

Faculty Handbook 2024



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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Preface

Esteemed faculty members! As stewards of knowledge and mentors to future generations, you play a pivotal role in shaping the intellectual landscape of our institution. Whether you are a full time educator or a newcomer to our campus, this handbook aims to support you in your pursuit of excellence in teaching, research, and service. This comprehensive guide is designed to serve as a compass, providing faculty members with the essential information, policies, and resources necessary to navigate their roles effectively within our academic community.

At the heart of our institution lies a commitment to fostering a culture of collaboration, innovation, and academic rigor. As such, this handbook reflects our shared values and aspirations, serving as a testament to our dedication to supporting faculty members in their professional endeavors. We encourage you to familiarize yourself with the contents of this handbook and utilize it as a reference tool throughout your tenure.

We extend our sincere gratitude to the faculty members who have contributed their expertise and insights to the development of this handbook. It is our hope that it will serve as a valuable resource and guide, empowering you to excel in your roles and make meaningful contributions to our shared mission of academic excellence.

Warm regards,

Prof. (Dr.) Umakanta Dash

Principal

From the Principal's Desk

Dear Faculty members,

I extend a warm welcome to all of you as we embark on another academic year filled with promise and opportunities for growth. It is with great pride that I address you, knowing that each one of you plays a pivotal role in shaping the future of our students and our institution.

As educators, you hold the power to inspire, guide, and empower young minds. Your dedication, passion, and commitment to excellence are the cornerstones of our educational success. Let us strive to create an environment that fosters intellectual curiosity, critical thinking, and lifelong learning.

In this handbook, you will find valuable resources, policies, and guidelines designed to support you in your professional endeavors. I encourage you to familiarize yourselves with its contents and reach out to the appropriate channels if you require further assistance or clarification.

As we navigate the challenges and triumphs that lie ahead, let us remember the profound impact we have on the lives of our students. Let us approach each day with enthusiasm, empathy, and a shared sense of purpose, knowing that our collective efforts contribute to the holistic development of every individual under our care.

Thank you for your unwavering dedication to our students and our mission. Together, we will continue to uphold the values of excellence, integrity, and inclusivity that define our institution.

Wishing you a fulfilling and successful academic year ahead.

Warm regards,

Prof. (Dr.) Umakanta Dash

Principal

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About Srusti

Srusti Academy of Management, one of the favorite destinations of Students for Management Education is strategically located in the Institutional area of Bhubaneswar city, surrounded by Institutes and organizations like CIPET, CTTC, INFOSYS, TCS, KIIT, etc. Established in the year 2003 under the aegis of Navodaya Trust with the mission of providing quality education in the field of Management and research, Srusti Academy of Management is one of the fastest growing Management Institution in Eastern India. The Institute offers 02 years full time MBA & 02 years full time MCA programmes, approved by All India Council for Technical Education (AICTE) under ministry of HRD, Govt. of India, New Delhi and Affiliated to Biju Patnaik University of Technology (BPUT), Rourkela. Rubbing shoulders with some well established Business and IT Institutes, Srusti has carved a niche for itself in the corporate sphere.

The Institute has modern Infrastructure and sophisticated technology support for teaching. The Institute is equipped with Wi-fi campus with 500 MBPS Jetpack broadband connectivity, most advanced fully networked state-of-the-art Computer Centre with latest Dual core IBM work stations with licensed software, state-of-the-art multimedia lecture theaters with roof mounted X VGA LCD Projection Systems, Digital Library with rich collection of books, national and international journals which provide a pleasant learning environment. The Institute also **publishes a Bi-annual Journal of Management and IT titled “Srusti Management Review”**, widely circulated in Industry and Academic circle. The institute has the distinction of being the first B-School from Odisha to be accredited with ‘A’ grade (CGPA 3.22 on a 4 point scale in 1st cycle and CGPA 3.33 on a 4 point scale in 2nd cycle) by NAAC (National Assessment and Accreditation Council).

This Institute is an institutional member of various Associations and professional bodies like All India Management Association(AIMA) and Association of Indian Management Schools (AIMS), Indian Society for Training and Development (ISTD) to mention a few.

The Institute is rated as **“A” category B-School** through a pan India survey conducted by **BUSINESS INDIA** and Indian Management-The Journal of **All India Management Association (AIMA)**. It steadily ranked higher amongst the B-Schools by various credible ranking agencies and recently declared as the Excellent Business School in Odisha by CMAI, New Delhi.

The Institute conducts National and International Seminars, Management Development Programmes (MDP), Faculty Development Programmes (FDP), Entrepreneurship Development Programmes (EDP) and also undertakes sponsored research Projects and Consultancy in the field of Management in frequent intervals.

