



## **Additional information**

6.2.1 The institutional Strategic/ perspective plan is effectively deployed. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

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## **Institutional Governance and Its Functionality**

**Board of Governance and Its Functionality:** Boards have numerous responsibilities they oversee management, finances and quality set strategic direction build community relationships establish ethical standards, values and monitor his or her progress.

### **Member List of Board of Governance**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Shri Sanjeev Agrawal	President
2	Dr M R Gupta	Vice President
3	Ms Shivani Agrawal	Secretary
4	Smt. Kiran Agrawal	Treasurer
5	Smt Indra Gupta	Member
6	Dr. Prashant Jain	Member
7	Sakshi Agrawal	Member
8	AICTE-RO	Member
9	DTE Nominee	Member
10	RGPV Nominee	Member
11	Mr Anupam Pandit	Member-Industry
12	Dr Rajiv Srivastava	Member Secretary, Director SIRT
13	Dr. Jyoti Jain	Coordinator IQAC



# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY

Ayodhya Bypass, Bhopal, India 462041

Approved By AICTE, New Delhi & Govt. of M.P. (D.T.E.) Affiliated to RGPV & BU, Bhopal

14	Prof. NK Sagar	Faculty Representative
15	Dr. Dharmendra Tyagi	Faculty Representative

## Sample Minutes of Meeting of BOG:



SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL.

Minutes of meeting of 45<sup>th</sup> BOG Meeting held on 30/07/2022


The meeting was attended by:

S. No.	Name	Designation
1	Er. Sanjeev Agrawal	Chairman
2	Dr. S. P. Kosta	Member
3	Ms. Shivani Agrawal	Member
4	Mr. M. R. Gupta	Member
5	Smt. Karan Agrawal	Member
6	Dr. Pradant Jain	Member
7	AICTE-RO	Member
8	DTE Nominee	Member
9	RGPV Nominee	Member
10	Mr. Anupam Pandey	Member- Industry
11	Dr. Rajiv Srivastava	Member Secretary, Director-SIRT
12	Dr. Arun Srivastava	Faculty Representative

As per the Agenda, BOG members discussed each point. MoM and ATR are as follows:

BOG-2022-23 Item No. 1	To confirm the minutes of last 44 <sup>th</sup> meeting held on 19/02/2022 and Action Taken Report BOG members confirmed the minutes of last 44 <sup>th</sup> meeting held on 19.02.2022 and Action Taken Report. (Encd-1)
BOG-2022-23 Item No. 2	To apprise about the submitted e-SAR of programs CSE, EC and CS&IT to NBA portal along with preparation of updated e-SAR of the same and preparations for the NBA final visit, accordingly The member secretary informed that the institute has submitted e-SAR for 3 programs namely Computer Science and Engineering (CSE), Electronics and Communication Engineering (ECE) & Computer Science and Information Technology (CS&IT) to NBA office (online portal). Member secretary briefed about



  
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## Internal Quality Assurance Committee (IQAC) and Its Functionality:

This Committee is responsible for development and application of quality benchmarks/parameters for various academic and administrative activities of the institution and many more like Academic audit, administrative audit, academics calendar, extracurricular activities, research and development related activities,

### List of Members of IQAC Committee

S. No	CATEGORY	DESIGNATION	NAME
1.	Chairman: Head of the Institution:	Director	Dr. Rajiv Srivastava,
2.	A few Senior administrative officers:	Registrar	Mr. Saket Sharma,
		AO	Mr. Neeraj Agrawal,
3.	Teachers to represent all level	HOD, CSE	Dr. Ritu Shrivastava,
		HOD, CSIT	Dr. Aumreesh Ku Saxena
		HOD, ME	Prof. N. K. Sagar,
		Associate Professor	Dr. Kapil Chaturvedi
		HOD, Applied Science	Dr. Manoj Sharma
		Associate Professor	Dr. Dharmendra Tyagi
		Associate Professor	Dr. Alok Agrawal,
		Associate Professor	Dr. Navneet Kaur,
4.	One member from the Management:	Vice Chairman, SIRT,	Dr. Prashant Jain,
5.	One nominee each from local society, Students and Alumni:	Chairperson, TSF Bhopal	Mrs. Kiran Agrawal,
		Student, CSE	Mr. Ankit Mourya,

**IQAC, Coordinator**

Sagar Institute of Research & Technology  
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		Alumni, EC	Mr. Kumar Bimlendra,
6.	One nominee each from Employers /Industrialists/Stake holders:	Industrialist	Mr. Rupesh Gorkhe,
7.	One of the senior teachers as the coordinator/Director of the IQAC:	Coordinator IQAC	Dr. Jyoti Jain,

## Sample Minutes of Meeting of IQAC:



Sagar Institute of Research & Technology, Bhopal

### Internal Quality Assurance Cell (IQAC)

#### Minutes of IQAC Meeting

The 3<sup>rd</sup> meeting of IQAC was held at 11.00 a.m. on 12.01.2024 in IT Conference Hall, SIRT.  
The following members were present.

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Rajiv Srivastava	Director	Chairman	
2.	Dr. Jyoti Jain	HOD, EC	Coordinator IQAC	
3.	Mr. Saket Sharma	Registrar	Member	
4.	Dr. Prashant Jain	Management Nominee	Member	
5.	Mrs. Kiran Agrawal	Social Worker	Member	
6.	Dr. Ritu Shrivastava	HOD, CSE	Member	
7.	Dr. Aumreesh Kumar Saxena	HOD, CSIT	Member	
8.	Dr. Manoj Sharma	HOD, AS	Member	
9.	Prof. N. K. Sagar	HOD, ME	Member	
10.	Dr. Kapil Chaturvedi	Associate Professor HOD, MEA	Member	
11.	Dr. Dharmendra Tyagi	Associate Professor	Member	
12.	Dr. Alok Agrawal	Associate Professor	Member	
13.	Dr. Navneet Kaur	Associate Professor	Member	
14.	Mr. Rupesh Gorkhe	Industrialist	Member	
15.	Mr. Neeeraj Agrawal	Sr. Administrative officer	Member	
16.	Mr. Kumar Bimlendu	Alumni Representative	Member	
17.	Mr. Ankit Mourya	Student Representative	Member	

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The Chairman welcomed the members for the second meeting of IQAC. The following points were discussed in the meeting:

**Agenda 1: Review of minutes of 1st IQAC Meeting.**

The Minutes of meeting was reviewed by all present committee members.

**Agenda 2: Action taken report on the decisions of the previous meeting.**

The ATR of last meeting was reviewed by the all committee members and found action taken as per the discussed points in the last meeting.

S. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.	Appropriate activities of the students were conducted in each department under MoUs collaboration.
2.	To decide to incorporate extension activities under the program of NSS.	Found number of extension activities done under the NSS.
3.	To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.	All academic activities are being conducted timely as per the academic calendar.
4.	To discuss regarding alumni, meet 2023.	Conducted Alumni meet on 17 <sup>th</sup> December 2023.
5.	To discuss policy for identifying slow learners and advance learners.	Policy was reviewed and finalized.
6.	To discuss about the NAAC preparation.	Coordinator checked the progress of each criteria and guided to all criteria in-charge for completing their work.

**Agenda 3: Academic audit to be done of each department in the month of May-June 2024.**

Chairman IQAC recommended to conduct External Academic Audit of all departments twice in a year in the month of December and June of each academic year. External audit committee will be prepared to do audit in the all departments.

**Agenda 4: To discuss about the feedback about the stakeholders.**

Chairman IQAC asked about the conduction of feedback of different stakeholders (students, alumni, faculty, employer etc) on the academics. Templates for all feedback will be formed and forwarded to all departments for doing the same.

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**Anti-Ragging Committee(ARC) and Its Functionality:** This Committee is responsible for preventing and monitoring, ragging related issues (if any) specified in the process at regular intervals to maintain discipline in and around the campus.

