated criticisms on social media sites that damage the reputation of the University or its staff.
- Parents/Guardians should contact the Association in the event of a dispute in order for a successful resolution to occur.
- Parents/guardians should ensure the regular attendance of their wards.

## **INSTITUTIONAL CODE OF ETHICS**

- This institution undertakes to properly perform its duties in accordance with the principles of honesty, trust, transparency and fairness.
- The institution balances diversity and differences through a culture of tolerance, discussion and forgiveness among stakeholders.
- Educational institutions adopt standards, policies and procedures to promote and ensure equal opportunity without discrimination.
- Dedicate yourself to the vision and mission of your institution while developing the knowledge, skills and attitudes to achieve excellence within regulatory boundaries.
- Institutions should foster a shared vision and ensure a safe environment in which all stakeholders feel included and accepted. Institutions must ensure optimal use of economic, environmental and social resources to achieve a sustainable future.

## **PROFESSIONAL ETHICS FOR FACULTY**

- Faculty members must adhere to responsible behavior and patterns of behavior.
- Faculty must respect the right/dignity of students to express their opinions.
- Faculty must recognize differences in student aptitudes and abilities and strive to meet individual needs.
- Faculty members should encourage students to improve their grades and develop their personalities while contributing to the common good.
- Faculty members should act affectionately towards their students and refrain from any form of vengeful behavior.
- Faculties also need to be available and approachable to students outside of class hours.
- Faculty should strive to achieve continued professional growth through study and research.
- Faculty members must conscientiously and devotedly carry out their duties in the form of teaching, tutorials, internships and seminar work.
- Faculty members should be treated as other members of the profession would like to be treated themselves.
- Faculty should work with authorities to improve institutions, bearing in mind the interests and dignity of the profession.

## **Disciplinary Action**

It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- a) The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the University and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- b) Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the School/Department.
- c) It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- d) The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- e) If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the School/Department, Registrar, the VC and Director HR. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.
- f) As a matter of policy no substitution of classes is allowed at University, however, in dire emergencies a maximum of six substitutions are permitted per faculty in a semester, which is inclusive of all courses taught by any one faculty (Theory + Lab)

We had circulated the matrix for action for defaults on account of not taking classes, excessive substitution, not uploading course material and attendance uploading.

# MINIMUM QUALIFICATIONS FOR APPOINTMENT TO THE FACULTY POSITIONS

## General Rules

- a) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Assistant Directors, Deputy Directors and Director of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission from time to time. The Regular appointment shall be applicable.
- b) The minimum requirement for the appointment to the post of Assistant Professor shall be a good academic record, 60% marks at the undergraduate and master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).
- c) NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors provided, however, that candidates, who are or have been awarded Ph.D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- d) NET/SLET/SET shall not be required for such master's degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted.
- e) The 60% marks at Master's level should be insisted upon for those recruited as teachers at any level from Industry and Research institutions.
- f) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors and for other have to complete by 2022.
- g) For Council Driven programs the rules of the Council shall be considered as **min.** eligibility.

## ASSISTANT PROFESSOR

### ***Essential:***

First Class Master's Degree in the appropriate branch of Engineering & Technology.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research industrial and professional experience in a reputed organization.
- Papers presented at Conferences and/ or in refereed journals.

## ASSOCIATE PROFESSOR

### ***Essential:***

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engineering & Technology, and experience of **eight years** in teaching, research and / or industry at the level of Assistant Professor, excluding period spent on obtaining the research degree.

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

- First Class Master's Degree in the appropriate branch of Engineering & Technology.
- Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial / professional experience of **eight years** in a position equivalent to the level of Assistant Professor.

*Provided* that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University.

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research industrial and / or professional experience in a reputed organization.
- Published work, such as research papers, patents filed/ obtained, books, and/ or technical reports.
- Experience of guiding the project work / dissertation of PG / Research students or supervising R&D projects in industry.

## PROFESSOR

### *Essential:*

A Ph.D. Degree with First Class at Bachelor's or Master's Level in the appropriate branch of Engineering, & Technology, and experience of ten years in teaching, research and / or industry. **Out of which at least five years at the level of Asst Prof/Reader or equivalent grade.**

OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

First Class Master's Degree in the appropriate branch of Engineering & Technology.

Significant professional work which can be recognized equivalent to a Ph.D. Degree in appropriate branch of Engineering, & Technology, and industrial/professional experience of ten years. **Out of which at least five years at senior level of Asst Prof/Reader or equivalent grade.**

*Provided* that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Executive Council of the University.