The Institute also undertakes various social activities like Road Show on AIDS awareness, Road Safety, Malaria eradication, plantation programmes etc as part of its Institutional Social responsibility.

Our Students have been placed in reputed organizations like RAMCO Cements, Berger Paints, Annapurna Microfinance, Mannapuram Finance, Ceasefire Industries Ltd, Jaro Education, Asian Heart Institute, Justdial, ESAF Bank, Pantaloons, Reliance Ajo, ICICI Prudential, People's Forum, Uday Solutions, Global Data, TCI Express, ICICI Bank, Byju's, Axis Bank, Sundaram Finance, Godrej and more. Srusti Academy of Management gracefully hosted many first-time recruiters including Bluestone, ICICI Lombard, IIFL-Samasta, Bankbazaar, Kansai Nerolac, Oxyzen express, Bandhan Bank, Savex Technologies, Intellipaat, Geetanjali Homestate, Archidply, DCB Bank, Paperpedia, Anandita Finance, Kent RO, Alliant Technology, Ingenuity Information, SA Intellect, Tech Mahindra, Portea, Sharekhan, Niva Bupa, Integrated Resources, Jana Small Finance Bank, Printlink, Tresvista, Practo and more.

1. Vision

To be a global center of excellence in Management and IT education, nurturing entrepreneurship and business acumen to propel sustainable development for building a just and accountable society committed to nation-building.

2. Mission

- To develop professionals in diverse fields of Management and Information Technology.
- To accelerate innovation in learning and teaching.
- To provide a conducive ecosystem for multi disciplinary thinking, action and, research leading to academic excellence.
- To instill entrepreneurial mindset among the students.
- To create leaders who serve and contribute to society and nation building.

3. Core Values

Srusti Academy of Management (Autonomous) values and prioritizes its stake holders as they have been an integral part of the institutional strengthening process. The reposes its trust and shows its heartfelt gratitude and indebtedness to all the stake holders which include partners, clients, employees, parent / student community, and external stake holders etc. Besides it swiftly addresses all the grievances within a short span of time. Srusti has been continuously trying its best for effective service delivery in management and IT education, innovation and improved communication.

It believes in maintaining business ethics, and moral while entrusting assignments to its various stake holders. For this, the institute follows some core values and principles such as

- Trust
- Innovation
- Excellence
- Commitment
- Interconnectedness
- Sustainability

4. Quality Policy

Srusti Academy of Management (Autonomous) is

- Srusti Academy of Management (Autonomous) is committed to quality education-the quality of academically demanding regimen for the cause of holistic growth of students.
- Srusti Academy of Management (Autonomous) shall strive to impart management & computer education to prepare future business leaders & computer professionals in such a manner so as to accomplish satisfaction of students, parents, employers and the society.
- Srusti Academy of Management (Autonomous) shall strive for continual improvement in knowledge delivery system.

5. Duties and Responsibilities of the Faculty Members

5.1 General Conditions of Offer of Appointment

a) **Nature of Appointment:**

The appointee will be placed under probation for a period of 1 year from the date of joining and can be further extended subject to satisfactory performance. During the period of service, the Appointing Authority reserves the right to terminate the service at any time without assigning any reason thereof by serving one month notice or one month salary in lieu thereof.

b) **Salary Security:**

One month salary.

c) **Resignation from Service:**

- Resignation of faculty members having teaching assignment is not acceptable when the semester is in progress.
- Whenever he/she opts to leave the institution, he/she is required to serve at least 1-month advance notice in writing or deposit an equal amount of salary in lieu thereof. However, he/she cannot leave the institution in the middle of the session as it will hamper the academic activity of the institute.
- Letter of resignation should be accompanied with a) No dues clearance b) Charge Handover report.
- Submission of resignation through email is not acceptable. In such cases, neither relieve order nor shall experience/salary certificate be issued. Salary deductions (if any) also shall not be released for faculties submitting resignation through mail.

d) **Termination from the Service:**

- i. During your probation period and after confirmation in the post, your appointment may be terminated by the Management by serving 30 days prior notice or giving salary in lieu thereof. If you will make yourself liable to face termination on the ground of misconduct/disobedience of orders/ violation of service agreement and the termination will be treated as voluntary withdraw from service. In such case issue of prior notice/giving salary in lieu thereof by Authority will not be applicable.
- ii. We shall have to abide by all the clauses of code of conduct rule, issued time to time. Notwithstanding anything in this appointment letter, if at, any time your involvement is found and you are faced to be guilty of dishonesty, negligence, indiscipline or of any other conduct considered by the institution as detrimental to its interest, your service is liable to be terminated without notice or without payment of notice period.

e) **Separation:**

On acceptance of the resignation/issuance of termination letter the employee shall hand over all the correspondences, books, documents, official records, visiting card, diary etc. before his/her final exit & shall not retain any copies of the above documents. Any other physical asset of this organization, like furniture, vehicle and office equipments (if any) will also be handed over to our Store In charge & submit the clearance certificate before leaving the organization

All promotional cases of all categories in accordance with promotion rules prescribed by AICTE under CAS.