### List of Member of Anti-Ragging Committee (ARC)

S.No	Name	Designation	Category
1.	Dr.D.K. Mudaiya	Dy. Director	Convener
2.	Dr.HridayeshVarma	Associate Professor & Dean (Student Affair) CE	Member
3.	Prof.Keshav Mishra	Dean (Academics)	Member
4.	Dr.Manoj Sharma	HoD Applied Science	Member
5.	Dr.Ritu Shrivastava	HoD Computer Science & Engineering	Member
6.	Dr.Jyoti Jain	HoD, Electronics & Communication	Member
7.	Dr. Swati Pandey	HoD, Electrical & Electronics	Member
8.	Dr.AumreeshSaxena	HoD Computer Science and Information Technology	Member
9.	Dr. Kalpanarai	HoD, AIML & CSCY	Member
10.	Prof N.K. Sagar	HoD, ME	Member
11.	Mr. Saket Sharma	Registrar	Member
12.	Prof. Surendra Badgujar	Hostel warden (Boys)	Member
13.	Mrs. KavitaVishwakarma	Hostel warden (Girls)	Member

**IQAC, Coordinator**  
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## Sample Minutes of Meeting of Anti-Ragging Committee (ARC):



SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY, BHOPAL

### Anti - Ragging Committee

#### Minutes of Meeting

Date: 23.02.2024

Time: 3.30 PM

Venue: - IT Conference Hall

Members present in the meeting were: -

1	Dr. D K Mudaiya	Dy Director & Convener	
2	Dr. Hridayesh Varma	Asso. Professor Civil Engg & Dean (SA)	
3	Prof. Keshav Mishra	Dean ( Acad.) & Member	
4	Dr. Manoj Sharma	HoD Applied Science & member	
5	Dr. Ritu Shrivastava	HoD Computer Science & member	
6	Dr. Jyoti Jain	HoD Electro. & Comm. & Member	
7	Dr. Paramjeet Kaur	HoD Electr. & Electro. Engg. & member	
8	Dr. Aumreesh Saxena	HoD Information Technology & member	
9	Dr. Kalpana Rai	HoD AIML & Cyber Security & member	
10	Prof. N K Sagar	HoD- Mechanical Engg. & Member	
11	Prof. Pushpendra Palash	HoD- Civil & Member	
12	Mr. Saket Sharma	Registrar & Member	
13	Prof. Surendra Badgujar	Hostel Warden ( Boys ) & Member	
14	Mrs. Kavita Vishwakarma	Hostel Warden ( Girls ) & Member	

Important points of the meeting: -

1. Dy. Director Sir gave a warm welcome to all the members present in the meeting.
2. Minutes of last meeting dated 28.11.2023 were reviewed by Committee members.
3. The requirements of camera in corridors, departments were placed. And they were regularly monitoring. Placing of camera makes it easy to monitor the student's activity.
4. Hostel warden is constantly visiting in the hostels and they were interacting the hostellers on daily basis to know about any in disciplinary activity happening.

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**Grievance Redressal Committee and Its Functionality:** The Committee is constituted for the redressal of the grievances reported by the students and staff (especially girls & women) of the college with the objective to maintain the harmony of academic atmosphere in the Institution.

**System for redressal of grievances of faculty, staff and students:**

1. The management of the college follows an open system of administration and grievances from staff and students are given the utmost attention.
2. Complaints and suggestion boxes are kept at a number of places in the campus and also in the hostels.
3. The suggestions and complaints are carefully looked into and remedial measures undertaken. Responses are also publicized through notice boards.
4. In case of indiscipline, a committee appointed by the principal enquires into the matter by calling witnesses and recommendations are made about the action to be taken by the management.
5. Grievances regarding the staff in terms of salary, promotions etc., are carefully looked into by the HR department in consultation with the Principal and remedial measures taken.
6. Class Committee meetings are held in which grievances of students are taken note of and remedial measures taken. A student welfare officer looks into the welfare of the students and advises the management for necessary action.

**List of Members of Grievance Redressal Committee**

S.No	Name	Designation	Category
1.	Dr.Rajiv Srivastava	Director	Convener
2.	Dr.D.K. Mudaiya	Dy. Director	Member
3.	Dr.Manoj Sharma	HoD, Applied Science	Member
4.	Dr.Hridayesh Varma	Associate Professor, Civil Engineering	Member
5.	Dr.Ritu Shrivastava	HoD, Computer Science & Engineering	Member
6.	Dr.Jyoti Jain	HoD, Electronics & Communication	Member
7.	Dr.Swati Pandey	HoD, Electrical & Electronics	Member
8.	Dr.Aumreesh Saxena	HoD, Information Technology	Member

**IQAC, Coordinator**



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9.	Prof. N K Sagar	HoD, Mechanical Engineering	Member
10.	Mr. Saket Sharma	Registrar	Member

## Sample Minutes of Meeting of Grievance Redressal Committee (GRC):



SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY, BHOPAL

### Grievance's Redressal Committee

#### Minutes of Meeting

Date: 12.02.2024

Time: 3.00 PM

Venue :- IT Conference Hall

Members :-

			Signature
1	Dr. Rajiv Srivastava	Director & Convener	
2	Dr. D K Mudaiya	Dy. Director & Member	
3	Dr. Manoj Sharma	HoD Applied Science & member	
4	Dr. Hridayesh Varma	Asso. Professor Civil Engg. & member	
5	Dr. Ritu Shrivastava	HoD Computer Science Engg. & member	
6	Dr. Jyoti Jain	HoD Electro. & Comm. & Member	
7	Dr. Paramjeet Kaur	HoD Elect. & Electronics Engg. & member	
8	Dr. Aumreesh Saxena	HoD Information Technology & member	
9	Prof. N K Sagar	HoD- Mechanical Engg. & Member	
10	Dr. Kalpana Rai	HoD- AIML and Cyber. & Member	
11	Mr. Saket Sharma	Registrar & Member	

**Agenda of the meeting :- To appraise functions & responsibilities of committee members and complaints if any.**

Important points of the meeting: -

1. Director Sir welcomed all the members present in the meeting.
2. Minutes of last meeting dated 07.11.2023 were received .
3. General discussions were held among members regarding grievance in the institute.

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**Library Committee and Its Functionality:** The Committee is constituted to help student as well as teachers for finding and search a good reference book.

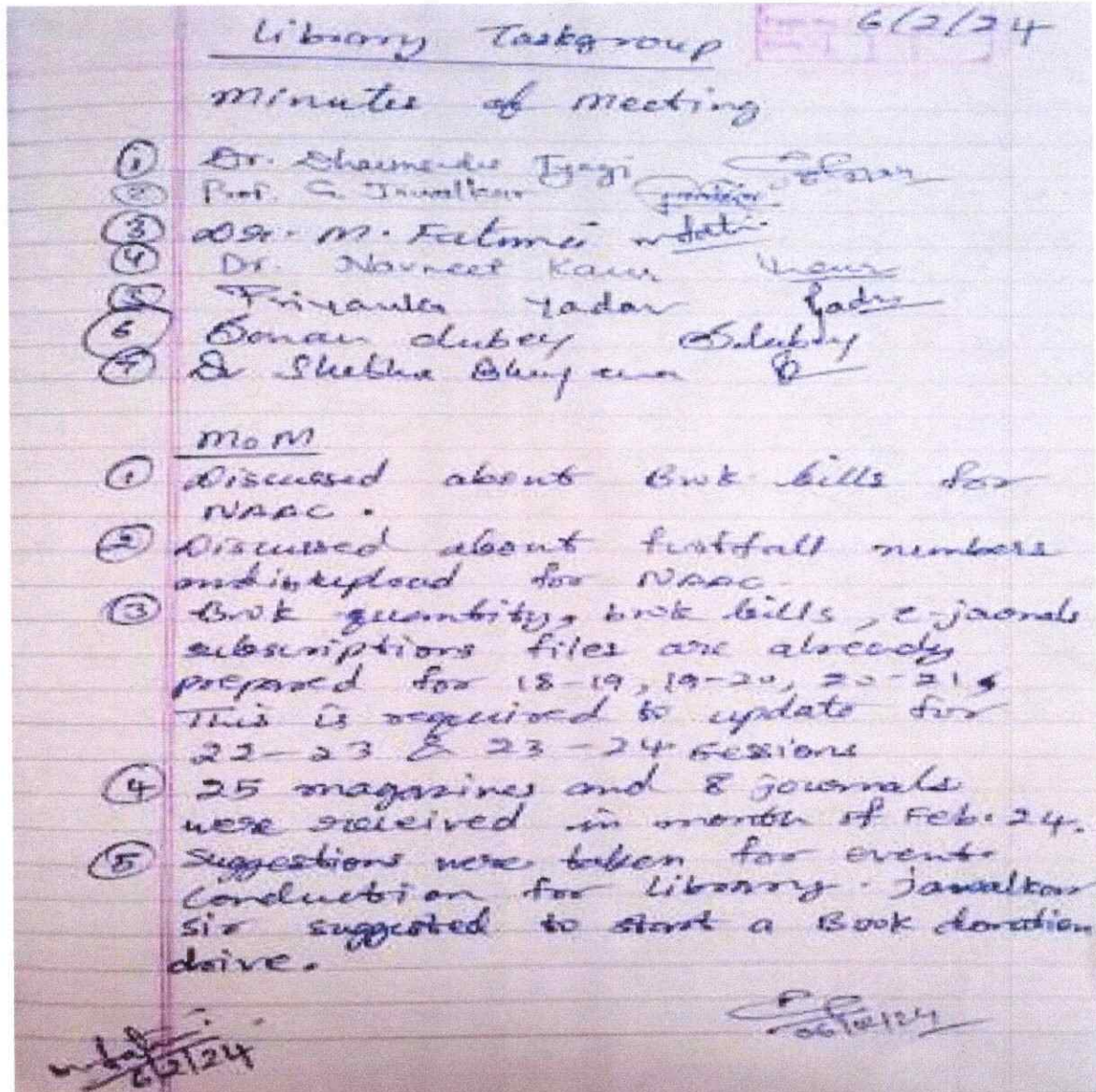
### List of Members of Library Committee