Without prejudice to the above, the following conditions may be considered **desirable:**

- Teaching, research, industrial and / or professional experience in a reputed organization;
- Published work, such as research papers, patents filed / obtained, books, and/ or technical reports;
- Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
- Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
- Capacity to undertake / lead sponsored R&D, consultancy and related activities.

## **Recruitment:**

### **Recruitment Procedure:**

**Teaching:**(Assistant Professor/ Associate Professor/Professor)

**Non- Teaching:** (Lab In charge/ Librarian/ Training/ Placement)

**Administration:** (Registrar Office/ HR Office/ Maintenance& Security)

### **Manpower Planning:**

#### **Step 1: Manpower planning is the first step in recruitment.**

- This is to be carried out at the start for the approval in Academic Council and Executive Council meeting for both semesters.
- Recruitment during the semester will be avoided as far as possible.
- Planning the process is concern of the Dean of respective School along with PVC Planning.
- He along with Deans will calculate the load for each semester and put up to VC for approval.
- On approval of the Director HR will consult with the University Administration/VC and then determine if the vacancy is to be filled through in- house employees or a new employee has to be selected.
- As far as possible the University Administration/VC/Director HR will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Defined guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:
- Consolidation of subject wise teaching load Calculation. Student - Faculty Ratio (as per UGC guideline)
- According to UGC, undergraduate programmes in sciences, the ratio will be **1:30**. For undergraduate programmes in media and mass communication, the ratio will be **1:15** respectively. However, for B.Ed. programme, the ratio will be in line with the norms laid by National Council for Teacher Education.
- The overall teacher- student ratio for all postgraduate course shall be 1: 20

#### **Job Announcement:**

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the University Administration. On the University's website, list of new openings will be available from time to time.

#### **Closing Date:**

All classified positions are open for a period of fifteen working days. At times, the HR can choose to keep the job open until filled. In such instances the Director HR reviews all applications received up to the date and notify the VC when decision is made.

## **Probation Period**

### **Probation:**

Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. All employees serve the period of 12 months of employment on probation.

### **Evaluation in Probation Period:**

Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. If the evaluation is positive or with training if the performance of the employee can be improved the employee shall be continued in-service else, he / she may be terminated from service. An evaluation form (format attached in Annexure no 7) needs to be filled by the HOD, colleagues from own and other dept. The evaluation is to be done twice i.e. one at end of each semester and after approval from VC submitted to Executive Council for their approval.

### **Continuance of Probation:**

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in probationary status should be forwarded by the Head of the Department, HR and VC. Upon consultation with the University Administration the probation period may be extended. In all such instances, the employee must be counseled and notified in writing one month before completion regarding the extension of the probationary period.

### **Voluntary Resignation during Probation:**

Any voluntary resignation is accepted only during the end of the Academic year with prior 1 months' notice or 1 month's gross salary in lieu of 1months' notice. The acceptance of resignation depends on University Administration decision. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further the University Administration reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University.

## **Salary**

### **Type & fixation of salary:**

Regular full-time faculties appointed by the University shall be in the grades that is to say Professor, Associate Professor or Assistant Professor in so far as they take part in the teaching in the University and shall, except in the cases of re- employed Faculties, be paid salaries on such pay scales or at such stage of such pay scales and allowances, as the executive Council may adopt or decide from time to time.

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter of the University and mutual agreement. Joining report shall be considered as agreement to all candidates of university only.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- DA
- HRA
- PF\*
- ESI\*

- Gratuity\*
- TDS (wherever applicable)
- Extra Allowance

\*PF, ESI deductions and Gratuity benefits are given as per the law.

**Consolidated salary:** Employee is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance and qualification. Salary fixation is dependent upon post, qualifications and experience

#### **Payroll Schedules:**

Employees are paid for all the present days of the month. Payment is directly deposited with the Designated Bank to the employee's account. Bank account is opened for all employees joining the University within 7 days of their joining.

#### **Payroll Deductions:**

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the University Administration / VC by the end of December of each calendar year in order to finalize tax deducted at source for the year.

Contributory Provident Fund Scheme: Contributory provident fund facility is available to employees from the starting date of their employment.

#### **Travelling Allowance:**

Travelling allowance is given for official travel to all employee members.

a) All employees are eligible for claiming travelling allowance for official work other than reporting to university as per norms.

b) The employee travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. If travelling by own vehicle it shall be paid km wise and with google location. The travelling expense will be verified by the Accounts Office and approved by Head of School / Dean and Registrar duly approved by VC.

c) If the employee is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department & VC. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days but not later than 7 days else it will deducted from salary.

d) For every employee an expense limit is fixed for their Lodging expense during travel based on their category/designation (Ref -Annexure -).

e) If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.