5.2 Additional benefits

- a. **Increment:** Annual increment as per the scale of pay subject to performance and approval of management.
- b. **Special Incentive:** Faculty members conducting MDP & taking up training, project & consultancy works on their own, shall be paid special incentive as decided by the management from time to time.
- c. **Leave:** As per approved leave rules of the Institute.
- d. **EPF:** As per EPF rules of Govt. of India.

5.3 General Terms & Conditions of Service

- a. Unless in any case it is distinctly provided, the whole time of an employee is at the disposal of the Management. He/ She can be employed in any other allied job with due permission from the authority but without any additional remuneration.
- b. The Management may transfer the service from one post to another as and when required related to academic / academic administration.

- c. The Management at its discretion may depute / transfer the job of an employee to other places if required.
- d. The faculty members shall have to faithfully serve the organization, obey its lawful commands, keep its secrets diligently and carefully learn to perform such duties as assigned during the period of employment
- e. The faculty members shall keep confidentiality of all processes of academics, policies and information of the Institution that he/she comes to know of during the term of his/her appointment and shall not divulge either in verbal or writing or in any other form to anyone.
- f. **Duties of faculty members (Regular / Adhoc)**
 - i) All faculty members shall have to remain present for at least 8 hours in the Institute with half an hour lunch break. The working hours shall be 10 AM to 6 PM.
 - ii) All categories of faculty members shall have to perform academic and other Institutional academic work for at least 42 hours per week, the distribution is as follows:
Academic duty – up to 16 hours, Exam./Evaluation duty – actual hours, Institutional Development duty – balance hours, ***Research/Library** & Self Study – 12 hours (*5 + 7 hours), Meetings – actual hours, Outside Visit - actual hours, Miscellaneous duty - actual hours

Note:

- A. **Teaching Objective means** being a professional post graduate Institute, the prime objective of faculty members is to develop conceptual clarity on subjects and mentoring to develop a proactive professional adhering to simple practices within human values. Further to develop quality teaching, contents have to be developed after referring to latest magazines, journals and internet resources in addition to reference books and practical information. **Teaching hours means** actual hours of teaching.
- B. **Evaluation means** actual time required to complete evaluation.
- C. **Self Preparation/ Self Development:**
Preparing lesson plan/course material for teaching, collecting course materials from referred journals/reference books, writing research articles etc. For self preparation/self development faculty members can utilize Institutes resources beyond their stipulated duty hours.

D. Institute development jobs:

The duties of the faculties other than the above which will be useful for all round growth of the Institute and promotion of brand value will be treated as Institutional development jobs. The Management expects the following nature of duties from different cadre of faculties in the Institution.

D.1 Institute development jobs for Professors / Associate Professor:

- D.1.1 To develop innovative teaching methodology and management practice system.
- D.1.2 To guide Asst. Professors in developing rules & procedures for the different processes of the Institute.
- D.1.3 To organize FDP, MDP & Training Programme by their own effort with substantial benefit to the Institution.
- D.1.4 Any other work with the approval of Management in the interest of the Institution.
- D.1.5 Any other work assigned by the Institution from time to time.

D.2. Institute development jobs for Asst Professor (Sr.Grade):

- D.2.1 To prepare guidelines for the Institution Management processes looking into different needs.
- D.2.2. To prepare relevant case studies/case lets, which will be useful for the students, faculty members and other stake holders.
- D.2.3. To organize FDP, MDP & Training Programme by their own effort with substantial benefit to the Institution.
- D.2.4. Any other work with the approval of the Management in the interest of the Institution.
- D.2.5. Any other work assigned by the Institution from time to time.

D.3 Institute development jobs for Asst. Professor:

- D.3.1. To prepare quality course material.
- D.3.2. To prepare relevant case studies/case lets, which will be useful for the students, faculty members and other stake holder
- D.3.3. Provide cooperation in organizing different extracurricular & co-curricular activities.
- D.3.4. To assist Professors & Asst. Professors in Institution developmental works.
- D.3.5. Any other work with the approval of the Management in the interest of the Institution.
- D.3.6. Any other work assigned by the Institution from time to time.