S.No.	Name	Designation	Category
1.	Dr.Dharmendra Tyagi	Faculty, ME	Convener
2.	Dr. M.Fatima	Faculty, EC	(Co-Convener)
3.	Dr.Shubha Bhargava	Faculty, CE	Member
4.	Dr.Navneet Kaur	Faculty, EC	Member
5.	Prof.Ghanshyam Jawalkar	Faculty, ME	Member
6.	Dr.K.K. Jain	Faculty, AS	Member
7.	Dr.SarlaRaigar	Faculty, AS	Member
8.	Dr.Chandrashekar Dhamande	Faculty, AS	Member
9.	Prof.Khusboo Verma	Faculty, AIML	Member
10.	Prof.Sonam Dubey	Faculty, CSE	Member
11.	Prof.Priyanka Yadav	Librarian	Member

  
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**Sample Minutes of Meeting of Library Committee:**



  
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Ayodhya Bypass (M.P.) India



**Event Committee and Its Functionality:** Institutional social responsibility/community committee aims are organizing various activities pertaining to community development and awareness program on social causes. "Community Social Impact", "Sagar Utsav" programmes have been setup to implement social responsibility and community development plans. Each department has institutional social responsibility committee to plan and implement the programmes at the department level.

### Cultural activities-

1. Techno Saga conducted once in a year in which students show their talent in different events like model making, solid trick, cricket, multi-media, 90 seconds to fame, etc.
2. Sagar Utsav, a cultural festival, which is conducted every year, is an opportunity for students to exhibit their talent.

### List of Member of Event Committee

S.No	Name	Designation	Category
1.	Dr.Meena Mourya	Faculty, AS	Convener
2.	Dr. Swati Pandey	Faculty, EX	(Co-Convener)
3.	Dr.Preeti Sharma	Faculty,AS	(Co-Convener)
4.	Prof.Sonam Dubey	Faculty, CSE	Member
5.	Prof. Monika Kherajani	Faculty, CSE	Member
6.	Prof.Sourabh Birole	Faculty, CE	Member
7.	Prof.Alvina Imam Qureshi	Faculty, AP	Member
8.	Dr.Barkha Sharma	Faculty, AS	Member
9.	Dr.Madhuri Singh	Faculty, AS	Member
10.	Prof.Harsha Babulkar	Faculty,AS	Member
11.	Dr.Gurusharan Kaur	Faculty,AS	Member
12.	Prof.Priti Dixit	Faculty, CSE	Member
13.	Prof.Prachi Wadhwan	Faculty, EX	Member
14.	Prof.SnehaSule	Faculty, CSIT	Member

*[Signature]*  
IQAC, Coordinator  
Sagar Institute of Research & Technology  
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## Sample Minutes of Meeting of Event Committee:

PAGE NO.	DATE	PAGE NO.	DATE
	24/01/24		
<p>An event management task group meeting was scheduled on 20<sup>th</sup> Jan at 3:00 PM. The venue was Sagar Chem Lab.</p>		<p>the students who have nominated (selected), the presentation will be scheduled under the 2<sup>nd</sup> sem. timetable.</p>	
<p>Members present.</p>		<p>2) On Tuesday, Republic day will be observed. All the requirements for the celebration will be given to the AD.</p>	
<p>01. Dr. Anura Kanyas 02. Prof. Anur Pandey 03. Prof. Neelam Mishra 04. Prof. Anuram Singh 05. Harshita Jain 06. Manika Kanyas 07. Dr. Madhu Singh 08. Prof. Anuram Kulkarni 09. Anuram Kulkarni 10. Prof. Kamal Kulkarni 11. Prof. Anuram Kulkarni 12. Prof. Anuram Kulkarni</p>		<p>3) Schedule of the program was decided. In the program our group dance and a song will be performed.</p>	
<p>Discussions done</p>		<p>4) Details of the program will be done by Mr. Anuram Kulkarni.</p>	
<p>1) Follow up of minutes of last meeting was done. It was done that for the event management task group.</p>		<p>5) Reception acc. to the program theme will be done.</p>	

**IQAC, Coordinator**  
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**SC/ST Committee and Its Functionality:** Committee to look into the discrimination complaints received from the SC/ST/OBC students/teachers and non-teaching staff. This committee has been established as per AICTE guideline dated 26th, June, 2019 to empower SC/ST/OBC students and encourage them to enroll for career orientation program, which would equip them with the necessary skills to choose a career option.

**List of Member of SC/ST Committee**

S.No	Name	Designation	Category
1.	Dr. D.K. Koli	Faculty, ME	Convener
2.	Prof. N.K. Sagar	HOD, ME	Co-Convener
3.	Mr. Saket Sharma	Registrar	Coordinator
4.	Dr. Sarla Raigar	Faculty, AS	Member
5.	Mr. Abadh Narayan	Staff	Member
6	Dr. Kalpna Rai	HOD AIML	Member
7	Ms. Sanjana	Faculty, AS	Member

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## Sample Minutes of Meeting of SC/ST Committee:



SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY, BHOPAL

### SC/ST Grievance Committee

#### Minutes of Meeting

Date: 05.01.2024

Time: 03.00 PM

Venue : - SIRT Conference Hall

Members : -

S.no	Name	Position	Signature
1	Dr. D K Koli	Convener	
2	Prof. N K Sagar	Co- Convener	
3	Mr. Saket Sharma	Coordinator	
4	Dr. Kalpana Rai	Member	
5	Prof. Kiran Pachlasiya	Member	
6	Dr. Sarla Raigar	Member	
7	Mr. Abadh Narayan Ahirwar	Member	

Important points discussed in the meeting: -

1. The Convener welcomed all the members in the meeting.
2. All members reviewed the minutes of last meeting
3. Enquired about any complaints received in any form either verbal or written. But no complaints have been received by the committee from the end of faculty members, staff members and students belonging to the SC-ST from the hostels also.
4. General discussions were held for the smooth working .
5. Convener appreciated the working of all members as they are always interacting the SC-ST members of the institute and also motivated the members to work hard in the future also.
6. Convener suggested that all members will keep on communicating with all the faculty members, staff members and students
7. Convener advised to cross check the data of SC-ST students from the Registrar office or announce in the class, whether any students were left .
8. Meeting ended with the vote of thanks to all the present members.

Convener

CC: Hon'ble Chairman/Director's Office/Registrar/SC/ST Grievance Committee members.

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**Alumni Association and Its Functionality:** Sagar Institute of Research & Technology has formed an "SAGAR Alumni Association" to provide valued service to the members of association. The main aim and objective of Sagar Alumni Association is to strengthen the professional bonds between SIRTian, its alumni and the industry.

**Alumni activities:** Every year alumni day is arranged for each department

## List of Members of Alumni Association

S.No	Name	Address	Post Held	Occupation
1	Mayank Gupta S/O.Rajendra Prasad Gupta	105, B East Kamla Nagar Near Rajat Nagar Piplani Petrol Pump, Bhopal (M.P)	President	Asst Prof.
2	Ravika Sengar Dio. Rajiv Kumar Sengar	24, Adarsh Nagar, Hoshangabad Road Chinar Upvan Misrod, Bhopal (M.P)	Vice President	System Pvt.Ltd Engineer, Infosys
3	Ranny Kunjumon Sio. Kunjumon	H.No.131/201, Kalpana Nagar, Raisin Road, Bhopal (M.P)	Secretary	Soft, Engg At Rws Moravia
4	Arvind Chouhan S/O.Dal Chouhan Singh	H.No.65, Nand Gaon, Bagmugaliya, Bhopal (M.P)	Treasure	Senior Engineer Power Electronics Bhel Bangalore
5	Mayank Mishra S/O. Om Prakash Mishra	Rose-45, New Minal Residency Jk Road Near Ganesh Park Minal, Bhopal (M.P) 276, Janta	Joint Secretary	Apprentice Engineering Civil Aai Bhopal
6	Umang Sharma S/O. Dev Sharma	Quarter, Housing Board Nariyal Kheda, Bhopal (M.P) Mohnia, Rohtas, Shivsagar,, Rohtas	Member	It Analyst At Atishy Ltd.
7	Ravi Dubey S/O Vijay Narayan	Mohnia, Rohtas, Shiv Sagar, Rohtas Sasaram	Member	Business Development

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	Dubey (Sasaram), Bihar	Bihar		Manager Wol3d
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## Sample Minutes of Meeting of Alumni Association Committee:



**SIRT SAGE GROUP OF INSTITUTIONS**  
Engineering • Management • Pharmacy

### MINUTES OF MEETING ALUMNI TASK GROUP

Chaired By : Dr. Minal Saxena

Date of Meeting : 22/2/24

Time of Meeting : 3:00 PM

Venue: by Director's cabin

S. No.	Name	Signature	S. No.	Name	Signature
1.	Prj. Abhi Vardya		8.	Prj. Manika Jha	
2.	Prj. Manika K		9.	Prj. Manika Jha	
3.	Dr. Swati Pandey				
4.	Prj. Shreya Sood				
5.	Prj. Anamika Chakraborty				
6.	Neeranshu Jain				
7.	Prj. Indrakant				

#### Points Discussed :

- It was discussed that Bhopal chapter activity should be planned for the month of March.
  - (Sherrak) and (Dish) gift distribution campaign
- Since classes of 2nd & 4th sem are starting soon, co-ordinators were instructed to
  - organize alumni talks for guidance and motivation.
- Minal madam suggested to showcase our distinguished alumni on reception and notice board.
- All the coordinators of CS and CE dept. were praised as they have organized good alumni activity in the last month.

