# Shri Vishwakarma Skill University

## Talent Attraction & Retention Policy
## (To Achieve SVSU's Vision)
## (Under Section 7(a,r&x) of SVSU Act 2016)

### 1.0 Introduction

SVSU's vision of being a leading Institution in Skill Education largely rests on the shoulders of its Employees who are not only responsible for disseminating knowledge, cultivating the right mindset, imparting practical insights, and fostering an environment that nurtures skill development but also to ensure that the Institution builds on key parameters required for higher level accreditations and ranking so as to remain competitive nationally and Internationally. However, it is seen in last couple of years that there has been movement of Faculty/Skill Instructors/Staff from SVSU preferring other Institutions of eminence affecting ROI, acquisition cost, psychological cost in re-planning, overall student experience and Institutional planning/growth in terms of accreditation and ranking.

Recognizing the significance of a highly skilled and motivated employees committed to achieve SVSU's vision, university is committed to fostering an environment that attracts, develops, and retains exceptional talent. The Employee Attraction and Retention Strategies embody this commitment, aiming to establish a framework that not only identifies and recruits top-tier talent but also nurtures their professional growth and ensures their enduring engagement with the university.

### 2.0 Objectives

**Retain diverse pool of employees fostering research and innovation culture:** To retain a diverse pool of employees with diversity in competencies, knowledge and sectors from national and international backgrounds, fostering skill based continuous learning for everyone ; research and innovation driven culture creating campus as a living lab not only for skilling but as startup- launchpad and provider of products/services; and higher level accreditation and Institutional ranking.

**Ensure Professional Development and employee commitment for Skill ecosystem:** To ensure employees' commitment to SVSU's vision of creating a skill ecosystem that is aligned to future needs of the industry and developing people for such industry-academia collaboration.

**Promote Flexible knowledge environment:** To prioritize employee wellbeing by promoting a healthy work-life balance through a flexible knowledge environment, supportive policies, and wellness initiatives that contribute to sustained motivation, productivity, and job satisfaction.

**Encourage Industry, society and academic collaboration:** To encourage employees to partner with industry and society at large to facilitate market-related requirements to enhance innovation, competitiveness, and social impact for long-term success and sustainability.

## 3.0 Professional Development, Research & Innovation Culture and Flexible Knowledge Environment

**3.1** UGC & other regulatory bodies comprehensively define appointment and service conditions along with maintenance of standards in higher education. Their guidelines need to be followed to attract/ acquire a diverse pool of skilled faculty members, skill Instructors and staff from national and international backgrounds to foster skill based practical & experiential learning environments.

**3.2 Immersive Orientation creating a sense of Ownership**: SVSU's culture, principles, philosophies, processes etc. are distinctively different and thus in order to have a smooth transition of employee to SVSU's culture and to create a sense of ownership of SVSU's vision an induction program need to be organized ideally before the starting of their professional duties. In case of faculty induction, the programs shall be treated at par with the Orientation Programs already being run by the Human Resource Development Centres of UGC for the purpose of the CAS requirements.

**3.3 Professional Development**: Acquiring and imparting skill based knowledge and nurturing an environment that fosters skill development and build key parameters required for higher level accreditations and ranking requires a highly motivated faculty who is future ready. Providing opportunities of professional development for Faculty/Skill Instructor/Staff will help to retain the talent which is vital for achievement of SVSU's vision of being the leader in skilling ecosystem.

Such opportunities may not only be provided in accordance to SVSU-FDP Policy and UGC 2018 guidelines but few other initiatives may also be considered:

i. Short-term and long-duration capacity-building programmes organised for faculty /Instructors/staff in different pedagogic and discipline-specific areas conducted under the PMMMNMTT scheme need to be taken into consideration for CAS and promotion.

ii. **Executive Education**: Five percent of employees (Level A/B/C) with a minimum service of 2 years with SVSU may be allowed to pursue one hybrid learning executive education or any other professional course by premier Institutions in India/abroad in a year with a block of 3 years for reapplication, with the approval of competent authority. Such employees are required to remain with SVSU for 6 months after completion of the program or they have to pay amount of salary received in proportion of the duration of the program. Additionally, such employees must have contributed in any three of the following in last three years before applying for the course:

- Completed at least one funded research project of > 3 lakhs as Principal researcher
- Completed one consultancy project of > 3 lakhs as Principal consultant
- Mentored two student start-up commercial launches
- Developed two solutions for Industry problems validated by industry
- Awarded/Published Two patents that have created eco-social impact
- Launched and delivered three Short term programs
- Launched one long term program sponsored by industry
- Individually developed 4 industry tie ups for faculty/student training
- Created social impact in the community acknowledged by competent authority
- Published at least two research paper in reputed journal(Scopus SCI, SSCI, AHCI and Scopus Indexed (Q1/Q2) , ABDC -A/B Journals

- Developed at least one qualification with approval from NCVET
- Undertaken modernisation of lab and generated revenue
- Have successfully utilised Research / Innovation Fund in last 2 years
- Have successfully achieved KRAs with a rating of 'Very Good' in the rating scale in past two years finally approved by competent authority

Further, such an engagement must result in achievement of its objective such as Case/Research publication, short term programme, workshops/FDP/MDP, Qualification development, Policy document for growth and progress of institution, etc.

iii. **Extended Industry Experience**: To strengthen consulting and research & development, interested faculty/ Instructors may be allowed to undergo additional industry training for 1-2 months beyond mandatory Industry training of 2 weeks. The faculty though take mandatory 2 weeks OJT as part of KRA they may apply for extended industry training while finalising their OJT. Such an engagement may be allowed to not more than 5% of employees in the university and only to employees with minimum 1 year of service in the university. Such employees are required to remain with SVSU for 6 months after completion of the extended Industry OJT or they have to pay amount of salary received in proportion of the duration of the extended OJT The engagement must result in achievement of its objective such as Case/Research publication, Short term programme, Workshops/FDP/MDP, Qualification development, consultancy project, collaborative assignments/training programs, etc.

iv. **Professional Development Programs for non-teaching** :Five percent employees (Level A/B/C) of non-teaching positions with a minimum service of 2 years with SVSU may be allowed to attend 2 professional development programs at national level with a block of 3 years for reapplication with the approval of competent authority. Additionally, such employees must have successfully achieved KRAs with a rating of 'Very Good' in the rating scale in past two years. The engagement must result in achievement of its objective such as publication, collaborative assignments/training programs, mentoring students during skill training, etc.

v. Further, all the employees of university may be allowed to attend in house STPs and other similar programs on a subsidized fee.

**3.4 Research & Innovation culture:** R&I Culture is vital in the changing global Scenario. For SVSU such a culture is critical in producing Industry ready professionals, better Institutional ranking, accreditation, consulting/ research projects, industry integration, community immersion, quality student enrolment and long term sustainability. Promoting a R&I culture is rewarding for attracting and retaining Faculty/Skill Instructor/Staff. In addition to provisions in SVSU FDP Policy following may be considered:

i. **Researcher Rewards**: Five Best Researcher Awards per Faculty shall be presented annually to the regular faculty/instructors/staff members of SVSU based on the excellence achieved in a particular category.

**a. Best Researcher: Publications "Anusandhana Ratna"**

- Maximum number of published papers in SCI, SSCI, AHCI and Scopus Indexed , ABDC Journals in a calendar year. A published/granted patent would be considered equivalent to a publication

- In Case of tie the researcher with total higher impact factor of **the** publications will be adjudged as the winner
- If the tie still persists, the researcher with the highest impact factor of a single publication will be adjudged as the winner
- If the tie still persists, the researcher having higher number of collaborative publications with international and National Universities/institutes other than SVSU will be adjudged as the winner.
- It will be the responsibility of the applicant to submit hard copy of the documents, if asked for, substantiating the indexing of Journals in SCI, SSCI, AHCI and Scopus or ABDC as well as the impact factors
- One award per Faculty of rupees 10000/- each or discretionary increment ( approved by competent authority)shall be presented to the regular faculty/instructors/staff members.

**b. Best Researcher: Impact "Mahamahopadhyaya Samman"**

- Highest cumulative impact of the papers published in SCI, SSCI, AHCl and Scopus indexed or ABDC journals in a calendar year.
- In Case of tie the researcher with total higher impact factor of an individual publications from the same calendar year will be adjudged as the winner
- If the tie still, persists, the researcher having higher number of collaborative publications with International and National Universities/lnstitutes other than SVSU, will be adjudged as the winner.
- It will be responsibility of the applicant to submit documents substantiating the indexing of journals in SCl/AHCl/SSCI/Scopus /ABDC as well as the impact factors.
- As mentioned under definitions, journal impact factor as calculated by Clarivate Analytics will only be considered.
- One award per Faculty of rupees 5000/- each shall be presented to the regular faculty/instructors/staff members.

**c. Best Researcher; h-lndex /I index "Vidyavaridhi Samman"**

- In the absence of a perpetual subscription to Scopus or Web of Science, h-index/I index provided by the open platform, Google Scholar would be considered.
- The teachers applying for the award under this category must have their Google Scholar profiles in public domain and the link to their profiles need to be provided.
- The h-index/I index of the applicant till the last date of submission of applications will be considered as submitted by the applicant.
- In case of a tie, the researcher with higher number of papers with citations equal to or more than the SVSU h-index/index for the year under consideration will be adjudged as the winner. The h-index of the University will be provided by the Director-IQAC for this purpose.
- It will be the responsibility of the applicant to ensure the inclusion of research publications belonging ONLY to the applicant in the Google Scholar profile. Inclusion of any publications not organically belonging to the applicant would lead to disqualification for being considered for the Award.
- One award per Faculty of rupees 5000/- each shall be presented to the regular faculty/instructors/staff members.
- The recipient of award can re-apply for the award after 3 years

**d. Best Researcher: Projects "Aryabhata Prakalpana Samman"**

- Highest value of research project(s) awarded by an external funding agency in a calendar year. At least one project with a sanctioned value above Rs. 3.0 lakh only would be considered for the Award, in case of multiple projects in a calendar year, the condition of minimum sanctioned value of Rs. 3.0 lakh will not apply to additional projects.
- In case of a tie, cumulative total amount of the research projects in entire career of the teacher funded by external agencies (other than SVSU) would be taken into account.
- In case of a research project having Principal Investigator as well as Co-Principal investigator(s), both the Investigator(s) of the project would be considered for this award and the money will be distributed equally. If there are more than two Invigilators, the award of 50% will be given to the principal invigilator and the 50% award money will be distributed equally to other invigilators.

- One award per Faculty of rupees 10000/- each or discretionary increment ( approved by competent authority) shall be presented to the regular faculty/instructors/staff members.

**e.. Best Researcher: Collaboration. "Sangha Vidyutpatti Samman"**

Maximum number of research collaborations as evidenced by joint publications in SCI/SSCI/AHCI/Scopus ( Q1/Q2) indexed journals or joint research projects.