- i. The faculty members are advised to prepare their work plan and work accordingly.
- ii. The faculty members are once again advised to think differently and work unitedly for intellectual growth of the Institute. As far as any academic Institution is concerned, the students' interest are supreme and the Management will not compromise on any lapses on the part of the faculty members who are supposed to give full justice to their position in achieving Institutional objectives.
- iii. The faculty's position in this Institute is a whole time employment and he/she shall devote the time exclusively for the Institute. Faculty shall not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in another trade or business during the employment in this Institute without prior permission of the Management.
- iv. The faculty members will not transact any business on behalf of the Institute with any of their relative without explicit permission of the Management.
- v. It is the policy of the Institute not to accept favors', gifts, hospitality or any other pecuniary advantage from any person having official dealings with the Institute including students, suppliers, vendors, fabricators service providers etc.
- vi. The faculty members shall have to teach as per instruction and requirement of the Institute.
- vii. The faculty members shall have to perform all the duties related to examination such as setting of questions, conduct of examinations, invigilation duty, evaluation, tabulation and all such activities related to the examination.
- viii. The faculty members shall have to work as guide and counselor for the students for conduct of seminar, assignment and project.
- ix. The faculty members shall have to act as guide/ mentor/ proctor of students in all curricular, co-curricular and extra-curricular activities like regular study, library study, internet study and different academic and cultural functions of the Institute. They need to counsel the students and take suitable action to resolve all kinds of grievance received from the students time to time and also motivate and advise them for overall personality growth and career advancement.

- x. The faculty members shall have to perform other administrative, co-curricular and Institutional development jobs as and when required.
 - xi. The faculty members shall have to perform the duties assigned to them by the Principal/ Dean/ Director and other authorities.
 - xii. The faculty members shall have to obey the decision, policies guidelines and procedures to execute different jobs as and when entrusted to them related to academics & academic administration.
 - xiii. The faculty members shall be solely responsible for any mismanagement / non-conduct of academic activities assigned to them.
 - (xiv) The faculty members shall keep harmonious relation with students and other staffs of the Institution.
 - (xv) The faculty members shall have to behave with the colleagues and superior in a dignified manner, which shall reflect love, respect and individual dignity by ensuring good working relationship and the ethics of a teaching learning organization.
- e) **Dress Code:** The dress code for the faculty members is:
- i) Ladies: Saree (preferably cotton) and shoe/sandals, chappals
 - ii) Gents: Pant, Shirt with Ties & Full Shoes.
- * Wearing ties is compulsory throughout the year & optional during March to June.**

5.4 Role of a Faculty

5.4.1 As Teacher

The Faculty members are considered to be the most important stakeholders and vital assets for any Academic Institute of repute. They are the role model for the students and the key person for the student development and their overall progress so that they will have a positive attitude in and outside of the class. Thus, it is very important for the faculty to groom himself/herself in such a manner so that he or she will be true role model for the students. Keeping in view of all these, certain responsibilities can be carried out by the faculty members. Those are

- Timely Arrival to the College with proper Dress Code as defined.
- Cordial Behaviour with the students and staff.
- Maintaining Proper Discipline.
- To enter and leave the class on time.
- Teaching in Simple English

- Implementation of Lesson Plan: Discussion of University questions ,using of caselets, video clippings, role plays, stories, newspaper reference, student presentation as per planning(Approved by HOD)
- Submission of qualitative Academic Instruments in scheduled time.
- Covering up the syllabus well before the University Examination and as per the Academic Calendar.
- Evaluate the Answer script with utmost care & sincerity.
- Arrangement of Internal Seminar or Corporate Talk

5.4.2 As Facilitator:

As a facilitator in Post Graduate level, the faculty is expected to facilitate the process of learning by reorienting the delivery process, making it learner-oriented. For example, while conducting a class, a teacher may give ample opportunities to students to interact with the teacher or conduct a small quiz for 10 minutes so as to ensure that learners have been able to grasp the given input with relative ease and they do not leave the class with doubts in their mind.

5.4.3. As Researcher:

As a researcher the faculty is expected to take up research and participate in events like conferences, seminars and workshops and share his/her research experiences or knowledge. He/She should engage in some form of intellectual enquiry that demands a significant portion of their time and energy and should also be valued as research. Subsequently, a faculty should also ensure that the research undertaken qualifies for publication in referred journals. A faculty shall undertake industry study to know better the present happenings & practices of corporate houses/industry. The outcome of the visit can be used to develop a case let which can be used in the class room. A faculty must enroll and complete Ph.D in his / her area for better enrichment of knowledge.