Dr. Minal Saxena  
Dy. Director

**IQAC, Coordinator**  
Sagar Institute of Research & Technology  
Ayodhya Bypass (M.P.) India



# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY

Ayodhya Bypass, Bhopal, India 462041

Approved By AICTE, New Delhi & Govt. of M.P. (D.T.E.) Affiliated to RGPV & BU, Bhopal

**Hostel, Mess, Canteen Committee and Its Functionality:** This Committee is responsible for the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels. Associated services of Mess, Student canteen etc. also this committee will decide on punishments to be given in case of violation of any discipline and/or code of conduct in hostels.

## List of Member of Hostel, Mess, Canteen Committee

S.No	Name	Designation	Category
1.	Dr. D.K. Mudhaiya	Dy. Director, SIRT	Convener
2.	Prof.Hridayesh Varma	Associate Professor, Civil	(Co-Convener)
3.	Dr. Neelima Goswami	Faculty, Pharmacy	Hostel warden (Girls)
4.	Kavita Vishwakarma	Care taker	Hostel warden (Girls)
5.	Prof. Alok Kumar	Faculty, EX	Hostel warden (Boys)
6.	Prof. Surendra Badgujar	Faculty, AS	Hostel warden (Boys)

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## Sample Minutes of Meeting of Hostel, Mess, Canteen Committee:

SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY, BHOPAL  
**Hostel, Mess & Canteen Committee**  
**Minutes of Meeting**

Date : 22.12.2023

Time: 3.00 PM

Venue : - Dy. Director's Cabin

Members :-

No.	Name	Role	Signature
1	Dr. D K Mudaiya	Convener	
2	Dr. Bhawana Ayachit	Member	Bhawana
3	Dr. Neelima Goswami	Member	Neelima
4	Dr. Hridayesh Varma	Member	H. Varma
5	Prof. Alok Kumar	Member	A. Kumar
6	Prof. Surendra Badgujar	Member	S. Badgujar
7	Dr. Uma Shankar	Member	U. Shankar
8	Ms. Kavita Vishwakarma	Member	K. Vishwakarma
9	Representative from Boys' hostel	Member	
10	Representative from Girls' hostel	Member	Reva

Important points of the meeting:-

1. Convener welcomed all the members in the meeting .
2. General discussions were held for the smooth condition of working.
3. Enquired about the complaint entered in complaint registers maintained in the hostels. The complaint register has been checked. No such complaints has been registered accept food zone. The students were complaining about the poor quality of food served. The vegetables served were includes too much water. Chapattis were too hard.
4. Regular hygiene conditions were regularly observing in both Boys' and girls' hostel including mess.
5. Enquired about getting sufficient water to students .
6. Enquired about the working of geezers in every hostels . Students were getting hot water in their washrooms.
7. Meeting ended with vote of thanks.

Dr. D K Mudaiya  
Convener

CC: Hon'ble Chairman/Director's Office/Registrar/Hostel, mess and canteen Committee members.

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**Training and Placement Committee and Its Functionality:** The Training and placement committee of the college, which plays a vital role in measuring a smooth & efficient placement process, co-ordinates all the efforts and activities directed towards ensuring utmost satisfaction to the needy students for their placement. Talks shall be done by student coordinators.

## List of Members of Training and Placement Committee

S. No.	Name	Designation
1.	Mr. Sarvesh Shukla	Group TPO
2.	Dr. Kamal Motwani	TPO
3.	Mahendra Joshi	Head Training
4.	Prof. Mohit S Tomar	Member
5.	Mr. Prashant	Member
6.	Prof. Jai Ram Dwivedi	Member
7.	Prof Tanmay Awasthi	Member
8.	Prof. Digant Arora	Member
9.	Prof. Roli Shrivastava	Member
10.	Prof. Aakash Shrivastava	Member
11.	Prof Pramod Kumar	Member
12.	Prof Monica Jhapate	Member
13.	Prof Hemant Pathak	Member
14.	Prof Vishwas Shukla	Member

  
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**Sample Minutes of Meeting of Training and Placement Committee:**

Training & Placement

Members Present      30.01.2024

Prof. Sarvesh Shukla  
Dr. Kamal Motwani  
Prof. Tanmay Shrestha  
Prof. Hemant Pathak  
Dr. Mohit Singh Tomar  
Dr. Neelima Goswami  
Dr. Monika Thapate  
Dr. Vivek Tiwari  
Prof. Vishwas Shukla  
Prof. Vinay Kawanshi  
Prof. Prasad Kumar  
Prof. Monika Thapate

Minutes of Meeting

Dr. Kamal Motwani has initiated the meeting...

1. Discussion over Polyest Lepin placement is done, has suggested Neelima madam to update the actual no. of Coverts.
2. Discussed Placement and students.

Minutes of Meeting

Sarvesh sir has initiated the meeting involvement in Tally placement drive.

- ③ Sarvesh sir has reviewed the points discussed in the last meeting.
- ④ Co-ordinators were asked to share HR, students' feedback and file it in a summarise manner.
- ⑤ Sarvesh sir asked to have a keen look on official website to be updated about the recent and upcoming events.
- ⑥

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# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY

Ayodhya Bypass, Bhopal, India 462041

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**Website Committee and Its Functionality:** To supervise all aspects of the website committee including updating content, training users and troubleshooting technical issues for the organization website. To supervise and make recommendations to remove obsolete or add new features as needed.

## List of Members of Website Committee

S.No	Name	Designation	Category
1.	Dr. Kapil Chaturvedi	HoD, MCA	Convener
2.	Ashish Chourey	Faculty, CSE	Member
3.	Dr. Arvind Singh Gaur	Faculty, CE	Member
4.	Dr. Shivangi Dwivedi	Faculty, MBA	Member
5.	Mukesh Yadav	Faculty, EC	Member
6.	Sunil Malviya	Faculty, CSIT	Member
7.	Tasneem Jahan	Faculty, CSBS	Member
8.	Prof Ghanshyam Jawalkar	Faculty, ME	Member
9.	Prof. Anshu Shrivastava	Faculty, MCA	Member
10	Dr. Ritu Tiwari	Faculty, AS	Member
11	Prof. prachi Wadhawan	Faculty, EX	Member
12	Prof. Chetan Gupta	Faculty, CSE	Member
13	Prof. Sapna Raikwar	Faculty, EC	Member
14	Prof. Priyanka Rathore	Faculty, Pharmacy	Member

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Sagar Institute of Research & Technology  
Bhopal-462041 (M.P.) India



**Sample Minutes of Meeting of Website Committee:**

03/02/2022  
Website meeting

Dr. K. P. Singh / Chairman  
Mrs. Monika Deyani (MCA)  
Jasneer Jagan  
Dr. Gaurav Singh  
Prof. Dhirend Singh  
Chitra Gupta  
Mukesh Jada

Following points are discussed

- 2 members will be trained to fill the gap concerning website
- Mail communication strategy is being revised. New mail will be composed. Existing mail conversations will be pinged / replied.
- Dr. K. P. Singh / Chairman has raised questions on the page & suggested for more detail and help needed.
- Also suggested to amend / update base url / content of our website.

- Requested members to attend date as per the requirements of min.
- Requested to visit website on regular basis to get feedback and report to be made every
- Dr. K. P. Singh / Chairman has for suggestion and follow up to be done in next meeting. He thanked to the members of team.

*[Signature]*

*[Signature]*



**Sports Committee and its Functionality:** The Sports Committee is to promote every individual's health, physical well-being as well as the acquisition of physical skills among the students. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.

**Sports activities-** Facilities available in sports are:

- 1. Outdoor Games:** - Football Ground, Cricket Ground, Volleyball Courts, Badminton Courts, Tennis Court & Cricket Net with pitch.
- 2. Indoor Games:** - Badminton Courts, Gym, Billiards Shuttle, Carrom, Chess, Yoga and Meditation Centre.