Weightage criteria for collaborations with other Universities/Institutes would be as under:

| **Publications** | **Points** |
|---|---|
| Joint with an International University/lnstitute | 10 |
| Joint with an industry or with an Indian University/lnstitute with NAAC Grade 'A++' , or IITs/IIMs etc | 7 |
| Joint with an Indian University/lnstitute with NAAC Grade 'A' or National Labs/institutes such as CSIR Labs,NITs etc. | 5 |
| Joint with an Indian University/lnstitute with NAAC Grade below 'A' or no Grade | 2 |
| Joint with a colleges with NAAC Grade | 1 |
| **Projects** | **Points** |
| Joint with an International University/lnstitute | 10 |
| Joint with an industry or with an Indian University/lnstitute with NAAC Grade 'A++' , or IITs/IIMs etc | 7 |
| Joint with an Indian University/lnstitute with NAAC Grade 'A' or National Labs/institutes such as CSIR Labs,NITs etc. | 5 |
| Joint with an Indian University/lnstitute with NAAC Grade below 'A' or no Grade | 2 |
| Joint with a colleges with NAAC Grade | 1 |

• Each collaborating University/lnstitute/College can be counted for weighted only once irrespective of the number of joint publications/projects.

• In case of a tie, the researcher with highest impact factor of a single publication will be adjudged as the winner

• One award per Faculty of rupees 10000/- each or discretionary increment ( approved by competent authority) shall be presented to the regular faculty/instructors/staff members.

ii. **Research & Innovation Corpus**: To strengthen research & innovation and promote entrepreneurial culture a corpus may be created for employees. Fund from the corpus amount will be sanctioned to the employees with at least one year of service with SVSU.

A. **Innovation Fund**: An innovation fund of Rs 500000 each Faculty may be created which may be utilised by faculty/instructor. The amount will be provided with a block of 2 years or till it is utilized whichever is earlier. The Fund may be utilised for:

- Prototype development - Prototyping and testing innovative concepts or products / solution to industry based problems to the selected projects by the competition authority.
- Intellectual Property Rights grant/ publication
- Research Initiatives: Supporting faculty led research projects that aim to innovate in various fields, fostering breakthroughs and advancements.
- Entrepreneurial Support: Providing seed funding for employee startups fostering innovation and real-world application of academic knowledge.
- Technology Development: Investing in projects of technology dev.
- Collaborative Projects: Collaborative projects between different departments, faculties, or even with external entities to work on interdisciplinary projects that drive innovation.
- Sustainability and Green Initiatives: Projects that promote sustainability, eco-friendly practices, and green technology within the university or in the community
- Impact of amount spent through the fund or the efforts have to be examined by competent authority

B. **Research Fund** : A flexi- Research Fund may be created which may be provided to Faculties along with a flexi – provision that in case a regular Faculty/Instructor requires more money than the allotted budget then it may be provided from the other faculties unutilised fund on the approval by competent authority. A fund of Rs 50 lakhs may be created with a provision of 10 percent increase in amount of fund after every three year depending upon the number of projects completed/ No. of publications/No. of prototype developed/ No. of patents followed by the number of projects submitted by Skill faculty to outside funding agency. Maximum seed funding of Rs 3 lakhs per employee will be provided with a block of 3 years or till it is utilized whichever is earlier. Such a fund may be utilised on research creating economic/ social impact. Such a fund may be utilised on:

a. Faculty Research Support: Providing financial support for faculty members to conduct research and its publication in quality indexed journals/book SCI, SSCI, AHCI and Scopus Indexed , ABDC ,WoS,IEEE Journals

b. Conference participation with publication in quality indexed conference proceedings (Scopus /SCI//SSCI/AHCI/WoS/IEEE/ABDC).

c. Intellectual Property Rights grant/ publication
d. Prototype development and Collaborative Projects -Prototype development for Industry or Collaborative project leading to collaborative publications/prototype development/solution to industry based problems to the selected
e. Interdisciplinary Research Initiatives: Supporting collaborative research projects that involve multiple departments or faculties, encouraging cross-disciplinary exploration and innovation solving Industry/societal problems . Out of the fund Rs 50000/ each faculty may be earmarked for multidisciplinary projects. Faculties may combine their funds if required.
f. Laboratory Infrastructure: Investing in state-of-the-art laboratory equipment, facilities, and technology necessary for conducting cutting-edge research in various disciplines.
g. Long-term research and Studies: Providing sustained funding for long-term research or studies that require continuity and consistency in support.

Impact of amount spent through the fund or the efforts have to be examined by competent authority

All regular faculty members/Instructors of the University may be eligible to apply for fund. The regular faculty/Instructors member should have at least three years' service remaining before the date of superannuation. The proposals for fund shall be submitted in prescribed Performa which shall be evaluated by a standing committee for recommendations for funding. Faculty/Instructors availing fund are required to publish their research work in at least two research papers in reputed international/national journals which are SCI, SSCI, AHCI and Scopus Indexed (Q1/Q2) , ABDC -A/B Journals or patent award/publication or startup commercialisation.

iii. **Consultancy award** Kautilya Sambandhik Samman"" **"**: A reward Rs. 10000 or discretionary increment ( approved by competent authority) per Faculty may be given to each faculty/instructor/staff member for consultancy work done based on following criteria:

- Highest value of consultancy awarded by an external funding agency in a calendar year. At least one project with a sanctioned value above Rs. 3.0 lakh only would be considered for the Award, in case of multiple projects in a calendar year, the condition of minimum sanctioned value of Rs. 3.0 lakh will not apply to additional projects.
- In case of a tie, cumulative total amount of the consultancy in entire career of the teacher funded by external agencies (other than SVSU) would be taken into account.
  In case of a consultancy having Principal Investigator as well as Co-Principal investigator(s), both the Investigator(s) of the consultancy would be considered for this award and the money will be distributed equally. If there are more than two Invigilators, the award of 50% will be given to the principal invigilator and the 50% award money will be distributed equally to other invigilators

iv. **Award for Qualification Development-Panini Vidya Udbhav Ratna** : Each Qualification developer may be awarded with Rs 25000/- for each new qualification developed in emerging

areas/sectors for futuristic job roles level 3 and above . The award may be equally distributed among the faculty members, skill instructors involved in development of the qualification.

v. University must make effort to seek Research Promotion Grant as per UGC guidelines 2018 under which UGC or respective agency (Central/State Governments) may provide a start-up grant at the level of Rs.3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers/ Instructor and other non-vocational academic staff to take up research immediately after their appointment.

vi. Joint research and teaching opportunities in collaboration with partner institutions/universities may be provided to Faculty/Instructors/staff under the faculty/ Instructors/staff exchange programme. Such Collaborations will enhance multidisciplinary research, joint publication, cultural integration, identification of emerging areas of research, collaboration opportunities for student research, etc.

vii. Employees working in collaboration with Students on Research & Innovation may compensate the contribution of students with monetary benefit and a certificate of merit will be provided to them. Students registered in Undergraduate/post graduate/Ph.D. programs of the University can be engaged in the collaborative projects. Transparency to be ensured in selection of such students. The Ph.D. and M.Tech./Master students shall be paid honorarium up to a maximum of Rs.7000 and Rs.5000, respectively. Undergraduate students shall be paid honorarium up to a maximum of Rs. 3000 respectively.

viii. In order to enhance the learning environment an allowance of Rs. 5000 per faculty may be provided each year based on actual expense for purchase/subscription of books, magazines, simulations, journals and other reading material.

ix. Employees of the university must engage the firms wishing to support research and innovation as they can now use their 2% CSR corpus to back any central or state government-funded incubators. Additionally, the employee of the university must take a lead to engage companies who are willing to also outsource their R&D activities to the specified institutions and count the spend under CSR and for such initiatives.

x. Provision of Faculty/ Staff entrepreneurship to create an entrepreneurial mindset and culture.

### 3.2 Flexible Knowledge Environment

Flexible knowledge environment can bring several benefits to both employees, students and University. It enhances productivity by bringing work life balance and thus a very important tool for increasing employee retention and acquisition by being employer of Choice on one hand and achieving organisational goals on the other.

1. Five Days per week working : UGC provide flexibility in terms of teaching days with a provision of 6 days or a 5 day working per week with flexible working hours. This provision is followed in many state universities. In order to create knowledge environment with a work life balance in SVSU a 5 Day week system may be followed
   i. Such an environment will enhance the engagement of faculty taking up Research, Innovation and consulting which has at-least 5-10 % weightage in their KRA along with aligning programs with NCrF and other frameworks. The Research Publications/Patents/ consulting will not only help SVSU in achieving Quality ranking and accreditation which has a higher weightage in accreditation but being sustainable.

ii. The flexible knowledge environment will facilitate Faculty/Instructor in identifying Industry based projects for enhanced learning of students. Further, this arrangement will provide students adequate time for collecting data, and other important resources necessary for completion of projects.

iii. The faculty/Instructors and Non-teaching staff may engage in additional learning for development and career progression. The additional learning can be either delivered to students in the form of Value added courses/ cases/Skill Enhancement Exercises/SEC/Workshops or improvement of applied pedagogy or in improving organizational Processes and systems. The evidences of such delivery/improvement/applied pedagogy will be shared to competent authority for further dissemination.

iv. Flexible knowledge environment will facilitate faculty/skill instructor in developing qualifications . The faculty/skill instructor will take development of atleast 1 qualification in a year . Further they will be able to integrate qualification/NOS in programs

v. A flexible knowledge environment facilitates collaborations which can help in collaborative research and other activities. Such an environment will further promote student & employee engagement in Projects, SECs and networking which is vital for their personality development, employability and achieving a good score in several NAAC/NBA parameters. Such an environment will also promote Institutional Social Responsibility by engaging students & employees in social immersion projects for solving societal problems.

vi. Further, Transitioning from a 6-day working schedule to a 5-day working, particularly when it involves OJT of students in some industry, can have several positive outcomes for student learning and growth. Though only in few industries OJT is there on weekend as most of the industries either have weekend off or an off on 2nd /4th sat

   a. Student Independence: With the skill instructor not available to monitor on weekend , students may develop greater independence and self-reliance. They will learn to take more responsibility for their learning and performance during the OJT.
   b. Real-World Responsibility: The lack of constant monitoring can mirror real-world work environments where employees are expected to perform their tasks independently. This transition can help students adapt to the expectations of professional life.
   c. Skill Mastery: Students may have more freedom to immerse themselves in their OJT tasks, potentially leading to better skill mastery. They can explore and apply what they've learned in a more self-directed manner.
   d. Adaptability: By experiencing OJT without constant monitoring, students can develop adaptability and problem-solving skills, which are vital in dynamic and changing work environments.
   e. Resourcefulness and networking : Students may learn to seek out resources and support from their industry colleagues and supervisors, fostering a sense of resourcefulness.