5.4.4. Industry Study(Experiential Learning):

- Faculty members are assigned as Guide for the industry studies which are to be undertaken by the students of 1st year MBA.
- Faculty Guides have to identify some relevant topics, from their respective functional areas which are in practice in the corporate for validation. Once those topics are validated and approved, the faculty members will guide the students for the successful completion of the project.
- After the completion of the study, the report will be evaluated by a team of faculty members as per the performance of the student in presentation. The Industry study shall be evaluated on the basis of following parameters:

- Objective of the Study 10 points
- Conceptual clarity & analysis 10 points
- Observation and findings 10 points
- Presentation 10 points

5.4.5 Summer Internship Programme (SIP):

- The Faculty will act as Internal Guide for the students in their respective specialization area during the Summer Training.
- The faculty guide needs to have continuous touch with the company and monitor the progress of the intern and shall have to collect two feedback from him/her during the entire course of SIP.
- The faculty guide shall be responsible for the successful completion of the SIP of his/her interns as per the instructions/ rules/ guidelines of the University as well as the College.
- After the submission of the report, the faculty guide shall evaluate the report as per the instruction of the university through presentation and viva voce on the related topic along with External Expert.

5.5.6 Proctorial System:

Student Mentoring Programme Guideline

Faculty In charge: -----

Guidelines for the Proctor

The objective of Proctorial system is to take charge of a small group of students for their all-round development. The proctors are supposed to counsel, monitor and hand hold their proctees for their overall development and ensure

- Good attitude/professional skills
- Regular attendance of students in training class
- Participation in various activities
- Address any other problem / concern of the student.

The proctors are expected to counsel and extend guidance to the students on the above mentioned areas and establish at the end of assessment that there has been significant improvement in the above areas **The proctors shall be provided with the details of each students in terms of their class attendance, performance in internal exams, semester results, training attendance, and participation in co-curricular and extracurricular activities from academic & examination AO.**

The following **05 areas** of guidance listed below are only indicative, but not exhaustive. The proctors concerned can provide guidance in other areas keeping view of the need of the student

(which varies depending on the standard of the student) with the overall objective of enhancement of his/her standard.

a) Presentation Skill:

To guide and encourage the students to read reputed journals, magazines and daily news papers to acquire peripheral subject knowledge and current trends of professional practices. To counsel the student to develop better attitude towards professional requirement.

b) IT Skills:

To guide the student to acquire minimum computational knowledge in Ms office and internet skill. Students must be able to browse suitable websites related to academics, Training and placement and well conversant on e-mail and e-blogings. They must counsel the students to domain connected with Facebook & LinkedIn.

c) Proactive participation for training & Placement:

To guide the students to actively participate in different training programmes and placement activities organized by the Institutions from time to time. This training programmes would not only increase their employability but also make them fit in a globally competitive environment. Proctors shall pass on placement related information to the proctees to appear the on and off campus interview during 3rd and 4th semester.

d) Exploring Talent:

To explore the hidden talent of the student in the field of Co-Curricular and Extra-Curricular field and provide necessary support facility through the Institution for their holistic development.

e) Improving CA/BA:

To encourage and guide the students to read business news papers, magazines, journals and watch news channels regularly.

Proctorial Management System

1. The **Proctorial** System of counseling for the 1st semester students (MBA/IMBA) shall be administered through a “Double Feedback” mechanism.
2. The Proctors shall be provided with a Proctorial Counseling sheet to identify the issue if any.
3. There will be two phases of the Feedback System. The first counseling session will be conducted after one month of class commencement. The succeeding Tuesday will be notified to the students to meet their respective Proctors for counseling session.
4. The session will start from 2:15pm and continue till 4:15pm.
5. The Proctors are required to prepare their counseling report with suggestions and submit the report or mail it to the Chief Mentor.

6. Subsequently, on the next day, there will be a discussion between all the proctors and Chief Mentor from 4:30pm -5:30pm on visible issues of proctorial counseling and decide on the action plan. Chief Mentor shall assign duties to the proctors for effective counseling of the proctees.
7. The second proctorial counseling will be conducted after two months and simultaneously the actions taken in the 1st counseling session is to be observed and monitored.
8. Proctorial group is to be notified along with the name of “Proctor” and time table of 1st semester which will continue till the end of 2nd semester. Proctors may be replaced in case a faculty resigns from his / her service.
 - ii. For 3rd and 4th semester SIP internal guides shall act as proctors.
 - iii. Proctors shall maintain the detail records of counseling and its impact.