### List of Members of Sports Committee

S.No	Name	Designation	Category
1.	Mr. Himansu Nutiyal	Faculty, EC	Convener
2.	Mr. Indrakant Singh	Faculty, ME	Member
3.	Mr. Sivesh Agnihotri	Sport In charge	Member
4.	Ashish Jain	Faculty, MBA	Member

  
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Ayodhya Bypass, Bhopal, India 462041

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## Sample Minutes of Meeting of Sports Committee:



SAGAR INSTITUTE OF RESEARCH AND TECHNOLOGY, BHOPAL

### SC/ST Grievance Committee

#### Minutes of Meeting

Date: 15.09.2023

Time: 11.30 AM

Venue : - SIRT Conference Hall

Members :-

1	Dr. D K Koli	Convener	
2	Prof. N K Sagar	Co- Convener	
3	Mr. Saket Sharma	Coordinator	
4	Dr. Sarla Raigar	Member	
5	Mr. Abadh Narayan Ahirvar	Member	

Important points discussed in the meeting: -

1. The Convener welcomed all the members in the meeting.
2. All members reviewed the minutes of last meeting
3. No complaints have been received by the committee from the end of faculty members, staff members and students belonging to the SC-ST
4. Convener appreciated the working of all members and motivated to work hard in the future also.
5. Convener suggested that all members will keep on communicating with all the faculty members, staff members and students
6. Convener advised to collect the updated SC-ST data of the newly admitted students from the Registrar office.
7. Meeting ended with the vote of thanks to all the present members.

Convener

CC: Hon'ble Chairman/Director's Office/Registrar/SC/ST Grievance Committee members.

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**Women Grievance Committee and its Functionality:** The Women Grievance committee is responsible for looking into any complaints filed by female students and staff under Women Grievances at the college. Take necessary remedial measures wherever possible or submit its findings with recommendations to the Director.

## List of Members of Women Grievance committee

S.No	Name	Designation	Category
1.	Dr.Minal Saxena	Professor, EC	Convener
2.	Dr. Deepshikha Acharya	Faculty, AS	Member
3.	Dr. Shubha Bhargava	Faculty, CE	Member
4.	Dr. Shalini Sahay	Faculty, EC	Member
5.	Prof. Arti Prasad	Faculty, EX	Member
6.	Prof. Poonam Choubey	Faculty, CSIT	Member
7.	Prof. Ruchi Dronawat	Faculty, CSE	Member

  
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



Ayodhya Bypass, Bhopal, India 462041

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## Sample Minutes of Meeting of Women Grievance Committee:


 **Sagar Institute of Research And Technology, Bhopal**  
**Women Grievance committee** Date: 23/02/2024


**Minutes of Meeting**

S. no.	Name	Designation	Signature
1	Dr. Minal Saxena	Prof. EC & Convener	
2	Prof. Ruchi Dronawat	Faculty CSE & Member	
3	Dr. Deepshikha Acharya	Faculty AS & Member	
4	Dr. Shubha Bhargava	Faculty CE& Member	
5	Dr. Shalini Sahu	Faculty EC & Member	
6	Prof. Anu Prasad	Faculty EX & Member	
7	Prof. Poonam choubey	Faculty CST & Member	

Following Points were discussed in the meeting:

1. The convener welcomed all the members in the meeting.
2. Dr. Minal asked all members to give ideas to celebrate the International Women's day in the next month. It was decided to felicitate the ladies leading in the area of education, health, industry, arts and social service by the institute. It was also decided that speeches of these dignitaries will guide and motivate the girl students for their future.
3. Prof. Ruchi suggested to organize Sports activities for Girl Students in March.
4. No Women Grievance was reported in this duration, as reported by members.





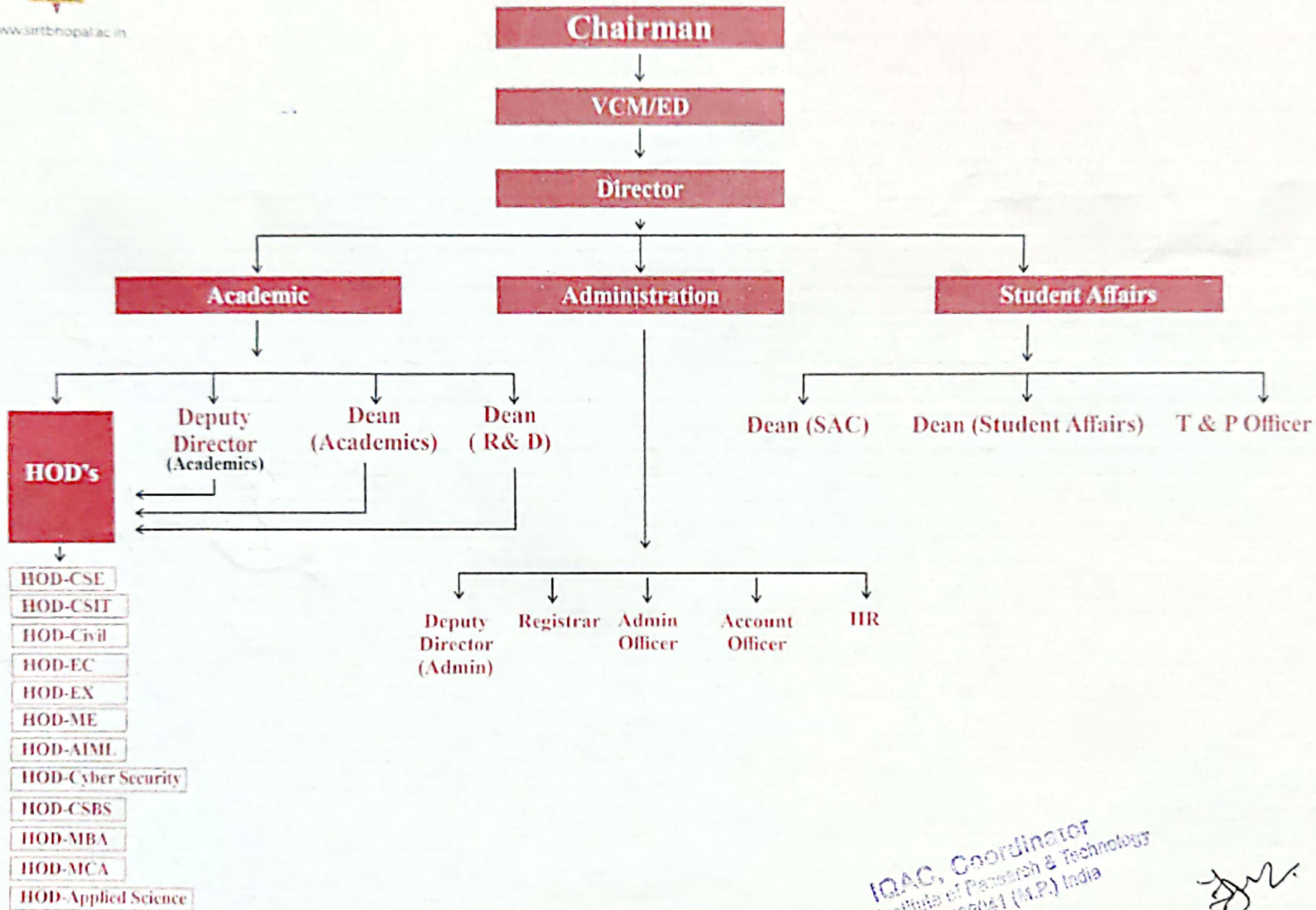
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Ayodhya Bypass, Bhopal, India



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# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, Bhopal

## Organization Structure



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# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL



## SERVICE RULE BOOK

Revised Edition 2020

Ayodhya Bypass, Bhopal, Madhya Pradesh 462041

## Certificate

This Certify that, this service rule book have contained page number from 1 to 23

  
Director  
Sagar Institute of Research & Technology  
Bhopal

SIRT, Bhopal



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# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

## ABOUT THE INSTITUTE



The Sagar Institute of Research & Technology (SIRT) affiliated to RGPV, Bhopal is among Top engineering colleges in Madhya Pradesh India. SIRT is ideally nested in the natural landscapes of Bhopal, the campus is well spread in 20 acres & fully based on Vastu principles. It is rated top engineering colleges in Bhopal MP India for its infrastructure, academic facilities, R&D projects, rich collection of books and International Journals in the library. Sagar Institute of research & Technology, Bhopal is lead by the Chairman Er. Sanjeev Agrawal, who has been awarded more than 50 awards at National level and has a reputation of owning best engineering colleges in Bhopal MP. SIRT Bhopal has also received ISO certification: 9000-2001 in 2003, NBA Accreditation in 2009, 2014, 2016 with continuing NBA accreditation till 2021-22 and further accreditation is in process. It has also been accredited by TCS in 2010 for closed campus placements. SIRT conducts many events for students overall personality development by conducting expert lectures, industrial visits, workshops, value addition courses. Apart from this, the group has strong belief in spiritual development of students & the faculty members.