#### **Other Benefits**

##### **Accommodation:**

Given to Higher Positions holders of the University as per the mutual consent with employee and employer. HRA benefit shall not be given in case of Accommodation.

**Professional Society Membership fee reimbursement:** Professional Society, registration fee shall be reimbursed by the University for up to Rs. 20000/- per annum. However, the membership must be related to the respective field.

**Faculty Exchange Programme:**

An opportunity shall be given to the faculty members to visit the Other University under Faculty Exchange programme. During Faculty Exchange programme faculty has to submit an undertaking to follow all the rules and regulations of the University. Only on duty shall be granted who have completed one year of service for max of and not exceeding Rs. 25000/- for one month.

**Fee Concession for pursuing PhD programme:**

Regular faculties of the University are given 50% concession in fee for doing PhD from the University.

# Recruitment Application Form

## Application Form for Teaching Posts

(Please read the instructions-given in the Advertisement carefully)

Post applied for: \_\_\_\_\_

Subject: \_\_\_\_\_

Area of specialization: \_\_\_\_\_

Affix recent  
passport size  
photograph

<b>1. Personal Information (In CAPITAL LETTERS):</b>						
Name of the applicant						
Date of Birth (DD/MM/YYYY)		Age (In Years)				
Gender (Male/Female/Transgender)		Marital Status				
Nationality		Religion				
Category (SC/ST/OBC/EWS/General/PWD/Minority.)						
Mother's Name						
Father's Name						
Particulars of Physical Disability, if applicable						
<b>2. Address (In capital letters):</b>						
<b>Mailing Address</b>				<b>Permanent Address</b>		
PIN CODE:				PIN CODE:		
Email ID:						
Phone No:		Fax No.				
Mobile No:						
<b>3. Educational Qualifications (Matriculation and onwards)</b>					<b>Subjects</b>	<b>Specialization (if any)</b>
<b>Name of the Degree exam</b>	<b>University/ Institution/ Board</b>	<b>Year of Passing</b>	<b>Percentage of Marks</b>	<b>Division/ Class/CGPA</b>		

# Employee Joining Form

## Documents required at the time of joining:

- Certificates in support of Educational qualifications & Date of Birth (originals & a set of photocopies)
- Previous Experience records (if applicable)
- Relieving Certificate from last employer (if applicable)
- Passport-size photographs (Four)
- PAN Card
- Permanent Address Proof
- Local Address Proof.
- Aadhar Card.
- Offer Letter

# Employee Exit Form

## Employee Exit Checklist

Sr. No	Documents	Remarks
1	Hardcopy Resignation Letter signed by employee	
2	Handover done formally to concerned person	
3	Exit Interview	
4	Personal File updated and kept in the inactive employee stack	
5	Keys collected (if any)	
6	Understanding of all files in desk and pending work	
7	Inactivate email access	
8	ID Card	
9	Any other University belonging	
10	Updation made on ERP	

## CLEARANCE FORM

Name:- \_\_\_\_\_  
 DESIGNATION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
 Joining date:- \_\_\_\_\_ Office Order No:- \_\_\_\_\_ Date of  
 Resignation. \_\_\_\_\_  
 Date of Relieving \_\_\_\_\_ (Resignation Letter to be enclosed)  
 ADDRESS: \_\_\_\_\_  
 PHONE NO:- \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

Sr. No.	Department	Due	Signature of In charge	Date
1.	Computer Section (A-022) (email suspension, forwarding)			
2.	ERP (Including ID Card) ( A-023)			
3.	Library			
4.	Accounts			
5.	Proctor Office			
6.	Examination Dept			
7.	Administration (A-024)			
8.	Store (C-119)			
9.	Charge of centralized portfolio files handover to			
10.	Charge of Dept Responsibilities handed over to			
Total Amount to be recovered Rs. _____ All the dues are cleared / not cleared (In case dues are payable) <b>Signature of Accountant</b>		<b>Signature of employees</b>		
Laptop License Software and other Electronics Material is returned to the University Authority/ University Administration.  Head of IT /ERP Dept		Consumable items issued to the employees is account for, there is no discrepancy/ CAT records, IA records, Subject files/ Notes, portfolio files, Question paper, Answer sheets submitted. <b>Signature of H.O.D</b> Clearance should be given/ withheld. Relieved from date: - Last Working Day: -		

Dean

Registrar

Vice Chancellor

## PERFORMANCE APPRAISAL FORM

PERFORMANCE APPRAISAL FORM-TEACHING STAFF (Academic Year \_\_\_\_\_ )

### 1. Personal Details

#### 1. Parameters - Summary of activities

<b>Name</b>	
<b>Designation</b>	
<b>Employee ID</b>	
<b>School</b>	
<b>Department</b>	
<b>DOJ</b>	
<b>Academic Grade Pay</b>	
<b>Pay Band</b>	
<b>Official Email ID</b>	

(Scores are to be given between 4 to 0 with 4 as the highest score and 0 as the lowest.