Process of Proctorial Management System (PMS)

- STEP 1:** Proctors to be identified for all students at the beginning of Academic Session.
- STEP 2:** Students to be identified and grouped under each proctor.
- STEP 3:** Office order to be circulated among all proctor (list of students enclosed)
- Proctorial list to be displayed on the notice board
 - Proctorial guidelines to be distributed to the proctors
 - Proctorial calendar to be distributed among the proctors
- STEP 4:** Proctorial session as per the guidelines to be allotted
- STEP 5:** Proctorial counseling to individual students on the allotted date
- STEP 6:** Submission of the proctorial counseling sheet to faculty in charge of proctorial activities
- STEP 7:** Review of the proctorial counseling sheets, compilation and preparation of a summary report along with recommended actions by individual proctors shall be given and mailed to the chief mentor
- STEP 8:** Brainstorming session of proctors shall be held by the chief mentor on the visible issues.
- STEP 9:** Action to be taken for implementation.

The effectiveness of a successful proctorial system rests on the very principle of mutual trust and transparency between the Procter and proctee cutting all barriers of time and space. The spirit behind any system is more important than the letter through which the system is explained. Proctorial system is no exception. While attempts have been made to give a framework for standardized operationalization of the system, any innovative way of proctoring with the ultimate objective in mind is most welcome. Having as many rounds of counseling over and above the

minimum prescribed two and having more frequent proctorial interactions with the proctee should be the motto.

Suggestion for Improvement in the System:

Suggestions and feedback are invited from all faculty members for further improvement in the system and after getting the suggestions, necessary modifications may be made for future use.

5.5.7 In Institution Building:

Besides teaching, a faculty can play a significant role in Institution building by engaging and contributing his/her own efforts in the areas like admissions process, training and placement assistance, organizing / hosting events such as conferences, seminars and workshops, FDP, MDP events related to Institutional social responsibility etc. (such as environmental campaigns, blood donation camps etc). The followings are the Institutional building activities where the faculties are expected to act and involve themselves.

5.5.8 In Admission:

A faculty has to play multi disciplinary role apart from teaching assignment. As everybody knows students strength is the backbone of an Institute. A faculty has to develop certain strategy to attract quality students. He needs to counsel, motivate, and share quality information about the need of education, service provided by Institute, quality of placement, mentoring facility, and all other facilities to create a positive impression which will ultimately have impact on Institution building process.

5.5.9 In Training:

The role of the faculty should not be limited to only teaching and imparting knowledge on the subject, rather he or she should also act as a trainer and motivator for the students to internalize the importance of having a good presentation skill, building confidence among the students by highlighting the strengths they are having(many a times personalized also) or giving them motivation and guidance to overcome the weaknesses. More so, the faculty should also take a lead role and advice students to read one Business News Paper every day and test their readiness by asking few news relevant to the subject he or she is teaching.

5.5.10 In Placement:

Management education is multi-disciplinary and activity oriented subject. The teachers in this system are the most vital part. They should not only impart knowledge to the students but also guide students in proper direction. A teacher should act as a proctor to guide the student in his/her specialization area/sector and if possible identify companies for summer project as well as final placement.

5.5.11 In Academic Administration:

In Academic Administration serving institution, the larger academic community and the external stakeholder is very essential. A faculty needs to be actively engaged himself/herself in shared governance, faculty council meetings, departmental or college level committee meetings, advisory council meetings etc. and involve in activities that support the vision and mission of the Institution.

6. Staff Welfare Scheme

Introduction

This scheme provides welfare measures for teaching staff during their employment at Srusti Academy of Management (Autonomous). This document is prepared with the aim of promoting the well-being, professional growth, and overall satisfaction of our staff members. Our objective is to create a supportive and inclusive work environment that encourages personal and professional development, ensuring overall development and satisfactory employability. The "Staff Welfare Scheme" refers to the various services, benefits, and facilities offered to employees by the employer. It includes all measures taken for the comfort and improvement of employees, provided in addition to their salary/wages. This document outlines policies in the areas of academic freedom and personal prosperity, in accordance with the eligible criteria and norms of Srusti Academy of Management's Management.

Objectives

- To foster a positive and inclusive work environment.
- To support continuous professional development.
- To ensure financial stability and security for staff members.

Eligibility

For full-time teaching and non-teaching staff of the institute.

Nature of assistance available under the scheme

1. Medical assistance:

1.1 Group medical insurance:

The college provides group medical insurance for both teaching and non-teaching staff through United India Insurance. This insurance covers up to ₹5 lakhs for accidental injuries and death.

1.2 Staff welfare fund:

In cases of emergency, such as health issues, personal marriage, or the demise of parents, an appropriate amount will be disbursed to the individual at the discretion of the management.