## VISION & MISSION OF THE INSTITUTE

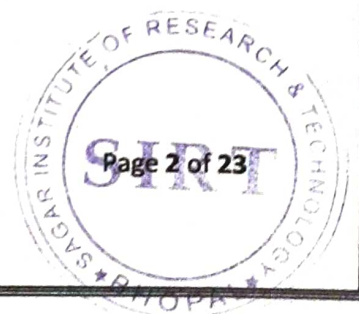


### VISION

To motivate and mould students into world class professionals who will excel in their fields and effectively meet challenges of the dynamic global scenario.

### MISSION

- M-1 To achieve academic excellence in providing technical education by incorporating the principles of Total Quality Management (TQM).
- M-2 To provide state-of-art infrastructure for enhanced learning & research with IT based knowledge management to meet global challenges.
- M-3 To inculcate ethical, moral, & cultural values among professionals.





## HR POLICY

### **A. ADMINISTRATIVE POLICIES AND PROCEDURES**

#### **1. RECRUITMENT PROCEDURE:**

##### **1.1 Requisition for Faculty / Staff:**

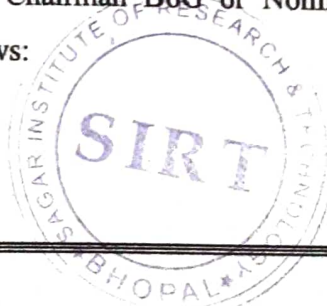
- A written requisition for recruitment of Faculty/Staff is to be submitted to the HR office in order to initiate the recruitment process.
- It should contain the job description / Job profile of the proposed Faculty/Staff as far as possible.
- Clearly mention the competencies required with minimum academic qualification required for the post.
- If the post requires previous experience, this should be specifically stated for how many years and from what type of organization.
- The requisition should also mention the name of Department/the project where he/she will be absorbed and for what period.
- The amount of salary proposed as per norm of AICTE/UGG/PROJECT.
- Any other relevant information justifying the recruitment.
- The requisition should be prepared by the Director/Dean the designated person responsible in this regard in prescribed proforma.

##### **1.2 Approval process of requisition:**

On receipt of the above requisition, the HR office will initiate the actual recruitment process or may ask for more information from the unit, if required. After being satisfied with the requirement, the HR office will put a note for approval, to respective Director for approval and finally from BoG or nominated member of Chairman BoG and Subject expert stipulated by AICTE/University.

##### **1.3 Formation of Recruitment Board**

The HR Office will propose a constitution of recruitment board to decide the desired qualification and public notice of recruitment and finally to conduct the interview for approval by Chairman BoG or Nominee. recruitment board constitution will be as follows:





# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

- Chairman/VCM/ED/Senior faculty members of SIRT to be nominated by the Chairman/VCM/ED.
- Director/Dean/Principal/HoD of the concerned Institute.
- Resource Persons/ Subject Expert from outside as stipulated by AICTE/University

## 1.4 Public Notification of requirement

A public notice is served through any of the following methods,

- Advertisement in Newspapers.
- Institute website/ other similar websites.
- Serving Notice in institute main notice boards.
- Referring to the institute data bank from job application file.
- Reference to external recruitment agencies.

## 1.5 Short Listing of Candidates:

A list of candidates from received applications, is prepared by HR Office to be called for an interview as per the published criteria. The candidates may be called for interview through:

- Call letters/e-mails.
- Telephone calls.

## 1.6 Conducting Interview

- The scrutiny of original testimonials of candidates to be carried out by HR Officer.
- Candidates' registration sheet to be signed by each applicant.
- For recruitment of senior Faculty/Staff; outstation candidates will be provided with travel expenses for attending the interview.

The interview process may include all or any of following method:

- a) Written test.
- b) Computer knowledge test.
- c) Group discussion.
- d) Interview.
- e) Demo of classes (Theory/Practical).





# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

## 1.7 Recommendation of selection Board

After completing the interview process,

- An interview report containing the recommendation of the board members is to be forwarded to HR Office for further course of action.
- The report should clearly mention the name of selected candidates and may add a list of candidates to be kept in the panel.
- All the relevant documents of the selected candidate should also be attached with the report for further reference.
- The selection is done following the entire selection procedure as described above.

## 1.8 Issue of Appointment Letter

Recommendation of the selection board will be put up by HR Officer for Approval of appointment to the Chairman of BoG or His nominee and subsequent issue of offer/ intimation of selection letter. Date of joining will be decided in letter of selection intimation or as per approval of Chairman/Nominee. All documentary procedures and formalities completion will lead to issue of appointment order.

- A personal record in the form is prepared immediately.
- Personal file is created with all the relevant documents of the new appointee.
- Identity card is issued by the institute for appointed faculty/staff members.

## 2 Joining And Orientation Sessions for Newly Recruited Members

A written joining letter is submitted by the newly recruited members to the HR Office which is forwarded through the Director and accepted by the HoD of concerned department and Confirmation letter will be issued after probation period as per recommendation of concerned HoD and Director and finally approved by management.

For newly faculty/staff members the orientation session is organized by HR Office. The Orientation Programme provides opportunities for newly appointed faculty/staff members to make them familiar with the policies and working culture of the institute.





### **2.1 Designing of the Induction Training**

Newly recruited faculty/Staff members in fact need extensive orientation in the concerned subject. However, keeping the basic need in mind, this process is designed for five days. During this programme following activities are covered:

- New joiners kit is provided on very first day.
- The participants would interact with the HoDs/administrative personnel
- Undertake field visits to the various Departments.
- On the last day of induction program feedback and Assessment evaluation should be completed by HR office.

### **2.2 Objectives of the induction training:**

At the end of the training participants be able to:

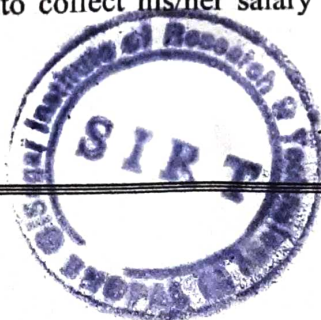
- State the mission & vision of SIRT.
- Describe organizational structure, system & style of functioning.
- Explain SIRT model of community health program.
- Describe peer education program.
- Describe child rights & protection.
- List out the administrative rules & regulations.
- Explain SIRT role as an educational organization.
- With brief knowledge of HR policy about dress code, punctuality, leave, attendance, compliance, grievance, benefits on- boarding, awards & recognition and exit process.

### **2.3 Strategy:**

Institute undertakes two induction programmes in one academic year with the newly recruited faculty/staff members. Normally induction programmes are conducted in the month of January and July preferably in the first week.

### **3 Salary Payment**

The salary payment (of previous month) is made on the 10<sup>th</sup> of every month or if 10<sup>th</sup> is a holiday, it is on next working day. The date of payment may change due to unavoidable circumstances but attempt is made to strictly adhere to the 10<sup>th</sup> day of the month. Salary payment is made through on-line account payment or through cheque. If anyone is unable to collect his/her salary on the payment date, then it might be





# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

collected on a mutually convenient date. Also, any one may claim salary, on his/her inability to collect the same, through a properly executed authorization letter.

#### 4 Performance review

For all categories yearly review of performance will be made as per performance linked appraisal system of last year performance. Annual appraisals will be added to the next month salary and accordingly paid off.

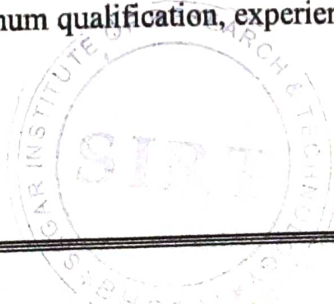
#### 5 Promotion Policy:

For Faculties / Staff the criterion for promotion would be competence and experience as prescribed by AICTE/Career Advancement Scheme (CAS). Applications are invited once in a year in month of January. Special considerations of promotion from any post especially of senior post may be made on a case-to-case basis. Interview will be conducted by CAS committee. The recommendation will be placed before Chairman approval and order.

#### 5.1 Minimum Qualification for Recruitments and Promotions

Level	Cadre
1	Director
2	Dean
3	Professor
4	Associate Professor
5	Assistant Professor

Direct recruitment to all the above posts are based strictly on merit through selection by recruitment board. Applications are called through open advertisement and also by voluntary channel. However, temporary vacancies are filled by selection through walk in interviews and from voluntary applicants by constituting recruitment board with the Chairman, Director, HOD Concerned and one or two experts in that field of specialization. Minimum qualification, experience, research contributions, feedback





## SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

### **Minimum Qualifications for direct recruitment as an Assistant Professor:**

B. E. / B.Tech. and M. E. / M. Tech. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. *(As per AICTE Norms)*

#### **Assistant Professor (Science and Humanities):**

Good academic with at least 55% marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from a Foreign University *(As per AICTE Norms)*

### **Minimum Qualification Norms for Direct Recruitments / Promotions**

#### **Associate Professor**

##### **(i) For Direct Recruitment (As per AICTE Norms)**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

**AND**

- b. Minimum of 5 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

##### **(ii) For Promotion of Incumbents (As per AICTE Norms)**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

- b. Minimum of 5 years of experience in teaching / research / industry out of which atleast 2 years shall be Post Ph.D. experience.





# SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY, BHOPAL

## Minimum Qualification Norms for Direct Recruitments / Promotions

### Professor

#### (i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

#### (ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

## Minimum Qualification Norms for Direct Recruitments/ Promotions Director

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

## Minimum Qualification Norms for Direct Recruitments / Promotions

### Librarian

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.
- c.





**Training Requirements for faculty from all the Disciplines**

**For Assistant Professor**

Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP & other institute of National Importance.

**OR**

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

**OR**

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**For Associate Professor:**

Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE /UGC / TEQIP and other institute of National Importance.

**OR**

One week faculty development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

**OR**

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.





## SERVICE RULES

### 1. WORKING TIMINGS: -

General duty timings are 08:30 A.M. to 4.45 P.M. and further adhered as

➤ **For Teaching Staff:** - Working hours for teaching staff as follows

(i) Monday to Friday timings from 08:30 A.M. to 04:30 P.M.

(ii) 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Saturday timings from 08:30 A.M. to 03:00 P.M. except declared holidays.

(iii) 2<sup>nd</sup> Saturday timing from 08:30 A.M. to 12:30 P.M. except declared holidays.

(iv) 4<sup>th</sup> Saturday is full day Off.

➤ **For Non-Teaching Staff:** - Working for non-teaching staff as follows

(i) Monday to Friday 08:30 A.M. to 04:45 P.M.

(ii) All Saturday timing is from 08:30 A.M. to 03:00 P.M. except declared holidays.

2. ATTENDANCE: -Members Should sign in the attendance register twice in a day while coming for duties & departing from duties. Attendance marking registers will be available on reception of respective Institute.

3. HOLIDAYS: -As per the calendar issued by HR office.

4. LEAVES: -Leave cannot be claimed as a matter of right and management has absolute direction in this matter. Currently following types of leaves are available:

#### 4.1 Short Leave: -

➤ Two Short leaves (Two hours) in a month will be available on discretion of Director which will not be Carry forward for next month.

#### 4.2 Late Coming: -

➤ No late coming allowed, after 08:30 a.m. (or committed timings).

➤ 15 minutes of grace time period is allowed 2 times in a month, if more than 2 times and greater than 15 minutes than short leave required to be applied.

➤ Application of short leave filled against late coming treated as short leave.

➤ After availing 4 short leaves if person getting late then from his/her account leave will be deducted at the rate of half day per late coming.





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- In case the casual leave account is not having balance than every late coming will attract half Day Leave without Pay (LWP).

### 4.3 Casual Leaves (CL):

12 Days (One leave per month) in a Year (From 1<sup>st</sup> July to-30<sup>th</sup> June). It is not carry forwarded to next year. The casual leaves cannot be avail more than two days in sequentially. At present that number of casual leave in a year is twelve for all categories of staff/faculty. Non-availed casual leave of one year cannot be carried forward to the following years. Also, casual leave cannot be considered for encashment.

- 4.4 Sick Leave-Application for sick leave should be submitted on the date of resumption of duty along with medical certificate. Maximum 07 days in a semester are permitted for sick leave for all categories of Faculty/staff; this leave cannot be considered for encashment.

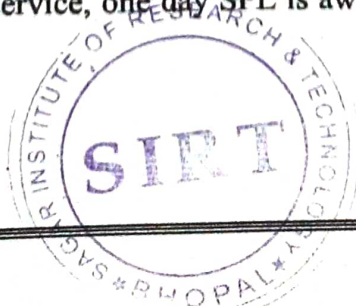
### 4.5 Special Leave (SPL): -

- (1) **SPL-C (Compensatory Leave):** -Against duty performed on non-working days.

This is allowed for all categories of staff for working on holidays and weekly off days. For duties on weekly off days and institute holidays, prior written permission of the immediate higher authority is required to be obtained. After having worked on holidays and weekly off days, an application duly approved by the immediate higher authority along with the permission should be submitted to the leave section for recording.

1. Any staff member, regular or contract, undergoing any training on institute holidays and weekly off days will not be entitled for compensatory leave.
2. In case of regular employees, these leaves should be availed within the calendar year.
3. In case of contract employees, this leave should be availed within the contract period. If the contract is for more than one year, it should be availed on year-to-year basis.

- (2) **SPL-Y (Yearly SPL-From 1st January to 31stDecember):** -On completion of One year of service, one day SPL is awarded. Subsequent year of service is also





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awarded with SPL with the similar criteria i.e., One SPL per year. However, maximum of eight SPLs in a year can be accumulated and availed on completion of eight or more years of service in the SIRT. This SPL will not be Carry forwarded nor be encashed.

- 4.6 Semester Break (S.B.):** - Six Days in six months (One Semester) as declared by management separately for teaching and three days for non-teaching categories respectively.
- 4.7 Long Leave:** - Long leave or more than three days leave except semester break to be verified by HoD, Registrar, and approved by Director.
- 4.8 Official Duty (OD):** - OD should be signed by concerned person to the faculty/staff members who has to perform OD after due permission of the Director.
- 4.9 External Viva:** - Faculty members are allowed for external viva after 12:30 p.m. Only four numbers of such permissions are permitted once in a semester. The prior permission should be taken for the same. On the next day, the report of external viva is submitted to the institute in given format failing which the OD of external viva will be treated as LWP.
- 4.10 Leave without Pay (LWP):** - If leave in your account is not prevailing then leave without pay condition will be applicable.
- 4.11 Maternity Leave:** - Maternity/ Paternity leave will be sanctioned as per need of female faculty.
- 4.12 Process of Leave Sanction:** - Member can collect the leave application form from reception. Filled application form is put up to the concerned HoD for recommendation to the Director for approval through registrar office. Leave records are maintained by the Registrar office.
- 4.13 On Duty Leave for Inspections:** - Attending Seminars & workshops are treated as OD but the recommendations of HoD & Director are required. Permission is given for Six days in a year considering as special cases.
- 4.14 Without Information:** - In any emergency, the information of absence should be conveyed to immediate senior or Reception. Any faculty/staff member found absent without prior information, will be treated as LWP.





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**4.15 Study Leave:** Study leave will be provided only to regular faculty members with a minimum continuous service of two years in institute for higher study and research leading to post graduate degree. Study leave is granted to only a teacher once during his/her entire service period in institution.

**4.16 Dress Code: -**

**For Gents Faculty:** - White shirt, Black Pant, Official Neck Tie and Black shoes.

**For Ladies Faculty:** - Saree with black shoes/bellies. OR

White Shirt, black pant with black jacket and black shoes/ bellies.

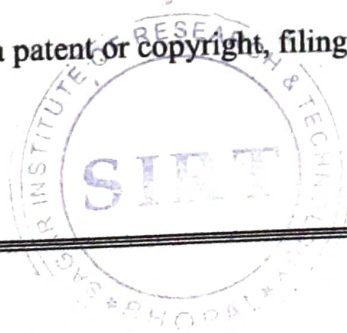
Wearing of Identity card and badges of SAGE are mandatory for all.

**4.17 Official Tour:**

All members, while leaving Head Quarter for official tour prior permission from office before leaving headquarters. Such official tour will be treated as official duty (OD).

**5. R & D Policies:** SIRT believes in a judicious combination of teaching and research for the benefit of the student community at large. It has plans to cultivate academic and research collaborations with national and international universities, government agencies, and industries to meet the immediate and long-term needs of society and the industry. The Institution also remains committed to long-term research as the foundation for future development. To fulfill our goal SIRT provide the following facilities for faculties to improve research activities

- a) The faculty members who received sponsored research projects from government funding agencies are eligible for incentives in terms of increment.
- b) Faculty members or students presenting a research paper in any conference of repute may claim registration fees. Institute provides the complete amount of registration fees to the concerned person.
- c) Faculty members who published SCI papers/books as first author / corresponding authors with institute affiliation will be awarded incentives in terms of increment.
- d) Institute provide 6 days in semester for attending seminar/workshop and paper presenting in conference. These 6 days are considered as OD (On Duty leave).
- e) For filing a patent or copyright, filing fees will be paid by the institute





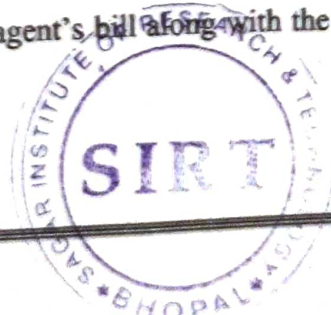
## TOUR & TRAVEL POLICY

### 1. TRAVEL POLICY:

- Up to 3 AC tier for all categories Deans/HoD/Faculty members
- For Director– 2 AC/Air fare
- Boarding, Lodging, Travelling & Incidental Expenses on tours will be available as per entitlement to boarding, lodging and incidental expenses. These are as per norms fixed by the management committee and changes in the limits / conditions are to be duly notified.
- Metros: Accommodation = Rs.1, 500/- per day per head & food = Rs. 450/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- Other state capitals and metropolitan cities: Rs. 1200/- per day per head & food = Rs.450/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- District towns and other: the maximum limit is Rs. 800/- per day per head & food = Rs. 400/- per day per head. These limits are inclusive of all taxes. This is the maximum limit allowed.
- The above rates are applicable universally and are to be considered as benchmark rates.
- Re imbursement of traveling expenses: Anyone going for any official duty will be reimbursed the traveling expenses. Similarly, anyone traveling from one office/site to another will also be reimbursed the traveling expenses.
- There may be occasions where projects may be conducted in areas where the above rates for TA/DA may not be sufficient. In that case, a special office order would be required for allowing the higher rate to be allowed as per approved budgets in the projects.