The provision is as follows:

**Number of weeks: 5-days a week pattern**

| Categorization | Weeks in a Year |
|---|---|
| Teaching and Learning Process | 36 (180 days) weeks |
| Admissions, Examinations, and preparation for Examination | 8 |
| Vacations | 6 |
| Public Holidays (to increase and adjust teaching days accordingly) | 2 |

- In lieu of curtailment of vacations by 2 weeks in case of 6 weeks vacations, employee may be credited with 1/3 rd of the period as earned leave. Further, in case where employee is not able to avail vacations then employee may be credited with 1/3 rd of the period as earned leave proportionately
- In case of faculty/instructor/staff involved in OJT / Project /STP /RPL and other academic activity during weekend in a 5-day week working. The Skill Faculty/Department need to make necessary 5-day work arrangement for such employees . The concerned faculty/instructor/staff need to get an approval for the same from respective Chairperson/Dean or Dept. Head.
- Flexibilty in vacation

2. Flexi Hours **:** Further, based on the requirement of the Faculty/Department, there may be a provision of flexible working hours for employees during the 5 day week also . Such a flexibility will be temporary and duration may be decided by Faculty/Dept. Under this provision Faculty/Dept. can provide operational flexibility (task/teaching/training oriented) to employee for a maximum of 4 times in a month or as decided by approving authority. The faculty/staff /Instructor requiring such a flexibility will have to take approval from Chairperson/Dean or Dept. Head . The approving authority will have to assess whether there is a requirement of flexibility for a particular employee and keeping in mind the regulatory requirement of minimum working hours per week the flexibility may be offered . The employee availing such flexibility will have to cover the minimum working hours per week. However, there will be a block period of 10am -3pm during the day where employees may not avail flexibility benefit. The concerned Faculty/Dept. may monitor it using a biometric /manual attendance register. Further, Mothers and Fathers with newly born babies of upto 2 years may be allowed to work in online mode 1 day/week or one week at a stretch with a minimum gap of 2 months for maximum of 30 days on prior approval of competent authority.However , it will not be a matter of right and subject to no impact on work and on recommendation and justification of the head of skill faculty /branch.In case of both parents working in the university,shall not avail this together.
3. **Teaching Assistants and Interns:** Each department may raise a request for hiring a teaching assistant/academic associate/student intern to their respective dean and get a sanction from the competent authority for hiring their services. The number of Teaching Assistant/Academic Associate / Interns will be limited to 10% of Departmental revenue as per requirement.

   **A. For Teaching Assistant/Academic Associate**

   i. Function – Teaching Assistant/Academic Associates shall assist the faculty in research, preparing qualifications, course outline, identifying and collecting reading materials (from libraries and other sources), developing teaching notes, grading of class participation, grading of quizzes, examinations, assignments, invigilation, lab sessions, assignments and their evaluation etc along with delivery in tutorials, short terms programs, arranging for exams/quizzes, distribution of course materials and perform any other related activities of the Institute.

ii. Duration – Appointments will be made purely on contract basis for a period of one year initially and renewable annually up to a maximum of two years based on performance.

iii. The Teaching Assistant/AAs as assigned to the respective Academic Unit will involve him/her to the extent of 15 hours of work per week. The monthly rate of assistantship is Rs. 25,000/-.Such policy may be revised after 2 years

iv. Preference may be given to research scholars

**B. For Intern**

i. Two student interns for each department may be onboarded for encouraging skill environment and optimizing employee engagement in other value added activities.

ii. The student intern will assist in administrative support including data entry and other office tasks, event planning and coordination, prospectus and brochure designing, support in community outreach program, social media marketing, technological support for making official work smooth, library assistant like cataloging, career building activities, assisting in internship/placement activities, lab/workshop assistance and social immersion projects/special/collaborative projects/assisting in arranging industrial tours/sports activities/qualification development.

**v.** Duration – Internships require a minimum of 200 hours (typically, at least 10 hours per week during the semester). The monthly rate of assistantship is Rs. 3,000/-. The appointments made for internship should be made by sending the requirements by respective departments to the competent authority and a panel of members must be constituted for selecting the student interns by respective departments. Such policy may be revised after 2 years

**4. 0 Employee recognition & Welfare Benefits**

A positive work environment created through faculty welfare initiatives can contribute to higher faculty retention rates. Staff recognition and welfare measures will help in creating a culture of excellence and happiness which will result in better employee satisfaction and retention leading towards efficiency and productivity. The following welfare befits may be though off:

i. Different kinds of leaves available to faculty/staff as per UGC 2018 Guidelines/ Haryana CSR rules may be permissible - Leave treated as duty, leave earned by duty, Leave for academic pursuit, Leave on grounds of health, Leave not earned by duty, Leave not debited to leave account.

ii. For doing industry internship, industry consultancy work, upskilling, reskilling, learning new technologies etc., duty leave may be assigned along with examination in addition to existing norms leading in development of value added courses in the university.

iii. There may be provision of staff bus for employee commutation along with kids' transport facility + day care at nominal charge subject to employees residing in campus.

iv. As per the best practices in other peer universities, salary of both teaching and non-teaching staff may be ensured to be transferred within first seven days of the month.

v. The employees may be provided necessary support, if they or their family members want to pursue long term programmes in the university, the support may be extended in the form of relaxation in tuition fee, flexibility in working hours, special leaves for examination etc. subject to employee not leaving SVSU for next years or reimbursement of the amount if employee leaves SVSU in next two years.

vi. In case of single mothers, a full fee waiver may be provided to the employees of the university with one child and 50 per cent for 2nd kid enrolled for education in the university.

vii. Children of Employees who die during their working period may be provided free education at SVSU

viii. Disabled children of Employees may be provided free education at SVSU

ix. Various types of loans such as laptop loan, vehicle loan, marriage loan and home loan/construction loan to be provided to the employee in case of need as per the guidelines issued by Finance department

x. Welfare measures for female employees including day boarding, creche services, sanitary vending machines in washrooms, medical care with female doctors, counseling centers, dedicated helplines, accessible buildings, Restrooms, Mother's/Lactation Room, Working Hostels along Women Cells

xi. Grievance redressal mechanism may be made time bound and employee feedback mechanism may be executive on quarterly basis.

xii. The Group Mediclaim policy and Term Insurance policy to University Employees (Regular and Contractual Employees) may be worked out.

xiii. Organizing Retreats for employees need to be arranged to keep the employee motivated towards the vision of university. A provision for same must be kept for both teaching and non-teaching employee outside the university premises during a year.

xiv. Instructors may be made aware of their job role and career progression and work load. They may be provided with extra training from industry partner wherever required. Further any instructor who is developing the Qualification pack/course/DPR should be made a part of for the respective course

xv. Staff welfare cell may be established

xvi. Uniform allowance to employees may be provided

xvii. Subsidised meal may be provided for employees

xviii. Policy for Employee Award**:** Various awards recognising employees may be initiated:

**Categories of awards**

- **Innovation Award**: **Pragyanik Pratibha Samman**
    - One Innovation award per Faculty/Dept. of Rs 5000 or discretionary increment ( approved by competent authority) may be given to Faculty/ Staff/ skill Instructors half yearly who have demonstrated a high level of creativity and original thinkingin their teaching, student projects or administrative roles. Their work should pushthe boundaries of existing knowledge and practices.
    - The innovation should have a significant impact on the university, the academic community, or society at large. This impact could be in terms of new teaching methods, administrative efficiency, Solution to Industry or societal problem

    - Faculty/ Staff / Skill Instructor should provide clear and thorough documentation of their innovation, including evidence of its impact and effectiveness. The university may appoint a committee or expert panel to evaluate the innovations.
- **Student Success Award**: **Vasishtha Vidyarthi Utkarsh Ratna**- One student success award per Faculty of Rs 5000 or discretionary increment ( approved by competent authority) who have gone above and beyond in their roles to support, inspire, and empower students. The award will be given half yearly The criteria for such an award may include:
    - Demonstrated commitment to mentoring and advising students academically, personally, and professionally. Evidence of fostering positive relationships with students and providing guidance and support
    - Outstanding teaching performance, including innovative pedagogical approaches and effectiveness in engaging students. Positive feedback from students /testimonials.
    - Enriched student engagement and learning by Undertaking STPs/value added / skill enhancement courses/workshops/guest sessions and other co-curricular learning
    - Dedication to supporting the success of slow learners student populations. Efforts to create an inclusive and equitable learning environment.
    - Implementing strategies to accommodate diverse learning styles and abilities.Ensuring accessibility of course materials and resources for all students.
    - Developing or implementing innovative teaching methods, curricula, or educational technologies
    - Demonstrated commitment to helping students achieve their academic and career goals.
    - Other criteria as identified by competent authority
    - Evidence of students' academic and personal growth as a result of faculty support
- **Community Engagement and Service Awards**: **Sushruta Seva Shrestha Samman**- Four Community and Service award of Rs 5000 or discretionary increment ( approved by competent authority) to recognize employee who have made outstanding contributions to their local or global communities through their service, volunteerism, and social impact initiatives.. The award will be given half yearly The criteria for such awards may include:
    - Evidence of tangible and positive impacts on the community or target beneficiaries.Clear documentation of how the nominee's actions have made a difference in the community.
    - Demonstrated leadership in community service initiatives, such as organizing and leading projects, campaigns, or events.
    - Innovative approaches to addressing community challenges and finding creative solutions.
    - Evidence of building collaborative partnerships with other organizations, community groups, or individuals to maximize the impact of service efforts.
    - The number of hours and level of personal commitment dedicated to community service.

- Efforts to raise awareness about critical community issues, advocating for positive change, and mobilizing support for important causes.
- Involvement with and respect for culturally diverse, underserved, or marginalized communities.Contributions to promoting social equity and inclusivity.
- Donations, fundraising efforts, or the mobilization of resources to support community initiatives.Successful fundraising campaigns or securing grants for community projects.
- Providing training, education, or skill-building opportunities to community members.Empowering individuals to improve their quality of life through learning and capacity-building.
- Contributions to environmental preservation, sustainability, or other eco-friendly community efforts.Promoting and implementing initiatives that benefit both the community and the environment.
- Letters of recommendation and testimonials from community members, organizations, or beneficiaries attesting to the nominee's impact and dedication.