1.3 Campus medical facilities:

The institute provides on-campus medical facilities from Monday to Friday, offering free consultations. A doctor and pharmacist are available to attend to the well-being of employees, ensuring access to essential healthcare services during the workweek. Ambulance services are available for use by employees in case of emergencies.

2. Leaves:

Staff or faculty members are not permitted to avail any kind of leave during their probation period.

The following types of leaves are available to staff and faculty members:

Sl. No	Type of Leave
a.	Earned Leave (EL)
b.	Medical Leave
c.	Maternity Leave
d.	Paternity Leave
e.	Academic Leave
f.	Marriage Leave
g.	Bereavement Leave (Demise of parents)
h.	Duty Leave

a. Earned Leave:

Earned Leave is granted to staff and faculty members to provide them with time off for rest and recuperation. 15 days of Earned Leave per annum is allowed for the staff and faculty.

The sanction of Earned Leave is governed by the following conditions:

- i. Earned Leave shall not be affixed or prefixed with Casual Leave (CL).
- ii. Earned Leave shall not be availed without prior sanction.
- iii. If a person is absent without prior sanction of leave, their absence for the day shall be treated as Leave Without Pay (LOP).
- iv. If an employee avails Earned Leave, it shall not be affixed or prefixed with any other kind of leave.

b. Medical Leave:

Medical Leave is granted to staff and faculty members for recovery from illness or medical treatment. A total of 15 days per annum is allowed for medical leave.

The sanction of Medical Leave is governed by the following conditions:

- i. Medical leave may be granted only in case of the employee's sickness, not for their dependents.
- ii. A medical certificate from a doctor or registered medical practitioner is required if the leave exceeds 3 days.
- iii. Employees applying for medical leave must submit medical reports and a treatment certificate with their application; otherwise, the leave will not be granted.

c. Maternity Leave:

Maternity Leave is granted to female employees for a maximum of 180 days, subject to the production of a valid medical certificate.

d. Paternity Leave:

Paternity Leave is granted to male employees for a maximum of 30 days to support and care for their spouse and new-born child. This leave must be availed within six months of the child's birth and requires prior approval from the management.

e. Academic Leave:

f. Marriage Leave:

A maximum of 7 days of leave will be granted to employees for their own marriage.

g. Bereavement Leave:

In the unfortunate event of the demise of an immediate family member, such as parents, staff members are granted 13 days of bereavement leave to manage personal affairs and cope with their loss.

h. Duty Leave:

Duty leave shall be granted for one or more days for the following reasons:

- i. To deliver academic lecture.
- ii. To work on behalf of the institute.
- iii. To read/present a research paper in a conference/ symposium of national or international level or to attend workshop/seminar.

Granting of duty leaves shall be subjected to the following conditions:

- i. Written request from the competent authority.
- ii. Communication from the institution.

3. Miscellaneous:

3.1 Transport Facility:

The institute offers transport facilities that employees can utilize for official purposes. Should employees use their personal vehicles for official duties, fuel expenses will be reimbursed upon submission of fuel receipts and official confirmation of their duties.

3.2 Subsidized rates in canteen:

The institute offers meals at subsidized rates in the canteen for all staff members. This initiative ensures access to nutritious and affordable meals, promoting staff well-being and contributing to a positive work environment.

3.3 In-Campus Living Arrangement:

The Institute provides in-campus living arrangements for certain non-teaching employees at no cost. Additionally, a monthly food allowance is provided to these employees.

7. Faculty Incentive Scheme

Incentivisation as method of positive reinforcement for achieving any goal has been a proven mechanism of institutional mandate.

Objectives of the Scheme:

Followings are the objectives of the scheme:

- (i) Incentives to the faculty members for self development with clear defined goals to achieve.
- (ii) Bring about a sense of Competition.

Sl. No.	Scheme Details	Cash Incentive Amount	Procedure
1	Research Publication in Scopus Indexed Journal	Self- Rs.10,000/- Co-author -Rs.7,000/-	
2	Research Publication (Journals) in UGC referred journals National/ International	Self- Rs.5000/- Co-author Rs. 3000/- Per Publication.	Review every six months(Feb/Aug)
3	Referred Journals which are not Indexed	Self- Rs.2000/- Co-author Rs. 1000/- Per Publication.	Review every six months(Feb/Aug)
4	National Level Research Papers (Article) non – referred journals but having ISBN/ISSN number	Self: Rs. 500/- first 2 nos. Rs. 1000/- for 3 rd publication onwards during a year.50% of the above amount as Co - Author	Review every six months(Feb/Aug)
5	Full Paper in Conference proceedings compendium (Abstract not to be included)	Self: Rs. 300/- first 2 nos. Rs. 500/- for 3 rd publication onwards during a year.50% of the above amount as Co - Author	Review every six months(Feb/Aug)
6	Publication of Book: Books Published by Foreign Publishers	Sole Author Rs. 20,000/-As Co-Author Rs. 15,000/-	Review every six months(Feb/Aug)
7	Indian/ Publishers of repute with ISBN/ISSN numbers	Sole Author Rs. 5,000/-As Co-Author Rs. 2,500	Review every six months(Feb/Aug)
8	Acquisition of Higher Qualification: Post-Doctoral PhD.	Increment in Salary	Review every six months(Feb/Aug)