Rubrics to be referred for the same)

S. No	Particulars	Self	HOD	Dean	Higher Authority
	<b>ACADEMICS</b>				
1	Students'Feedback				
2	Punctuality in updating data in ERP				
3	Average attendance of students				
4	No. oflectures conducted Vs Planned				
5	Use of Teaching Techniques, material (Interactive board/ Google classroom/Webinar/ MOOCS/any other innovative technique)				
6	End Term Examination (ETE) , Result Analysis (AA & AB &FF Count)				
	<b>RESEARCH</b>				
1	Research Paper publication in any Indexed Journal				
2	Published Book/ Book Chapter/ course material				
3	Persuasion of Ph.D./Post-doctoral Studies(Maximum 3 years)/ Guiding PhD students				
4	Guiding Masters CM.Tech, MBA, MSc etc.)Projects				
5	Joint publication with reputed Institutes/Industry person/ other institute Professor				
6	Special Lectures Delivered as Resource Person or Keynote Speaker. Session Chair outside in Conference/ Advisory/ guest lecture etc.				
7	PhD/ Research Work Supervision/ Research Project				
8	Research Project submitted/ Grants Obtained				

## **Leave RULES**

These rules shall be applicable to regular full-time employees of Sri Satya Sai University of Technology & Medical Sciences (Teaching, non-teaching including technical supporting employees) and shall not be applicable to contractual or any other type of employee and are subject to amendments as and when required.

Leave is not a right but a privilege to be taken in planned way with permission of competent authority. Any type of leave other than mentioned below shall be at the discretion of the Executive Council or his nominee.

1. For Leave Rules calendar year shall be followed i.e., from January to December
2. Leave shall be granted according to the exigencies of service. If so required, the University may refuse or revoke leave whether during the term or vacation by issuing a circular/notice.
3. In case an employee has to go out of station, he/she shall mention his/ her outstation address in the leave application and shall also handover charge to another member of the employees in the manner directed by university. No member of the employees shall leave station at any time without prior written permission of the Vice- Executive Council
4. Application for leave must be submitted and got sanctioned before proceeding on leave.
5. Period of leave without pay exceeding 15 days in a year shall not be counted as service for calculating any kind of benefit later on.

### **Categories of Leave**

Casual Leave

Medical Leave

Maternity Leave- only applicable to women employees

Earned Leave

Compensatory Leave

### **CASUAL LEAVE (for all employees)**

- 12 days casual leave in a calendar year is permissible. Maximum 6 days casual leave allowed in one semester.
- Casual leave cannot be combined with any other type of leave. Casual Leave cannot be taken for more than 3 days continuously.
- Casual leave cannot be carried to next calendar year nor encashed.
- For a new employee, proportionate Casual leave will be allowed.

### **MEDICAL LEAVE (for all employees)**

- full days or 20 half days Medical Leave is permissible during a calendar year.
- Entitlement of the Medical Leave is only after completion of one - year of service. For new employees proportionate Medical Leave will be allowed after completion of one year.
- In circumstances such as accident / indoor hospitalization on the advice of the doctor, it may be converted into 20 days half pay.
- Medical Leave is allowed only on submission of Medical Certificate.

### **EARNED LEAVE**

One day earned leave for full completed month of service i.e., 12 days per year PLUS 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation For Non - vacation Employees viz non-Teaching and technical employees: One and a half days Earned Leave for fully completed month of service i.e., 18 days per year.

### **MATERNITY LEAVE (all female employees)**

All female employees are entitled to 90 days (Full pay) Maternity leave, admissible only to employees with less than two surviving children and for maximum of 2 times in the whole service.

Entitlement of Maternity leave is only after completion of one year of regular service.

### **COMPENSATORY LEAVE**

Compulsory attendance on Saturday's (non-instructional days), Sundays or other public holidays justifies the grant of compensatory leave for the number of days a non - teaching employee is directed to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under prior orders of the officer - in charge

No compensatory leave will be admissible to an employee who is paid overtime allowance or TA/DA for the day of compulsory attendance on Sundays and other holidays.

Compensatory leave should be treated like casual leave, however, the compensatory leave to the extent actually earned may be availed within one month of the entitlements otherwise the same will be treated as lapsed Compensatory leave will be admissible only to Ministerial & Class IV employees and not to Supervisory Employees.