- **Staff Recognition Awards**: "**Vasishtha Vikas Ratna**" -Four Staff recognition award of Rs 5000 or discretionary increment ( approved by competent authority)to celebrate the exceptional contributions, dedication, and achievements of teaching/non-teaching staff who go above and beyond in their roles to support the institution's mission and the overall success of students, faculty, and the university community. The award will be given half yearly The criteria for such awards may include:
    - Consistent and exceptional service to the university community, students, faculty, and fellow staff members. Going the extra mile to meet the needs and expectations of those served.
    - Demonstrated leadership, teamwork, and collaboration within their department or across departments.
    - Facilitating a positive and cooperative work environment that fosters innovation and problem-solving.
    - Contributing to the development and implementation of innovative solutions, practices, or processes that enhance the efficiency and effectiveness of university operations.
    - Identifying and solving complex challenges to improve the university's functioning.
    - Excellent customer service
    - Demonstrated commitment to ongoing professional development and growth, including acquiring new skills and knowledge relevant to their role.
    - Encouraging and supporting the professional development of their colleagues.
    - Aligning their work with the university's mission, values, and strategic goals. Advancing the university's reputation and success through their efforts.
    - Promoting diversity, equity, and inclusion within the university, both in their own work and by fostering a welcoming and inclusive environment. Demonstrated efforts to create a diverse and equitable workplace.

- Evidence of contributions that directly or indirectly support student success and well-being.
- Any other criteria as identified by competent authority

- **Skill Instructor of the Year Award**: **Gargi Shiksha Prerana Ratna**- One Skill Instructor of the year award per Faculty of Rs 5000 or discretionary increment ( approved by competent authority) may be initiated . The award will be given half yearly Few criteria may be :'
    - Demonstrated expertise and deep knowledge in the subject or skill they teach
    - Evidence of ongoing professional development to stay current in their field
    - Developing or enhancing instructional materials, resources, that support effective learning
    - Supported in development of Qualification and their delivery
    - Utilizing technology and innovative tools to enhance skill instruction and engage learners.
    - Influencing the field through contributions, projects, research, or best practices related to the skill
    - Mentoring and guiding learners to excel in their chosen skill or field
    - Evidence of student or participant success, including improved skill acquisition, test scores, or certifications.
    - Any other criteria as identified by competent authority
- **Best Mentor award**: **Vivekananda Gurushreshta Award** - A Best Mentor Award per Faculty of Rs 5000 or discretionary increment ( approved by competent authority)may be initiated which may be presented to Faculty who have demonstrated exceptional mentorship qualities and have had a significant positive impact on the personal and professional development of their mentees. The award will be given half yearly The criteria for a Best Mentor Award may include:
    - Mentored at least 3 mentees in research, consultancy and development of programs with an Evidence of mentees' personal and professional growth as a result of the mentor's guidance and support.
    - Availability to mentees for regular meetings, guidance, and support.
    - Developing and implementing innovative mentorship strategies and programs.
    - Using creative approaches to address mentees' unique needs and challenges.
    - Promoting inclusivity and equity in mentoring relationships.
    - Contributions to the professional development and success of mentees, including career advancement, skill development, and networking opportunities.
    - Testimonials from mentees highlighting the mentor's impact and contributions may be considered to identify recipient

- **Best Startup Mentor award :Dhanvantari Startup Sevak Ratna**:A Best Startup Mentor Award per Faculty/dept of Rs 10000 or discretionary increment ( approved by competent authority)may be initiated which may be presented to employees who have

demonstrated exceptional mentorship qualities in mentoring maximum student startups commercial launches . The award will be given half yearly

- **Employability Award: Vivekananda Rozgar Udyam Samman**" One Employabilty award per Faculty of Rs 10000 or discretionary increment ( approved by competent authority) to employees or whole department for ensuring maximum employability of students. The award may be half yearly in nature.
- **Content Developer Award-" Aryabhatta Srijan Samman"** One content developer award per Faculty of Rs 5000 to employees for developing training material on approval of competent authority . The award will be given half yearly

- **Lifetime Achievement Award – Vidya Ratna**
- Applications for this Award can be submitted upto April 30 of a calendar year by a teacher who is going to retire in between October 01 of the same calendar year and September 30 of the next calendar year.
- Chairperson/Director of the Department or Dean of the Faculty or Dean Academic Affairs can also nominate a teacher who is retiring as per the timeframe mentioned above. Emeritus Professors of SVSU may also be considered for this Award by invitation only for the first time after the notification for this award.
- The applicant/nominator must submit a detailed CV-depicting the Journey of the teacher from the beginning of his/her career at SVSU mentioning his/her contributions towards the growth of SVSU as well as his/her professional achievements.

**5. Other Measures**

i. Period of Probation and Confirmation need to be as per UGC 2018 guidelines, under which a teacher on probation be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year. It must be obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.

ii. Counting of Past Services for Direct Recruitment and Promotion under CAS: As per UGC guidelines 2018, Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS. Further, the previous Ad-hoc or Temporary or contractual service should be counted for direct recruitment and for promotion as per UGC guidelines 2018.

iii. Promotions under CAS of faculty must be executed timely.

iv. An interested employee may be given the residential facilities with in the period of 15 days from the date of joining as per university norms. The employee shall be provided with a temporary accommodation at guesthouse for first 15 days.

v. Provision of flexibility to act as adjunct faculty.

vi. In case of labs production link incentives may be provided to employees involved in generating revenue

vii. Periodic Departmental reviews to identify and address any disparities in the allocation of resources and opportunities: Human resources & Funding etc.

viii. Conducting exit interviews of the employee to get insight into why faculty/Instructors decide to leave and can help departments revise their practices to improve retention. Biannual surveys may be executed to measure job satisfaction and expectation of employee in the university.

Tentative Costing of major strategies:

| S.No | Major Items | Amount ( Rs) |
|---|---|---|
| 1 | Awards- Research and others* | 910000 |
| 2 | Research and Innovation Corpus | 7000000 |
| 3 | Executive Education**& Professional Dev Prog | 2100000 |
| | Total | 10010000 |

*Considering 10 Qualifications

** Considering avg EDP @2lakh for 10 employees and PDP @20000 for 5 Employee

**Developing Committee Members**

1. Dr. Samarth Singh, Skill Associate Professor
2. Dr. Mohit Srivastava, Skill Assistant Professor
3. Dr Parul, Skill Assistant Professor
4. Dr Dalip Raina, Skill Assistant Professor
5. Dr. Bhawna Rooprai, Skill Assistant Professor
6. Dr Mani Kanwar Singh, Skill Assistant Professor
7. Dr Preeti, Skill Assistant Professor
8. Dr SK Wahi, Skill Assistant Professor
9. Dr Mukta Sandhu, Skill Assistant Professor
10. Dr Vinay Saini, Asst. Registrar
11. Dr. Sanjay, Skill Instructor
12. Mr Parveen, Skill Instructor

## Standard Operating Procedure (SOP) for Talent Attraction & Retention Policy

**Standard Operating Procedure (SOP) for Employee Executive Education**

**Objective:**

The objective of this SOP is to define the guidelines and criteria for employees at SVSU to pursue executive education or professional courses while ensuring their continued contribution and commitment to the institution.

**Eligibility Criteria:**

1. **Employee Category:** Employees at Level A/B/C.
2. **Service Requirement:** Minimum 2 years of service with SVSU.
3. **Percentage Allowed:** Five percent of eligible employees per year.
4. **Course Type:** Hybrid learning executive education or professional courses from premier Institutions in India/abroad of duration 15 days to 6 months . Programs of more than 6 month duration may also be considered if approved by competent authority.
5. **Reapplication:** Once every three years.

**Application Process:**

1. Applications will be invited by Pedagogy and Capacity Building Department through out the year on first come first basis depending upon program application deadlines subject to the maximum cap of 5% of employees.
2. The applicant employee must submit the application with full details of the program to the HoD through supervising authority.
3. **Employee Contribution:** Employee must have contributed to at least three of the following areas in the last three years before applying:
    - Completed at least one funded research project of > 3 lakhs as Principal researcher
    - Completed one consultancy project of > 3 lakhs as Principal consultant
    - Mentored two student start-up commercial launches
    - Developed two solutions for Industry problems validated by industry
    - Awarded/Published Two patents that have created eco-social impact
    - Launched and delivered three Short term programs
    - Launched one long term program sponsored by industry

- Individually developed 4 industry tie ups for faculty/student training
- Created social impact in the community acknowledged by competent authority
- Published at least two research paper in reputed journal(Scopus SCI, SSCI, AHCI and Scopus Indexed (Q1/Q2) , ABDC -A/B Journals
- Developed at least one qualification with approval from NCVET
- Undertaken modernisation of lab and generated revenue
- Have successfully utilised Research / Innovation Fund in last 2 years
- Have successfully achieved KRAs with a rating of 'Very Good' in the rating scale in past two years finally approved by competent authority

4. A Committee constituted by competent authority will review applications considering eligibility and give time bound decision in 1 month for approval by competent authority

5. **Approval:** Requires the approval of the competent authority.

**Commitment and Compliance:**

1. **Employee Commitment:** Employees approved for executive education must remain with SVSU for a minimum of 6 months after completing the program.If an employee leaves before the committed period, they must reimburse the salary received proportionate to the program's duration.

2. **Objective Achievement:** Engagement in executive education must result in specific objectives achieved, such as:

    - Case/Research publications
    - Workshops/FDP/MDP conducted
    - Qualification development
    - Development of Policy documents for institutional growth and progress, etc.

**Standard Operating Procedure (SOP) for Extended Industry Experience**

**Objective:**

This SOP aims to facilitate faculty/instructors' additional industry training beyond the mandatory 2-week industry training to enhance skilling, consulting, research & development capabilities while ensuring their commitment to SVSU.

**Eligibility Criteria:**

1. **Employee Categories:** Faculty/Instructors.

2. **Service Requirement:** Minimum of 1 year of service at SVSU.

3. **Engagement Limit:** Not more than 5% of employees in the university .

4. **Extended Training Duration:** 1-2 months, beyond the mandatory 2-week industry training.

**Application Process:**

1. **Application Timing:** Application for extended industry training may be submitted by faculty/ instructor while finalizing the mandatory 2-week OJT in a year. The applicant employee if wants an extended industry training must submit the application for extended training to the HoD through supervising authority.
2. **Approval Requirement:** Approval for the extended industry training ie 1-2 months must be obtained from the competent authority.

**Commitment and Compliance:**

1. **Employee Commitment:** Employees approved for extended training must commit to staying with SVSU for a minimum of 6 months post-completion.. If an employee leaves before the committed period, they must reimburse the salary received proportionate to the duration of the extended training

**2. Objective Achievement**

The extended industry training engagement must result in achieving one or more of the following objectives:

- Case development
- Research publication.
- Conducting short-term programs, workshops/FDP/MDP.
- Qualification development.
- Consultancy projects.
- Collaborative assignments/training programs, etc.

**Standard Operating Procedure (SOP) for Professional Development Programs (Non-Teaching Employees)**

**Objective:**

This SOP aims to define the guidelines for non teaching employees to attend professional development programs at the national level, enhancing their skills and fostering their contributions to SVSU.

**Eligibility Criteria:**

1. **Employee Categories:** Level A/B/C non teaching employees.
2. **Service Requirement:** Minimum of 2 years of service at SVSU.