### 2. As a measure of internal control, the following additional requirements are to be fulfilled:

- In case of railways/air bookings, written order for bookings mentioning name of passenger, date of travel, class, destination is to be mentioned, Cancellations are also to be formalized. This booking letter is to be attached with the agent's bill along with the voucher. For train bills Xerox copy of





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the ticket is to be attached and for flight bills the flap with the copy of ticket to be presented.

- All car bookings should have the duty slip of the car showing the distances covered, date of travel, timings, name of the user last leaving the car.
- Security bills should have duly approved list of person/s who have performed duties and the dates of their attendances.





## POLICIES FOR EMPLOYEES OF INSTITUTE

1. **Medical Insurance:**

Requisite premium pertaining to Mediclaim policy of regular and contractual employees up to a ceiling of total policy amount of Rs. 1,00,000/- for staff & faculty members and Rs. 2,00,000 for Director/Dy Director/Dean/HoDs, will be reimbursed against production of photocopy of relevant receipt claim for this reimbursement should be made within the policy period concerned.

2. **Employees Provident Fund:**

Employees provided fund is applicable in the institute; however, the scheme is optional. The employer contributes equally to the contribution of the employee and the total sum is deposited in the account.

3. **Accommodation Facility for Faculty/staff:**

In order to facilitate recruitment of quality personnel from any corner of the country, family and single type 'Staff quarters' is available in SIRT campus and some of its unit offices. The outstation staff members can apply for this facility subject to availability. The monthly rent charged for family quarter and single type quarters will be as applicable from time to time.





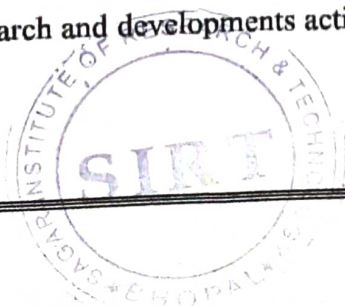
## RESPONSIBILITIES OF EMPLOYEE

### **Responsibilities of the Director:**

1. Assisting the management in policy making and executing the decisions made by the Management
2. Coordinating the activities with the University, State Government through Director of Technical Education, AICTE.
3. Carrying out the mission along the policy of the management giving importance to discipline and quality education.
4. Convening a meeting of the Institute Academic Advisory Committee at least twice in a year.
5. Nominating the Examination Incharge.
6. Managing the curricular, co-curricular and extra-curricular activities.
7. Monitoring the growth and development of the Institute.
8. Encouraging and motivating the students and faculty for good team work.
9. Interacting with industries, leading institutions and research organizations for the benefit of students and faculty.
10. Improving the environment of the campus and creating a congenial atmosphere for study and work.
11. As Member Secretary, convening the Board of Governance meeting periodically.
12. Delegating the authority to HODs to sign appropriate documents.

### **Responsibilities of Deputy Director (Academics):**

1. Coordinating with the Director, Dean and HODs for NBA, NAAC related matters.
2. Take Part in Institute Academic Advisory Committee meeting.
3. To monitor proper conduction of classes and labs.
4. To make future plan of academics programs.
5. To identify the training needs of the faculty members and organize training programs.
6. To monitor research and developments activities.





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## **Responsibilities of Deputy Director (Admin):**

1. Assisting the Director in the administration
2. Assisting the Director in the AICTE, University, DTE related matters
3. In the absence of the Director, Deputy Director will be the acting Director
4. To monitor the functioning of the hostels and Canteen
5. To monitor the functioning of the Transportation Services
6. To monitor the overall discipline of the Institute
7. To monitor the extracurricular and extension activities
8. To monitor the student's affair of the institute.

## **Responsibilities of Dean Academics**

1. To follow the norms given by University & AICTE in academic matters
2. To prepare academic calendar.
3. To monitor Time Table prepared by department.
4. To inspect & monitor class and practical.

## **Responsibilities of Dean Student affair**

1. Monitor day-to-day essential support required for co-curricular and extra-curricular activities.
2. Arrange Special care for the weaker students.
3. Prepare plan and execute programmes for holistic developments of students.
4. Enable and facilitate conduct of sports and cultural events in institute with help of student activity club.

## **Responsibilities of Registrar**

1. Keeping the record of faculty attendance and all type of leaves record.
2. To Take Student faculty feedback as per academic calendar.
3. To follow the counselling schedule as per the Director of Technical Education.
4. To follow the schedule of MP Scholarship portal to take necessary action.
5. To handle the student related issues like fee, issue bonafide certificate,



universities etc.

### **Responsibilities of Examinations Incharge**

1. The Incharge Examination will create his own team with the approval of the Director of the Institute.
2. To coordinate and conduct the end semester theory and Practical Examination, University Theory and Practical Examinations.
3. To conduct the Internal examinations
4. To solve the grievance of the students regarding University related matters.
5. To disburse the remunerations to the staff members and maintain the accounts.

### **Responsibilities of HoDs:**

Guiding and coordinating the activities of the faculty and supporting staff in the department towards achieving the Vision and Mission of the Institute. Planning and monitoring the departmental activities such as:

1. Coordination and conducting Program Assessment & Quality Improvement and Departmental Academic Advisory Committee meeting.
2. Developing, procuring, installing and maintaining lab facilities.
3. Identifying brilliant and talented students and encouraging them for further improvement.
4. Encouraging the faculty to go for research and take up projects /consultancy work.
5. Organizing and participating in seminars / conferences and continuing education programmes.
6. Assisting the Director in all administrative matters.
7. Preparing the annual departmental budget.
8. Involving all faculty members in planning process.
9. Keeping abreast of developments in the profession by becoming member in professional organizations.
10. Developing industry institute interaction.
11. Frame vision and mission of the Programme based on their stake holder expectation





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12. Frame and implement Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) of the programme
13. Promote excellence in teaching, research.
14. Evaluate the performance of faculty and staff members
15. Recommend Casual Leaves/OD Leaves to the faculty and staff members
16. Take the proper decision in managing the faculty matters, faculty development and recruitment
17. To take the decision about proper utilization of available infrastructure and available human resources.

### **Responsibility Teaching faculty includes Professors, Associate Professors and Assistant Professors**

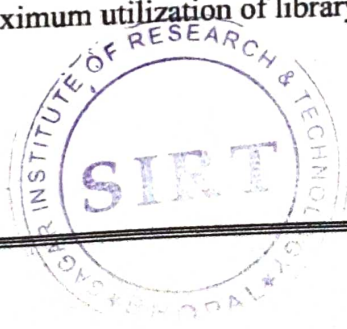
1. Facilitating, teaching, learning and evaluation process.
2. Maintaining records to comply with the statutory requirements like students' attendance, internal assessment etc.
3. Maintaining discipline and decorum in the campus on their part and on the part of the students.
4. Engaging in Research and Development work, participating in short term refresher courses, seminars, conferences and publishing papers in Journals.

### **Responsibility of Technical Supporting Staff:**

1. Assisting in installation, operation and maintenance of laboratory equipments.
2. Assisting in the conduct of practical classes.
3. Keeping records of Equipments and consumables items.

### **Responsibility of Librarian:**

1. Purchase and maintenance of books and periodicals as per laid down procedure.
2. Make available user friendly library operating system to all users.
3. Removing the obsolete books in consultation with the department concerned, arranging for binding of damaged books and back volumes of journals.
4. Ensuring maximum utilization of library, maintaining discipline and decorum





inside the library.

**Responsibility of Accounts Officer:**

1. Maintenance of the Institute and hostel accounts and arranging for their periodical auditing.
2. Collection of fees.
3. Maintenance of all kinds of deposits.
4. Preparation of monthly salary bills and disbursement of salary.
5. Maintaining income tax and provident fund details.





## DELEGATION OF FINANCIAL POWERS

Board of Governance (BoG) approved the financial power to Director is authorized to utilize the amount up to Rs 20000/- per month for the smooth functioning of the Institute and at the same, Head of Departments (HoDs) for the department/laboratories work for smooth functioning up to Rs 5000/- per month and they will submit the bills approved by the Director to the Accounts section at the end of the month. The delegation of financial powers as detailed below:

S. No.	Designation	Financial power (in Rs.)
1	Director of the Institute	Up to Rs.20,000 per month
2	Head of the Department	Up to Rs.5000 per month