## **Resignation & Termination**

### **Resignation:**

a) The teaching employees needs to submit their resignation to Deans. In case the Dean is not present then to the Registrar of the University. The non-teaching needs to submit their resignation to HR.

b) Any voluntary resignation is accepted only during the end of the Academic year with prior three-month notice or three-month gross salary in lieu of three-month notice. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However, the University Administration reserves the right to relieve the person even before the conclusion of the notice period. Further, the University Administration reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the University. The same rule applies for non-teaching employees also.

c) Exit Interview is conducted for every faculty/ non-teaching submitting resignation and the reason for leaving the University is identified. The information collected during the Exit interview is recorded and filed with VC and Director HR.

d) Before resigning the employee must get their No Dues/ Clearance form duly signed by the concern Head of the School/Department, other related department heads and submit to the HR Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.

e) The employee must return all documents and items related to university to the concerned department before relieving. Failure to do so will result in strict action against the employee.

f) Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of School/Department and inform the same to the VC. Head of school/Department is responsible for initiating the necessary action to ensure that all University's property and equipment are returned safely.

g) The Executive Council shall have the power to relax the period of notice or payment of salary in special circumstances.

## **Termination:**

- The employee can be terminated with immediate effect if the employee is found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the University to be detrimental to the interests of the University and students, his/her services are liable to be terminated without notice or salary in lieu off.
- An employee can also be terminated if at any time, it is found that information given by the employee during his/ her recruitment process is incorrect, misrepresented or concealed. Once the employee is terminated his clearance process must be complete within 48 hours by the concerned authorities. A formal termination letter sighting the reason must be given to employee.
- The University reserves the right to waive off the notice period, if any substantial misconduct, poor performance or non-performance is reported to the HOD/Dean.
- The HR Dept. must keep all the record of his misdeed etc. in the employees' personal file. If the employee goes to the court of law, we can have substantial proof to prove our point.



- Student/Admin Login
- E-Pravesh 2022
- E-Pravesh Login

- Verify Marksheet
- Approvals
- Alumni Registration Form



Search

Course Type :\*

UG

Course :\*

Bachelor of Engineering

Branch :\*

AERONAUTICAL ENGINEERING

Search



# Sri Satya Sai University of Technology and Medical Sciences, Sehore

Search

Course Type :\*

Course :\*

Branch :\*

Search

Eligibility

Eligibility					
Eligibility	10+2 (PCM) with 45% (UR), 40% (ST/SC/OBC)				
Eligibility % (12th/Diploma)	General: 45	SC: 40	ST: 40	OBC: 40	PH : 45

Send OTP

I have read all the information.

Continue

Father Name :	BHOGAYTA SHANTI BHAI	Mother Name :	NITABEN
---------------	----------------------	---------------	---------

Papers Feedback

SrNo.	Subject Code & Name	Que 1	Que 2	Que 3	Que 4	Que 5	Que 6
1	MEA-701 [P] - MECHANICAL VIBRATION & NOISE ENGINEERING	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good
2	MEA-701 [T] - MECHANICAL VIBRATION & NOISE ENGINEERING	(4) Very Good	(3) Good	(3) Good	(3) Good	(4) Very Good	(3) Good
3	MEA-702 [P] - AUTOMOBILE ENGINEERING	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good
4	MEA-702 [T] - AUTOMOBILE ENGINEERING	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good
5	MEA-703 [A] - PROGRAM ELECTIVE - IV [DESIGN OF HEAT EXCHANGER]	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good	(3) Good
6	MEA-704 [A] - OPEN CORE ELECTIVE - III [PROJECT MANAGEMENT]	(3) Good	(4) Very Good	(3) Good	(3) Good	(3) Good	(3) Good
7	MEA-705 [P] - PROJECT STAGE - I	(3) Good	(4) Very Good	(3) Good	(3) Good	(3) Good	(3) Good
8	MEA-706 [P] - SELF-STUDY/GD/SEMINAR	(3) Good	(4) Very Good	(3) Good	(3) Good	(3) Good	(3) Good

Question No.

1. Faculty Preparation and Presentation?
2. Encouragement of Student and Presentation and Interaction during class?
3. Sharing/Discussion of Solutions of Assignment/Test/Comprehensive Continuous Evaluation/Examination?
4. Regularity/Punctuality in taking Classes?
5. Availability After Class Hour for Consultation?
6. Course Completion percentage?