3. **Engagement Limit:** Up to 5% of non-teaching employees per period.
4. **Program Limit:** 2 professional development programs at the national level with a block of 3 years for reapplication.
5. **Prog. Type:** Hybrid/Non hybrid professional dev prog. in India of duration 1 week to 4 week. Programs of more than 4 weeks duration may also be considered if approved by competent authority
6. Employees must have achieved KRAs with a rating of 'Very Good' in the past two years.

**Application Process:**

1. **Application Timing:** Applications will be invited by Pedagogy and Capacity Building Dept through out the year on first come first basis subject to the maximum cap of 5% of the employees.
2. The applicant employee must submit the application with full details of the program to the HoD through supervising authority.
3. A Committee constituted by competent authority will review applications considering eligibility and give time bound decision in 1 month for approval by competent authority

**Commitment and Compliance:**

**1. Engagement Objectives:** Participation in professional development programs should aim to achieve one or more of the following objectives:

- Publications.
- Collaborative assignments/training programs.
- Mentoring students during skill training, etc
- integrate their learnings into their roles at SVSU for the institution's benefit.
- Development of policy document and new frameworks for department/SVSU

## Research Awards

**Standard Operating Procedure (SOP) for Best Researcher Award: Publications "Anusandhana Ratna"**

**Objective:**

The objective of this SOP is to establish the criteria and process for recognizing the Best Researcher based on publications at SVSU.

**Eligibility Criteria:**

1. **Applicants:** Regular faculty/instructors/staff members.
2. **Publications:** Published papers in SCI, SSCI, AHCI, and Scopus Indexed or ABDC Journals in a calendar year. A published/granted patent is considered equivalent to a publication.

**Application & Selection Process:**

1. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
2. Individual employee will nominate itself providing necessary proofs.
3. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following Criteria:

    - **Maximum Publications:** The researcher with the maximum number of publications/patents in the specified journals within a calendar year will be considered.
    - **Impact Factor:** In case of a tie in the number of publications, the researcher with the higher total impact factor of the publications will be adjudged the winner.
    - **Single Publication Impact Factor:** If a tie still persists, the researcher with the highest impact factor of a single publication will be considered.
    - **Collaborative Publications:** If the tie persists further, the researcher with a higher number of collaborative publications with international and National Universities/institutes other than SVSU will be adjudged the winner.

**Documentation and Verification:**

1. **Responsibility:** It is the responsibility of the applicant to provide hard copies of documents for journal indexing in SCI, SSCI, AHCI, Scopus,ABDC etc and impact factors upon request for verification.
2. **Verification Process:** The submissions will be subjected to verification by the designated committee.

**Award Presentation:**

1. **Recognition:** One award each faculty will be presented.
2. **Reward:** Certificate and a cash prize of rupees 10,000/- each or a discretionary increment, as approved by the competent authority, will be awarded to the winners.

**Standard Operating Procedure (SOP) for Best Researcher Award: Impact of Publications**

**““Mahamahopadhyaya Samman”**

**Objective:**

This SOP outlines the process and criteria for recognizing the Best Researcher based on the impact of publications in SCI, SSCI, AHCI, and Scopus indexed or ABDC listed journals at SVSU.

**Eligibility Criteria:**

1. **Applicants:** Regular faculty/instructors/staff members.
2. **Publications:** Papers published in SCI, SSCI, AHCI, and Scopus indexed OR ABDC journals in a calendar year.

**Application & Selection Process:**

4. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
5. Individual employee will nominate itself providing necessary proofs.
1. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following criteria:
    - **Highest Cumulative Impact:** The researcher with the highest cumulative impact factor of papers published in the specified journals in a calendar year will be considered.
    - **Individual Publication Impact Factor:** In case of a tie in the cumulative impact, the researcher with the higher impact factor of an individual publication from the same calendar year will be adjudged the winner.
    - **Collaborative Publications:** If a tie persists further, the researcher with a higher number of collaborative publications with international and National Universities/Institutes other than SVSU will be considered.

**Documentation and Verification:**

1. **Applicant Responsibility:** It is the responsibility of the applicant to provide documents substantiating the indexing of journals in SCI, AHCI, SSCI, Scopus,ABDC and the impact factors.
2. **Verification Process:** Submissions will undergo verification by the designated authority. Only journal impact factors calculated by Clarivate Analytics will be considered as per definitions.

**Award Presentation:**

1. **Recognition:** One award per faculty will be presented.
2. **Reward:** Certificate and a cash prize of rupees 5,000/- each will be awarded to the winners.

**Standard Operating Procedure (SOP) for Best Researcher Award: h-index/I index**

**““Vidyavaridhi Samman”**

**Objective:**

This SOP defines the criteria and process for recognizing the Best Researcher based on h-index/I index.

**Award Details:**

1. **Applicants:** Regular faculty/instructors/staff members.
2. Reapplication: Recipients can re-apply for the award after 3 years.

**Application & Selection Process:**

1. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
2. Individual employee will nominate itself providing necessary proofs.
3. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following criteria:
    - In the absence of a perpetual subscription to Scopus or Web of Science, h-index/I index provided by the open platform, Google Scholar would be considered
    - **Google Scholar Profile Requirement:** Applicants must have their Google Scholar profiles publicly available and provide the link in their applications.
    - **Evaluation Date:** The h-index/I index until the last date of submission of applications will be considered.
    - **Tiebreaker:** In case of a tie, the researcher with a higher number of papers with citations equal to or more than the SVSU h-index/index for the year under consideration will be adjudged the winner. The SVSU h-index/index will be provided by the Director-IQAC.

**Verification and Responsibility:**

1. **Applicant Responsibility:** Applicants are responsible for ensuring that only their research publications are included in their Google Scholar profiles. Any inclusion of publications not organically belonging to the applicant will lead to disqualification.
2. **Verification Process:** Submissions will undergo scrutiny for compliance with Google Scholar profiles and authenticity.

**Award Presentation:**

1. **Recognition:** One award per faculty will be presented.
2. **Reward:** Certificate and a cash prize of rupees 5,000/- each will be awarded to the winner

---

**Standard Operating Procedure (SOP) for Best Researcher Award: Projects**

**"Aryabhata Prakalpana Samman"**

**Objective:**

This SOP outlines the criteria and process for recognizing the Best Researcher based on the value of research projects awarded by external funding agencies at SVSU.

**Eligibility Criteria:**

1. **Applicants:** Regular faculty/instructors/staff members.
2. **Project Value Criterion:** At least one project with a sanctioned value above Rs. 3.0 lakh in a calendar year will be considered for the Award.
3. **Multiple Projects:** For multiple projects in a calendar year, the condition of the minimum sanctioned value of Rs. 3.0 lakh won't apply to additional projects.

**Application & Selection Process:**

1. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
2. Individual employee will nominate itself providing necessary proofs.
3. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following criteria:
    - **Highest Project Value:** The researcher with the highest value of research project(s) awarded by an external funding agency in a calendar year will be considered.
    - **Tiebreaker:** In case of a tie, the cumulative total amount of research projects in the entire career funded by external agencies (other than SVSU) will be taken into account.

**Award Presentation:**

1. **Recognition:** One award per faculty member will be presented.
2. **Reward:** Certificate and a cash prize of rupees 10,000/- each or a discretionary increment, as approved by the competent authority, will be awarded to the winners.

**Distribution of Award Money:**

1. **Project Investigators:** In case of a research project with Principal Investigator(s) and Co-Principal Investigator(s), both the Principal and Co-Principal Investigators will be considered for the award.
2. **Money Distribution:** For projects with multiple investigators, the award money will be distributed equally among them, with 50% awarded to the Principal Investigator and the remaining 50% equally distributed among the other investigators.

**Standard Operating Procedure (SOP) for Best Researcher Award: Collaboration**

**"Sangha Vidyutpatti Samman"**

**Objective:**

This SOP outlines the criteria and process for recognizing the Best Researcher based on their collaborations evidenced by joint publications and research projects in indexed journals or joint projects at SVSU.

**Eligibility Criteria:**

1. **Applicants:** Regular faculty/instructors/staff members.
2. **Collaboration Basis:** Joint publications in SCI/SSCI/AHCI/Scopus/ABDC) indexed journals or joint research projects.

**Application & Selection Process:**

4. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
5. Individual employee will nominate itself providing necessary proofs.
6. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following:

**Evaluation and Weightage Criteria:**

1. **Collaboration Points:**
   - Joint Publications and Projects will be awarded points based on the collaboration's nature and institution's grading.
   - Collaboration weightage will be as follows:
2. Weightage criteria for collaborations with other Universities/Institutes would be as under:

| **Publications** | **Points** |
|---|---|
| Joint with an International University/Institute | 10 |

| | |
|---|---|
| Joint with an industry or with an Indian University/Institute with NAAC Grade 'A++' , or IITs/IIMs etc | 7 |
| Joint with an Indian University/Institute with NAAC Grade 'A' or National Labs/institutes such as CSIR Labs,NITs etc. | 5 |
| Joint with an Indian University/Institute with NAAC Grade below 'A' or no Grade | 2 |
| Joint with a colleges with NAAC Grade | 1 |
| **Projects** | **Points** |
| Joint with an International University/Institute | 10 |
| Joint with an industry or with an Indian University/Institute with NAAC Grade 'A++' , or IITs/IIMs etc | 7 |
| Joint with an Indian University/Institute with NAAC Grade 'A' or National Labs/institutes such as CSIR Labs,NITs etc. | 5 |
| Joint with an Indian University/Institute with NAAC Grade below 'A' or no Grade | 2 |
| Joint with a colleges with NAAC Grade | 1 |

3. **Tiebreaker:**
    - In case of a tie, the researcher with the highest impact factor of a single publication will be adjudged the winner.

**Counting Collaborations:**

1. Each collaborating University/Institute/College will be counted for weightage only once, irrespective of the number of joint publications/projects.

**Award Presentation:**

1. **Recognition:** One award per faculty will be presented.
2. **Reward:** Certificate and a cash prize of rupees 10,000/- each or a discretionary increment, as approved by the competent authority, will be awarded to the winners.

## Other Awards

**Standard Operating Procedure (SOP) for Consultancy Award- "Kautilya Sambandhik Samman"**

**Objective:**

This SOP outlines the criteria and process for recognizing and rewarding faculty/instructors/staff members for consultancy work .

**Eligibility Criteria:**

1. **Eligible Participants:** All faculty/instructors/staff members engaged in consultancy work.

2. **Consultancy Value Criterion:** At least one project with a sanctioned value above Rs. 3.0 lakh in a calendar year will be considered for the Award. The condition doesn't apply to additional projects in the same calendar year.

**Application and Selection Process:**

1. Nominations for award will be invited by R&D department each year in the month of Dec on prescribed format.
2. Individual employee will nominate itself providing necessary proofs.
3. A Committee constituted by competent authority will review applications and give time bound decision in 1 month for approval by competent authority considering the following criteria:

    - **Highest Consultancy Value:** The participant with the highest value of consultancy awarded by an external funding agency in a calendar year will be considered.
    - **Tiebreaker:** In case of a tie, the cumulative total amount of consultancy in the entire career funded by external agencies (other than SVSU) will be considered.

**Award Presentation:**

1. **Recognition:** One award per faculty will be presented.

2. **Award:** Certificate and a reward of Rs. 10,000 or a discretionary increment, as approved by the competent authority, will be awarded to the eligible participants.

3. **Award Distribution:** For consultancies with Principal Investigator(s) and Co-Principal Investigator(s), both will be considered, and the award money will be equally distributed. If more than two investigators, 50% of the award will go to the principal investigator, and the remaining 50% will be distributed equally among the other investigators.

**Standard Operating Procedure (SOP) for Qualification Development Award "**Panini Vidya Udbhav Ratna"

**Objective:**

This SOP outlines the process for awarding faculty members and skill instructors involved in the development of new qualifications in emerging areas/sectors for futuristic job roles at level 3 and above at SVSU.

**Eligibility Criteria:**

1. **Eligible Participants:** All faculty/instructors engaged in Qualification Development

2. **Qualification Type:** New qualifications developed in emerging areas/sectors for futuristic job roles at level 3 and above.

**Application and Selection Process:**

1. Nominations for award will be invited by Office of Registrar each year in the month of Dec on prescribed format.
2. Developers submit details of the new qualification developed along with their roles in the development process.
3. **Review and Verification:** A committee constituted by competent authority reviews and verifies the submissions to ensure they meet the criteria

**Award Presentation:**

1. **Award Value:** Certificate and Rs. 25,000 per new qualification developed.
2. **Award Allocation:** In case of collaborative development the award amount will be distributed equally among the faculty members and skill instructors involved in the development.

**Standard Operating Procedure (SOP) for Innovation Award-**Pragyanik Pratibha Samman

**Objective:**

This SOP outlines the procedure for awarding the Innovation Award at SVSU, recognizing faculty, staff, and skill instructors demonstrating outstanding creativity and original thinking in their teaching, projects, or administrative roles.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Recipient:** One Innovation Award per Faculty/ Dept. Faculty/ Staff/ skill Instructors are eligible for the award who have demonstrated outstanding creativity and original thinking in their teaching, projects, or administrative roles

**Nomination and Selection Process:**

1. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
2. Nominations for the Innovation Award are to be submitted by faculty/staff/skill instructors detailing their innovative work
3. A Committee constituted by competent authority will review nominations, assesses documentation, and selects recipients based on the innovation's merit and impact review applications and give time bound decision in 1 month for approval by competent authority considering the following:

   **Innovation Standards:**

- Innovations should showcase high creativity, originality, and the ability to push existing knowledge boundaries.
- Innovations must have a substantial impact on the university, academic community, or society at large. This impact could relate to new teaching methods, administrative efficiency, or solving industry/societal problems.

**Documentation and Evaluation:**

1. **Documentation Requirement:** Faculty/staff/skill instructors must provide comprehensive documentation showcasing the innovation's details, evidence of its impact, and effectiveness.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

**Standard Operating Procedure (SOP) for Student Success Award-Vasishtha Vidyarthi Utkarsh Ratna**

**Objective:**

This SOP outlines the procedure for awarding the Student Success Award at SVSU, acknowledging faculty members' exceptional contributions in supporting, inspiring, and empowering students.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Recipient:** One Student Success Award per Faculty to Faculty for its exceptional contributions in supporting, inspiring, and empowering students

**Nomination and Selection Process:**

1. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
2. **Nomination Submission:** Faculty members submit nominations detailing their contributions and evidence supporting the award criteria.
3. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations based on predefined criteria, considering evidence of students' academic and personal growth due to faculty support and and give time bound decision in 1 month for approval by competent authority considering the following award criteria :

- **Mentoring and Advising:** Demonstrated commitment to mentoring and advising students academically, personally, and professionally, fostering positive relationships and providing guidance and support.
- **Teaching Performance:** Outstanding teaching performance, innovative pedagogical approaches, effectiveness in engaging students, and positive feedback/testimonials from students.
- **Enriching Student Engagement:** Initiatives such as STPs, value-added/skill enhancement courses, workshops, guest sessions, and co-curricular learning to enrich student engagement and learning.
- **Support for Diverse Learners:** Dedication to supporting slow learners and diverse student populations, creating an inclusive and equitable learning environment.
- **Accommodating Diverse Learning Styles:** Implementing strategies to accommodate diverse learning styles and abilities, ensuring accessibility of course materials and resources.
- **Innovative Teaching Methods:** Developing or implementing innovative teaching methods, curricula, or educational technologies.
- **Student Achievement:** Demonstrated commitment to helping students achieve their academic and career goals.
- **Additional Criteria:** Other criteria identified by the competent authority.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

**Standard Operating Procedure (SOP) for Community Engagement and Service Awards- Sushruta Seva Shrestha Samman**

**Objective:**

This SOP outlines the process for recognizing outstanding employee contributions to local or global communities through service, volunteerism, and social impact initiatives at SVSU.

**Award Details :**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** Four Community and Service Awards to all employees for recognizing outstanding employee contributions to local or global communities through service, volunteerism, and social impact initiatives at SVSU

**Nomination and Selection Process:**

1. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
2. **Nomination Submission:** Staff members submit nominations detailing their contributions and evidence supporting the award criteria.
3. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and and give time bound decision in 1 month for approval by competent authority considering the following award criteria:
    - **Tangible Community Impact:** Evidence of tangible and positive impacts on the community or target beneficiaries, with clear documentation illustrating the nominee's actions' difference.
    - **Leadership and Initiative:** Demonstrated leadership in organizing, leading projects, campaigns, or events aimed at community service.
    - **Innovative Solutions:** Innovative approaches to addressing community challenges and finding creative solutions.
    - **Collaborative Partnerships:** Building collaborative partnerships to maximize service efforts' impact with other organizations, community groups, or individuals.
    - **Commitment and Contribution:** Number of hours and level of personal commitment dedicated to community service initiatives.
    - **Advocacy and Awareness:** Efforts in raising awareness, advocating for change, and mobilizing support for critical community issues.
    - **Diversity and Inclusivity:** Involvement with culturally diverse, underserved, or marginalized communities, promoting social equity and inclusivity.
    - **Resource Mobilization:** Fundraising efforts, donations, securing grants, or mobilizing resources for community projects.
    - **Empowerment and Education:** Providing training, education, or skill-building opportunities to community members, empowering them for a better quality of life.
    - **Environmental Initiatives:** Contributions to environmental preservation, sustainability, and eco-friendly community efforts.
    - **Testimonials and Recommendations:** Letters of recommendation and testimonials from community members, organizations, or beneficiaries attesting to the nominee's impact and dedication.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

**Standard Operating Procedure (SOP) for Staff Recognition Award-** "Vasishtha Vikas Ratna"

**Objective:**

This SOP delineates the process for acknowledging and rewarding exceptional contributions, dedication, and achievements of teaching and non-teaching staff who significantly support SVSU's mission, fostering success across the university community.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** Four Staff Recognition Awards for teaching/non teaching employees.

**Nomination and Selection Process:**

1. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
2. **Nomination Submission:** Staff members submit nominations detailing their contributions and evidence supporting the award criteria.
3. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria:
    - **Exceptional Service:** Consistent exceptional service to the university community, students, faculty, and fellow staff members, going beyond expectations to meet their needs.
    - **Leadership and Collaboration:** Demonstrated leadership, teamwork, and collaboration within and across departments to foster a positive and cooperative work environment.
    - **Innovative Contributions:** Contributing to innovative solutions, practices, or processes improving the efficiency and effectiveness of university operations.
    - **Problem-Solving Skills:** Identifying and resolving complex challenges, enhancing university functioning.
    - **Customer Service:** Exhibiting excellence in customer service and client interaction.
    - **Professional Development:** Commitment to ongoing professional growth, acquiring new skills, and fostering colleagues' professional development.
    - **Alignment with University Goals:** Aligning work with the university's mission, values, and strategic goals, contributing to its reputation and success.
    - **Diversity and Inclusion:** Promoting diversity, equity, and inclusion within the university, fostering a diverse and equitable workplace.
    - **Supporting Student Success:** Contributions supporting student success and well-being directly or indirectly.
    - **Other Criteria:** Any additional criteria identified by the competent authority.

**Documentation and Evaluation:**

1. **Documentation Requirement:** Employees must provide comprehensive documentation showcasing the achievement

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

---

**Standard Operating Procedure (SOP) for Skill Instructor of the Year Award-** Gargi Shiksha Prerana Ratna

**Objective:**

This SOP establishes a framework to recognize and honour exceptional skill instructors at SVSU, celebrating their expertise, dedication, and impact on skill development and student success.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** One Skill Instructor of the Year Award per Faculty.

**Nomination and Selection Process:**

4. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
5. **Nomination Submission:** Skill Instructors submit nominations detailing their contributions and evidence supporting the award criteria.
6. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria:
    - **Subject Expertise:** Demonstrated expertise and deep knowledge in the subject or skill they teach/train
    - **Professional Development:** Evidence of ongoing professional development efforts to remain updated in their field.
    - **Instructional Materials:** Development or enhancement of instructional materials and resources that support effective learning.
    - **Qualification Development Support:** Contribution to the development and delivery of qualifications.
    - **Innovative Teaching:** Utilization of technology and innovative tools to enhance skill instruction and engage learners effectively.
    - **Field Influence:** Influence on the field through contributions, projects, research, or best practices related to the skill.

- **Mentorship:** Mentoring and guiding learners to excel in their chosen skill or field.
- **Student Success:** Evidence of student or participant success, such as improved skill acquisition, test scores, or certifications.
- **Other Criteria:** Any additional criteria identified by the competent authority.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

**Standard Operating Procedure (SOP) for Best Mentor Award- Vivekananda Gurushreshta Award**

**Objective:**

This SOP establishes a framework to identify and honour exceptional mentors at SVSU, recognizing their significant positive impact on the personal and professional development of mentees.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** One Best Mentor Award per Faculty to Faculty.

**Nomination and Selection Process:**

7. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
8. **Nomination Submission:** Faculty submit nominations detailing their contributions and evidence supporting the award criteria.
9. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria
    - **Mentorship Experience:** Mentoring a minimum of three mentees in research, consultancy, or program development, with evidence of mentees' personal and professional growth due to the mentor's guidance.
    - **Availability and Support:** Regular availability for meetings, guidance, and support to mentees.
    - **Innovative Mentorship Strategies:** Development and implementation of innovative mentorship strategies and programs.
    - **Tailored Approaches:** Creative approaches addressing the unique needs and challenges of mentees.