Print Feedback



Dashboard



examination



student



**BHOGAYTA PRAKASH SHANTIBHAI**  
(13-Mar-2023)

### Student Details

Form No./Enrollment No.	190101025045	Student Name	BHOGAYTA PRAKASH SHANTIBHAI
Father Name	BHOGAYTA SHANTI BHAI	Mother Name	NITABEN
Gender	MALE	Date of Birth	09/12/1996
Category	AI	Domicile	GUJRAT
Address	MAHAVVIR SOSAYATI	Contact No	7698290730
Email	prakashbhogayta123@gmail.com	Course	Bachelor of Engineering (Lateral)
Specialization	MECHANICAL ENGINEERING	Institute Name	School of Engineering

 **Enrollment Form**



 **Examination Form**



**TYPING METER Today**

Words 16  
Time 00:04:03  
WPM 55

06 WPM



Dashboard



examination



student

## Examination Form

Enrollment No :- 190101025045		Candidate Name :- BHOGAYTA PRAKASH SHANTIBHAI			Father Name :- BHOGAYTA SHANTI BHAI				
Srl No	Session(Year-Month)	Session Name	Semester/Year	Exam Name	Branch Name	Category	Form Status Account	Form Status Institute	Click to Show
1	2022-12	DEC-2022	07	1054	MECHANICAL ENGINEERING	REGULAR	Form Forwarded	Form Forwarded	<a href="#">Print Exam Form</a>


**SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES, SEHORE**
**EXAMINATION FORM FOR Bachelor of Engineering (Lateral) [MECHANICAL ENGINEERING ] EXAM : DEC-2022**

Enrollment No.	190101025045		
Candidate's Name	BHOGAYTA PRAKASH SHANTIBHAI	Father's Name	BHOGAYTA SHANTI BHAI
Semester/Year	07	Status	Regular

SrNo.	Subj Code	Subject Name	Appearing In
1	MEA-701 [T]	MECHANICAL VIBRATION & NOISE ENGINEERING	All
2	MEA-702 [T]	AUTOMOBILE ENGINEERING	All
3	MEA-703 [A]	PROGRAM ELECTIVE - IV [DESIGN OF HEAT EXCHANGER]	All
4	MEA-704 [A]	OPEN CORE ELECTIVE - III [PROJECT MANAGEMENT]	All
5	MEA-701 [P]	MECHANICAL VIBRATION & NOISE ENGINEERING	All
6	MEA-702 [P]	AUTOMOBILE ENGINEERING	All
7	MEA-705 [P]	PROJECT STAGE - I	All
8	MEA-706 [P]	SELF STUDY/CD/SEMINAR	All



Dashboard

examination

student

## Admit Card

Srl No	Session	Sem	Exam	Branch	Enrollment No	Candidate Name	Father Name	Category	Form Status Account	Form Status Institute	Admit Card Status	Click to Show
1	2022-12	07	1054	MECHANICAL ENGINEERING	190101025045	BHOGAYTA PRAKASH SHANTIBHAI	BHOGAYTA SHANTI BHAI	Regular	Form Forwarded	Form Forwarded	Admit Card Approved	<a href="#">Print Admit Card</a>



Dashboard / Result / ?

Search:

Excel CSV PDF

Srlno	Session	Sem	Enrolment No	Exam type	Candidate Name	Father's Name	Category	Result	Download Result
1	2022-12	07	190101025045	MAIN EXAM	BHOGAYTA PRAKASH SHANTIBHAI	BHOGAYTA SHANTI BHAI	Regular	PASS	<a href="#">Download Result</a>

Showing 1 to 1 of 1 entries



Dashboard



examination



student



Dashboard



examination



student

Dashboard / Student / Subscription Payment Details:- / ?

## Subscription Payment Details

SrNo.	Admission Year	Academic Session	Enrollment No	Reference No	Fee amount	Payment Date	Select
1	JULY-2019	2021-2022	190101025045	2184520224150119	240	Apr 15 2022 12:22AM	<a href="#">Show Form</a>

### Subscription Payment Status from 2021-08-01 to 2022-07-31

Enrollment No :	190101025045	Subscription Fees :	240
Academic Session :	2021-2022	GST [IGST 18%]	43.2
Candidate Name :	BHOGAYTA PRAKASH SHANTIBHAI	Total Fees :	283.2
Father's Name :	BHOGAYTA SHANTI BHAI	Payment Date :	Apr 15 2022 12:22AM
Transaction No :	2184520224150119	Gateway Ref No :	70835420



Dashboard



examination



student

Student / Dashboard / Personal details / ?

## Personal Details

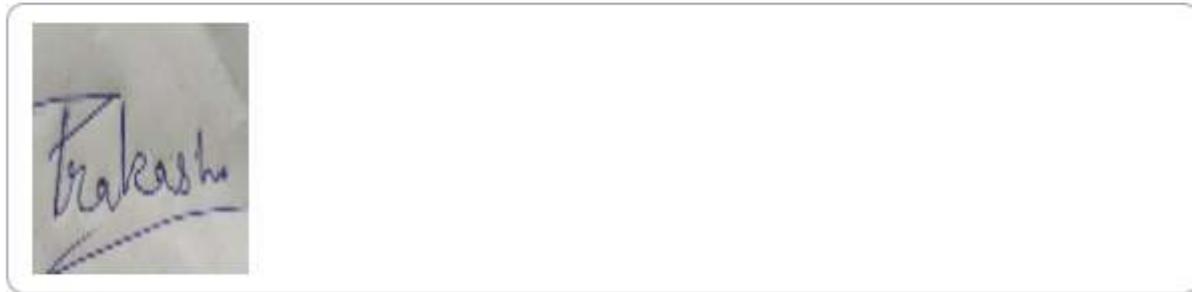
Enrollment Number	190101025045	Candidate Name	BHOGAYTA PRAKASH SHANTIBHAI
Father Name	BHOGAYTA SHANTI BHAI	Mother Name	NITABEN
Date of Birth	09/12/1996	Gender	Male <input checked="" type="checkbox"/>
Mobile	7698290730 <input checked="" type="checkbox"/>	Email	prakashbhogayta123@gmail.com <input checked="" type="checkbox"/>

## Photo & Signatue

Photo: \*



Signature: \*





Dashboard



examination



student

## Payment Transaction Details

### Payment Type

Registration/Subscription Payment

Tuition/Examination Fee

Get Details

Excel

Search:

Sr.No.	Enrollment/Registration	Semester	Fee Type	Reference No	Amount	Date	Status	Action
1	190101025045		Subscription fee	2184520224150119	283.2	15/04/2022 00:11:09	Success	✓

Showing 1 to 1 of 1 entries



Dashboard



examination



student

## Payment Transaction Details

Payment Type

Registration/Subscription Payment

Tuition/Examination Fee

Get Details

Excel

Search:

Sr.No.	Enrollment/Registration	Semester	Fee Type	Reference No	Amount	Date	Status	Action
1	190101025045	07	Examination Form	388922022122410413787fc	1830	24/12/2022 10:41:48	TXN_SUCCESS	✓

Showing 1 to 1 of 1 entries



Dashboard



examination



student

Bonafied Form

Enrollment No :- 190101025045      Candidate Name :- BHOGAYTA PRAKASH SHANTIBHAI      Father Name :- BHOGAYTA SHANTI BHAI

Srl No	Session	Faculty Name	Exam Name	Branch Name	College Name	Category
1	JULY-2019	FACULTY OF ENGINEERING AND TECHNOLOGY	Bachelor of Engineering (Lateral)	MECHANICAL ENGINEERING	School of Engineering	Male

Processing for verify



Dashboard



examination



student

[Dashboard](#) / [Student](#) / [Examination Form](#) / ?

Examination Form

Enrollment No :- 190101025045

Candidate Name :- BHOGAYTA PRAKASH SHANTIBHAI

Father Name :- BHOGAYTA SHANTI BHAI

Srl No	Session(Year-Month)	Session Name	Semester/Year	Exam Name	Branch Name	Category	Form Status Account	Form Status Institute	Click to Show
1	2022-12	DEC-2022	07	1054	MECHANICAL ENGINEERING	REGULAR	Form Forwarded	Form Forwarded	<a href="#">Print Feedback</a>

## ANNUAL E-GOVERNANCE REPORT 2017-18

IT E governance Annual Report provides a consolidated report of the developments and maintenance in the IT department of SSSUTMS University Madhya Pradesh. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of software, hardware and staff. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

During the Academic year 2017-2018, the university ERP system was continuously modified to keep-up with the increased footfall in the university. The E-infrastructure of the university was updated to facilitate the smooth functioning of academic processes including admission process, class time table, attendance, curriculum planning and delivery, examination evaluation and result publication.

University has decided to implement the student attendance through ERP only and attendance should be stored in database for future reference.