- **Inclusivity and Equity:** Promotion of inclusivity and equity in mentoring relationships.
- **Professional Development Impact:** Contributions to mentees' professional development, including career advancement, skill development, and networking opportunities.
- **Testimonials from Mentees:** Testimonials from mentees highlighting the mentor's impact and contributions.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 5000 or discretionary increment, subject to approval by the competent authority

---

**Standard Operating Procedure (SOP) for Best Startup Mentor Award- Dhanvantari Startup Sevak Ratna**

**Objective:**

This SOP aims to recognize and honour exceptional mentors at SVSU who have exhibited outstanding mentorship qualities in guiding and fostering maximum student startup commercial launches.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** One Best Startup Mentor Award per Faculty/Department. All employees are eligible.

**Nomination and Selection Process:**

10. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
11. **Nomination Submission:** Employees submit nominations detailing their contributions and evidence supporting the award criteria.
12. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria:
    - **Student Startup Mentorship:** Exceptional mentorship in guiding and supporting student startups for successful commercial launches.
    - **Number of Mentored Startups:** Mentoring a maximum number of student startups that have successfully launched commercially.
    - **Impact and Success of Startups:** Evidence of mentored startups' success and positive impact on the market or community.
    - **Mentorship Qualities:** Displaying exceptional mentorship qualities, such as guidance, advice, networking, and support provided to startups.

- **Innovative Strategies:** Implementing innovative strategies or approaches in mentoring startups.
- **Mentees' Feedback:** Testimonials or feedback from mentored startups acknowledging the mentor's impact and contributions.

**Award :**

1. Award : Certificate and monetary Award per Faculty of Rs. 10000 or discretionary increment, subject to approval by the competent authority

---

**Standard Operating Procedure (SOP) for Employability Award- Vivekananda Rozgar Udyam Samman"**

**Objective:**

This SOP aims to acknowledge and reward employees or departments at SVSU for their exceptional efforts in ensuring maximum employability of students.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** One Employability Award per Faculty. Individual employee or whole dept. is eligible for award

**Nomination and Selection Process:**

1 Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.

2. **Nomination Submission:** Applicants submit nominations detailing their contributions and evidence supporting the award criteria.
3. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria :
    - **Employability Initiatives:** Implementation of effective strategies or initiatives fostering student employability.
    - **Employment Rates:** Achieving high rates of student employability upon graduation.
    - **Career Preparedness Programs:** Development and implementation of career preparedness programs, workshops, or training sessions.
    - **Industry Collaborations:** Successful collaborations with industries for internships, placements, or skill enhancement programs.

- **Skill Development:** Contributions to enhancing students' skills and competencies in alignment with industry requirements.
- **Career Guidance and Support:** Providing extensive career guidance, counseling, and support to students.
- **Placement Success:** Evidence of students securing placements or internships in reputable organizations.
- **Alumni Feedback:** Positive feedback or testimonials from alumni regarding the impact of employability initiatives.

**Award :**

Award: Certificate and monetary Award per Faculty of Rs. 10000 or discretionary increment, subject to approval by the competent authority. In case of whole dept the award may be equally distribute among all.

---

**Standard Operating Procedure (SOP) for Content Developer Award- Aryabhatta Srijan Samman"**

**Objective:**

This SOP aims to recognize and reward employees at SVSU for their exceptional contributions in developing training materials.

**Award Details:**

1. **Award Frequency:** Bi-annual award presentation.
2. **Number of Awards:** One Content Developer Award per Faculty. Individual Faculty/Skill Instructors or in team are eligible for the award

**Nomination and Selection Process:**

4. Nominations for award will be invited by the office of Registrar each year in the month of June and Dec on prescribed format.
5. **Nomination Submission:** Faculty/ Instructor submit nominations detailing their contributions and evidence supporting the award criteria.
6. **Evaluation and Selection:** A Committee constituted by competent authority will evaluate nominations and give time bound decision in 1 month for approval by competent authority considering the following award criteria:
    - **Training Material Development:** Creation of high-quality, comprehensive, and effective training materials for academic or skill enhancement purposes.
    - **Innovative Content:** Development of innovative content that engages learners and enhances the learning experience.
    - **Alignment with Curriculum:** Contribution to the development of materials aligned with the curriculum or skill enhancement goals.

- **Impact on Learning:** Evidence of the positive impact of developed materials on the learning outcomes of students or participants.
- **Usability and Accessibility:** Ensuring the usability and accessibility of the training materials for diverse learner groups.
- **Adherence to Guidelines:** Compliance with university standards, guidelines, and best practices in content development.
- Any other criteria as identified by competent authority

**Award :**

Award: Certificate and monetary Award per Faculty of Rs. 5000 . In case of team developing the content the award may be equally distribute among all.

**Standard Operating Procedure (SOP) for Lifetime Achievement Award- Vidya Ratna**

**Objective:**

This SOP outlines the process and criteria for nominating and selecting candidates for the Lifetime Achievement Award at SVSU, acknowledging the outstanding contributions and achievements of retiring faculty members.

**Eligibility and Application Process:**

1. **Eligibility Period:** Teachers retiring between October 01 of the current calendar year and September 30 of the following calendar year are eligible.
2. **Application Deadline:** Applications can be submitted until April 30 of the calendar year.
3. **Nomination Process:** Teachers can self-nominate or be nominated by the Chairperson/Director of the Department, Dean of the Faculty, or Dean Academic Affairs.

**Application Requirements:**

1. **Detailed CV:** A comprehensive curriculum vitae depicting the teacher's journey at SVSU, highlighting their contributions to the university's growth and their professional achievements.

**Award :**

1. **Award :** The Lifetime Achievement Award includes Certificate and monetary reward as decided by competent authority

**Standard Operating Procedure (SOP) for Innovation Fund Utilization**

**Objective:**

This SOP outlines the guidelines for the utilization of the Innovation Fund to support faculty/instructors in fostering innovation initiatives at SVSU.

**Fund Allocation:**

1. **Amount:** Rs 500,000 allocated to each Faculty ( SFMSR/SFET/SFA/SFASH)
2. **Duration:** Provided with a block of 2 years or until fully utilized, whichever comes earlier.

**Utilization Areas:**

The Innovation Fund may be utilized for the following purposes:

1. **Prototype Development:** Prototyping and testing innovative concepts or products/solutions addressing industry-based problems.
2. **Intellectual Property Rights (IPR) Grant/Publication:** Support for IPR-related activities or publication of innovative research.
3. **Research Initiatives:** Supporting faculty-led research projects aiming to innovate across various fields.
4. **Entrepreneurial Support:** Providing seed funding for employee startups encouraging real-world application of academic knowledge.
5. **Technology Development:** Investing in technology development projects.
6. **Collaborative Projects:** Supporting interdisciplinary projects between departments, faculties, or external entities to drive innovation.
7. **Sustainability and Green Initiatives:** Projects promoting sustainability, eco-friendly practices, and green technology.

**Application & Approval Process:**

- The dean of the Faculty will invite proposals from regular Faculty/instructors individually or in team throughout the year
- Applicants will submit proposals detailing the intended use of the fund on prescribed format
- A Committee constituted by Dean will review the proposals based on alignment with the fund's objectives and available budget and give time bound decision in 15 days for approval by competent authority
- Funds will be released in accordance to set guidelines developed by competent authority.
- After the completion of the project the principal applicant shall submit the utilisation certificate duly signed by all applicants .

**Standard Operating Procedure (SOP) for Flexi-Research Fund Utilization**

**Objective:**

This SOP delineates guidelines for the utilization of the Flexi-Research Fund, enabling faculty/instructors to engage in impactful research contributing to economic and social impacts at SVSU.

**Fund Allocation and Flexi-Provision:**

1. **Initial Fund:** Rs 50 lakhs, with a provision for a 10% increase every three years based on project completion, publications, prototypes developed, patents, and submissions to external funding agencies by Skill faculty.
2. **Maximum Seed Funding:** Rs 3 lakhs per employee, with a block of 3 years or until fully utilized, whichever is earlier.
3. **Utilization Scope:** Research initiatives creating economic/social impacts.

**Utilization Areas:**

The Flexi-Research Fund may be utilized for the following purposes:

1. **Faculty Research Support:** Financial support for faculty members to conduct and publish research in quality indexed journals/books (SCI, SSCI, AHCI, Scopus , ABDC ,IEEE.WoS).
2. **Conference Participation:** Support for conference participation with publications in quality indexed proceedings (Scopus , SCI, AHCI,SSCI, WoS, IEEE, ABDC).
3. **Intellectual Property Rights (IPR):** Grant support or publication of IPR-related work.
4. **Prototype Development and Collaborative Projects:** Development of prototypes or collaborative projects leading to industry solutions or collaborative publications.
5. **Interdisciplinary Research Initiatives:** Supporting collaborative research across multiple departments or faculties solving industry/societal problems.
6. **Laboratory Infrastructure:** Investing in advanced laboratory equipment and facilities necessary for cutting-edge research.
7. **Long-term Research and Studies:** Providing sustained funding for long-term research or studies requiring continuity and consistency in support.

**Eligibility and Application Process:**

1. **Eligibility:** All regular faculty members/instructors with at least three years of service remaining before the date of superannuation.
2. **Proposal Submission and process :**
    - Proposals will be invited by R&D dept. throughout the year

- Proposals submitted in a prescribed Performa to be evaluated by a standing committee for funding recommendations. and approval by competent authority
- Funding and reporting to be in accordance to set guidelines approved by competent authority

3. **Outcome Expectation:** Recipients are required to publish research work in reputed international/national journals or attain patents or startup commercialization resulting from the funded projects.

**Impact Evaluation:**

1. **Evaluation Criteria:** The impact of the amount spent through the fund or the efforts made will be examined by the competent authority.

**Standard Operating Procedure (SOP) for Flexi working Hours**

**Objective:**

This SOP outlines the guidelines for providing temporary flexible working hours to faculty/staff/instructors at SVSU, ensuring operational flexibility while adhering to regulatory requirements.

**Eligibility and Flexi Hour Criteria:**

1. All employees of SVSU are eligible to avail flexi working hours
2. **Provision:** Flexibility will be temporary and duration may be decided by Faculty/Dept
3. **Frequency and duration:** Employees can avail flexibility for a maximum of 4 times per month or as decided by the approving authority.

**Approval Process:**

1. **Request Submission:** Employees seeking flexibility submit requests to the Chairperson/Dean or Department Head specifying the reason and duration.
2. **Assessment:** The approving authority assesses the request's necessity, considering operational requirements and the minimum weekly working hours.
3. **Approval:** Upon approval, employees can utilize flexible hours while ensuring coverage of the minimum working hours per week.

**Operational Guidelines:**

1. **Limitations:** Flexibility cannot be availed between 10 am - 3 pm, ensuring essential availability during core hours.
2. **Attendance Monitoring:** Departments utilize biometric/manual attendance registers to monitor flexi-hour utilization.

**Standard Operating Procedure (SOP) for Five-Day Work Week Implementation**

**Objective:**

This SOP aims to establish guidelines for the implementation of a five-day workweek at SVSU, ensuring a balance between work efficiency and employee well-being.

**5 Days a week Provision:**

The provision is as follows:

Number of weeks: 5-days a week pattern

| Categorization | Weeks in a Year |
|---|---|
| Teaching and Learning Process | 36 (180 days) weeks |
| Admissions, Examinations, and preparation for Examination | 8 |
| Vacations | 6 |
| Public Holidays (to increase and adjust teaching days accordingly) | 2 |

**Work Schedule and Categories:**

1. **Annual Calendar:**
    - Teaching and Learning Process: 36 weeks (180 days) dedicated to teaching and academic activities.
    - Admissions, Examinations, and preparation: 8 weeks.
    - Vacation Periods: 6 weeks.
    - Public Holidays: 2 weeks.
2. **Vacation Adjustment and Earned Leave:**
    - In lieu of Curtailing vacations by 2 weeks (from 6 weeks to 4 weeks) for work requirements employee may be credited with 1/3 rd of the period as earned leave by competent authority
    - Employees not availing full vacations shall be credited with 1/3rd of the period of vacation not availed ,as earned leave proportionately by competent authority. Establishment dept. to keep a record.

**Weekend Academic Activities and Flexibility:**

1. **Weekend Academic Engagements:**

- In case of faculty/instructor/staff involved in OJT / Project /STP /RPL and other academic activity during weekend in a 5-day week working.The Skill Faculty/Department need to make necessary 5-day work arrangement for such employees . The concerned faculty/instructor/staff need to get an approval for the same from respective Chairperson/Dean or Dept. HeadApproval required from respective Chairperson/Dean or Dept. Head for the adjusted work arrangement.

2. **Flexibility in Vacation Timing:**

    - Provision for employees to apply for flexible vacation timings based on their work needs and departmental approval.

**Standard Operating Procedure (SOP) for Hiring Teaching Assistants/Academic Associates**

**Objective:**

This SOP outlines the process for departments to request and hire Teaching Assistants/Academic Associates, delineating their functions, duration, and compensation at SVSU.

**Hiring Criteria:**

1. All academic Dept/Faculties at SVSU are eligible to hire
2. **Sanction Limit:** The number of hires ( Teaching Assistants/Academic Associates) will be limited to 10% of the Departmental revenue
3. **Duration:** Contractual appointments for one year initially, renewable annually up to a maximum of two years based on performance.
4. **Work Hours:** Involvement of 15 hours per week with a monthly rate of assistantship set at Rs. 25,000. which may be reviewed every 2 years.
5. **Qualfication-**

    - Master's degree in related field
    - Candidates with Industry experience / Research experience / Research scholars at SVSU will be preferred.
    - **Upper age limit**: 45 years

**Function of AA/AA:**

Teaching Assistant/Academic Associate (TA/AA)

1. **Function:** Teaching Assistant/Academic Associates shall assist the faculty in research, preparing qualifications, course outline, identifying and collecting reading materials (from libraries and other sources), developing teaching notes, grading of class

participation, grading of quizzes, examinations, assignments, invigilation, lab sessions, assignments and their evaluation etc along with delivery in tutorials, short terms programs, arranging for exams/quizzes, distribution of course materials and perform any other related activities of the Institute.

**Approval and Renewal Process:**

1. **Request Submission:** Departments raise requests to hire Teaching Assistants/Academic Associates to competent authority through their respective HoD/Deans in the beginning of semester each year.
2. **Sanction Approval:** Departments receive sanction approval from the competent authority based on the outlined criteria and necessity.
3. **Performance Review:** Performance evaluations by HoD conducted annually to determine contract renewals.
4. **Renewal Basis:** Renewals contingent on satisfactory performance and departmental requirements.

**Reporting and Oversight:**

1. **Documentation:** Establishment to maintain records of hires, contracts, and performance evaluations for review and compliance.
2. **Oversight:** Departments oversee the activities of Teaching Assistants/Academic Associates to ensure adherence to assigned tasks and contractual obligations.

---

**Standard Operating Procedure (SOP) for Onboarding Student Interns**

**Objective:**

This SOP outlines the procedure for onboarding student interns at SVSU to support various administrative, academic, and skill development activities within departments.

**Intern Onboarding Criteria Duration and Compensation:**

1. All academic Dept/Faculties at SVSU are eligible to hire
2. Request Submission: Departments raise requests to hire Teaching Assistants/Academic Associates to their respective deans/ dept Heads
3. **Intern Numbers:** Two student interns per department aimed at fostering a skill-oriented environment and enhancing employee engagement.
4. **Qualification :** Each Department may identify their own qualification for the interns
5. **Scope of Work:** The interns will assist in diverse administrative, academic, and skill-based tasks listed in the provided content.

6. **Duration:** Internships require a minimum commitment of 200 hours, typically at least 10 hours per week during the semester.
7. **Compensation:** The monthly rate of internship is set at Rs. 3,000. Which may be revised after a period of 2 years.

**Onboarding Process:**

1. **Internship Requirements:** Respective departments submit internship requirements to the competent authority.
2. **Selection Panel:** Competent authority constitutes a Departmental level panel to select student interns based on the submitted requirements.
3. **Intern Tasks and Responsibilities:** Assign specific tasks aligned with the intern's skills and departmental needs, as listed in the provided content.

**Internship Scope and Activities:**

The interns will engage in a variety of tasks including but not limited to:

- Administrative support
- Event planning and coordination
- Designing prospectuses and brochures
- Community outreach support
- Social media marketing
- Technological support for office operations
- Library assistance and cataloging
- Career-building activities
- Assistance in internship/placement activities
- Lab/workshop support
- Assisting in arranging industrial tours, sports activities, and qualification development
- Social immersion and special/collaborative projects

**Oversight and Evaluation:**

1. **Supervision:** Departments oversee intern activities to ensure tasks are completed as per requirements.
2. **Performance Evaluation:** Departments conduct evaluations to assess intern performance and contribution.

**Standard Operating Procedure (SOP) for Learning Environment Allowance**

**Objective:**

This SOP outlines the process for providing an annual allowance of Rs. 5000 per faculty member at SVSU to enhance the learning environment by purchasing/subscribing to books, magazines, simulations, journals, and other reading materials.

**Eligibility Criteria and utilisation :**

1. **Eligibility:** All faculty members are eligible to claim the allowance based on actual expenses for learning materials.
2. **Allowance Amount:** Rs. 5000 per faculty member annually.
3. **Expense Categories:** Allowable expenses include books, magazines, simulations, journals, and other relevant reading materials that contribute to enhancing the learning environment.

**Process:**

1. Faculty will take prior approval from competent authority before incurring expenses.
2. **Expense Submission:** Faculty members submit expense claims for the purchased/subscribed learning materials along with relevant receipts or documentation to accounts dept.
3. **Verification and Approval:** Claims are reviewed and verified to ensure compliance with allowable expense categories by accounts dept.
4. **Reimbursement:** Approved expenses are reimbursed up to the maximum allowance amount of Rs. 5000 per faculty member.

---

---

**Standard Operating Procedure (SOP) for Flexibility in Adjunct Faculty Roles**

**Objective:**

This SOP outlines the process for providing flexibility for existing employees to serve as adjunct faculty members , facilitating collaboration and leveraging internal expertise.

**Eligibility and Process:**

1. **Eligibility:** Regular employees with expertise in relevant fields and a minimum service period of 5 years .
2. **Request Submission:** Interested employees submit a formal request to their department head or Dean, detailing their intention to serve as adjunct faculty.

**Approval and Criteria:**

1. **Review Committee:** A committee formed by competent evaluates the requests.
2. **Evaluation Criteria:** Assessing the employee's qualifications, expertise, workload, and the potential impact on their primary role within the university.

3. **Approval Decision:** The committee approves requests based on alignment with departmental needs, expertise relevance, and available resources.

**Roles and Responsibilities:**

1. **Adjunct Faculty Obligations:** Clarify the responsibilities, expectations, and commitments for such faculty members, outlining teaching load, course delivery, office hours, and assessment duties.
2. **Primary Employment Priority:** Ensure the primary employment obligations are prioritized, and adjunct roles do not compromise regular duties and responsibilities.
3. **Term and Renewal:** Specify the duration of the adjunct role and the process for renewal or termination based on departmental needs.

**Standard Operating Procedure (SOP) for Production link Incentives in Labs**

**Objective:**

This SOP aims to establish a structured approach for providing incentives to employees contributing to revenue generation through labs at SVSU.

**Eligibility Criteria:**

1. **Eligible Employees:** Employees directly involved in labs or production-linked activities contributing to revenue.
2. **Performance Threshold:** Employees must meet or exceed predetermined performance benchmarks linked to revenue generation.

**Incentive Structure and process :**

1. **Determining Incentives:** A committee formed by competent authority to review the production order and revenue generation . The committee to propose the production link incentives to employees associated along with other requirements like timelines of production, audits etc for approval by competent authority,

**Standard Operating Procedure (SOP) for Exit Interviews and Biannual Employee Surveys**

**Objective:**

This SOP aims to establish a systematic process for conducting exit interviews and biannual surveys to gather employee insights, improve retention practices, and enhance job satisfaction at SVSU.

**Exit Interviews:**

1. **Exit Interview Process: Competent authority:**
    - Conduct exit interviews with faculty/Instructors /staff voluntarily leaving SVSU.
    - Schedule exit interviews preferably within two weeks before their departure.
    - Ensure confidentiality and a non-confrontational environment during interviews.
2. **Interview Content: Competent authority:**
    - Gather feedback on the reasons for leaving, job satisfaction, work environment, support received, and suggestions for improvement.
    - Focus on constructive feedback to identify areas for enhancement and retention strategies.
3. **Interview Analysis and Action:**
    - Analyze interview data systematically to identify common themes and concerns.
    - Document findings and share actionable insights with relevant departments for improvement.

**Biannual Employee Surveys:**

1. **Survey Design and Distribution: Competent Authority:**
    - Design comprehensive surveys capturing job satisfaction, expectations, workplace environment, and support mechanisms.
    - Distribute surveys biannually to all faculty/Instructors/Staff anonymously to encourage honest feedback.
2. **Data Collection and Analysis:**
    - Collect and collate survey responses using secure and confidential mechanisms.
    - Analyze survey data to identify trends, areas of improvement, and satisfaction levels.
3. **Actionable Insights and Follow-up:**
    - Share survey findings with respective departments, emphasizing areas needing attention or improvement.
    - Initiate action plans based on survey results, focusing on addressing concerns raised by employees.

**Review and Implementation:**

1. **Regular Review:**
    - Periodically review the effectiveness of implemented changes based on exit interview and survey feedback.

Dr Samarth Singh, Convener