The below table lists the implementations and the corresponding cost in the software using during academic year 2017-18. This is followed by forecasted projects and the associated allocation of budget for the same.

s. no.	Software details
1	Biometric Attendance System
2	CCTV Monitoring Software
3	Asset Management System

The below table lists the implementations and the corresponding cost in the Hardware wing during academic year 2017-18. This is followed by forecasted projects and the associated allocation of budget for the same.

s.no.	Hardware Details
1	Managed Switch Implementations
2	Antivirus implementations
3	Desktop
4	CCTV



  
Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences

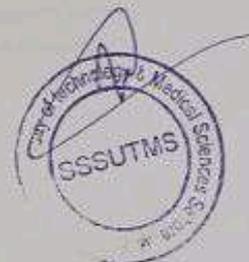
IT Engineer's

Employer name	Designation
Mr. Ankit Joshi	IT Manager
Mr. Sudheesh Chauhan	Asst. IT Manager

  
Dean Planning  
SSSUTMS University

  
IT Manager

  
Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences, Secrwa



## ANNUAL E-GOVERNANCE REPORT 2018-19

IT E governance Annual Report provides a consolidated report of the developments and maintenance in the IT department of SSSUTMS University Madhya Pradesh. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of software, hardware and staff. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

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2	CCTV Monitoring Software
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The below table lists the implementations and the corresponding cost in the Hardware wing during academic year 2018-19. This is followed by forecasted projects and the associated allocation of budget for the same.

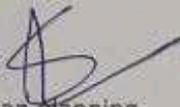
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Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences Sehore



IT Engineer's

Employer name	Designation
Mr. Ankit Joshi	IT Manager
Mr. Sudheesh Chauhan	Asst. IT Manager



Dean Planning  
SSSUTMS University



IT Manager



Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences Sehore



## ANNUAL E-GOVERNANCE REPORT 2019-20

IT E governance Annual Report provides a consolidated report of the developments and maintenance in the IT department of SSSUTMS University Madhya Pradesh. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of software, hardware and staff. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

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s. no.	Software details
1	Biometric Attendance System
2	CCTV Monitoring Software
3	Asset Management System

The below table lists the implementations and the corresponding cost in the Hardware wing during academic year 2019-20. This is followed by forecasted projects and the associated allocation of budget for the same.

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1	Managed Switch Implementations
2	Antivirus Implementations
3	Desktop

### IT Engineer's

Employer name	Designation
Mr. Ankit Joshi	IT Manager
Mr. Sudheesh Chauhan	Asst. IT Manager

  
Dear planning  
SSSUTMS University

  
Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences Sahora

IT Manager



## ANNUAL E-GOVERNANCE REPORT 2020-21

IT E-governance Annual Report provides a consolidated report of the developments and maintenance in the IT department of SSSUTMS University Madhya Pradesh. The components of this report will include the implementation, results incurred and the forecast for the future in the areas of software, hardware and staff. The terminal part of this submission will elaborate on the conclusions and results of the quoted year.

During the Academic year 2020-2021, the university ERP system was continuously modified to keep-up with the increased footfall in the university. The E-infrastructure of the university was updated to facilitate the smooth functioning of academic processes including admission process, class time table, attendance, curriculum planning and delivery, examination evaluation and result publication. University has decided to implement the student attendance through ERP only and attendance should be stored in database for future reference.

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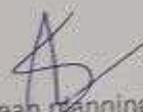
s. no.	Software details
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2	CCTV Monitoring Software
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IT Engineer's

Employer name	Designation
Mr. Ankit Joshi	IT Manager
Mr. Sudheesh Chauhan	Asst. IT Manager

  
Dean Planning  
SSSUTMS University

  
IT Manager

  
Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences Sehore



## ANNUAL E-GOVERNANCE REPORT 2021-22

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During the Academic year 2021-2022, the university ERP system was continuously modified to keep-up with the increased footfall in the university. The E-infrastructure of the university was updated to facilitate the smooth functioning of academic processes including admission process, class time table, attendance, curriculum planning and delivery, examination evaluation and result publication. University has decided to implement the student attendance through ERP only and attendance should be stored in database for future reference.

The below table lists the implementations and the corresponding cost in the software using during academic year 2021-22. This is followed by forecasted projects and the associated allocation of budget for the same.

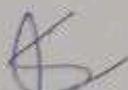
s. no.	Software details
1	Biometric Attendance System
2	CCTV Monitoring Software
3	Asset Management System

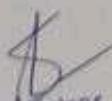
The below table lists the implementations and the corresponding cost in the Hardware wing during academic year 2021-22. This is followed by forecasted projects and the associated allocation of budget for the same.

s.no.	Hardware Details
1	Managed Switch Implementations
2	Antivirus Implementations
3	Desktop
4	CCTV

IT Engineer's

Employer name	Designation
Mr. Ankit Joshi	IT Manager
Mr. Sudheesh Chauhan	Asst. IT Manager

  
Dean Planning  
SSSUTMS University

  
Registrar  
Sri Satya Sai University of Technology  
& Medical Sciences Sehora

  
IT Manager