9	Consultancy/ MDP Incentive for getting MDP, Consultancy Job or project work on following criteria On the basis of strategic importance of MDP/ Consultancy/Project work for Institutional objective. On the basis of net financial benefit of the Institute.	a. As shall be decided by Management from Time to time, if these work order / assignment obtained by the Initiative of the Institute. b. If these work order / assignment obtained by any faculty/staff of their own effort, there will be a sharing ratio of 60:40 between that faculty/staff and Institute over the net profit amount (after due deduction of all costs including Honorarium, Logistic Exp. & Infrastructural charges)	
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8. Faculty Performance Based Appraisal System (PBAS)

Introduction:-

In the Teaching learning process, the Teacher plays an important role in shaping the career of students. The knowledge and skill acquired by the teacher gets transferred to the students. There is a common agreement over the fact that there is every scope to substantially improve the Quality of existing faculty members in the Institutions of higher Learning. Institutional initiatives for enrichment of knowledge & skill of faculty members go a long way in strengthening the faculty, who are considered to be the backbone of any education system. Institute has developed this concept to develop competitive spirit among the faculty. It has basically four parts where an individual faculty will be appraised. The detail format is given below:

Confidential

**Annual Performance Appraisal for faculty
(For the Period : 1st July 20---- to 30th June 20-----)**

Part – I

(To be filled by the Establishment Branch)

1. Name of the Faculty Member :
(In Capital Letters)
2. Designation :
3. Category : General / Schedule Caste / Schedule Tribe :
4. Date of Birth :
5. Educational qualifications including :
Professional and technical qualifications
6. Date of Continuous appointment in the School :
7. Date of appointment to the present post:
8. Date of confirmation with the :
designation of the Post in which confirmed
9. Period of absence from duty :
(or leave, training etc during this year)
(If he/she has undergone training please specify)

Signature of the OIC Establishment

Part – II

Self Assessment Report

For Period to

1. Name.....

Designation

School / Department

2. Academic Qualification :
(Mention if any additional qualification has
Been acquired during the year under review)

3. Name of the Courses taught during the year

Subjected Handled	No. of hours engaged	Attendance % of students in class	Final pass % of students

4. Maximum no. of periods per
Course available in the Semester
As per Time – Table (Lectures & Practical)

5. Teaching load mentioned in
Time Table (Lecture & Practical)

6.

No. of Total Lecture (Including Tutorials) delivered	Shortfall (from 4 & 5)	Practical periods taken	Shortfall (from 4 & 5)

7. Reasons for shortfall, if any in Lecture and practical taken.
8. Any specific problem of any student solved or taken initiative to solve
9. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any (Attach separates sheets, if needed)
10. Any project completed other than students projects
11. Any new Experiment added in the Practical course
12. Any innovation of any type introduced in the School
13. Paper published (give the title, Co-author, if any and details of the Journal Attach separates sheet, if necessary
14. Any contribution in Laboratory / Course Development not mentioned above
15. Contribution to Industrial Development in the form of Consultancy / sponsored R & D.
16. Contribution to corporate life of the School / University
 - a) Curriculum Development
 - b) Cultural / Extra Curricular Activities
 - c) Sports / Community and Extension Services
 - d) Administrative Assignments

17. Contribution to Scientific / Technical education through publication of Text-books and Laboratory Manual Special, Lectures and organization of Seminars, Symposium Summer or Winter School etc.
18. Summer Institute, refresher or Orientation course attended during the year, give details.
19. Membership or Fellowship of Professional / Academic bodies, societies etc.
20. Additional Contribution which are not covered above and which are relevant for assessment of teacher's activities.
21. Any step taken for resource generation. Give a brief description (Attach separate sheet, if needed)

Place :

Date :

Full Signature of Teacher

Name & Designation of the Reporting Office

.....

PART – III**Assessment of the Reporting Authority**

Length of service under the reporting officer

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

- In case the rating is “Outstanding” please give justifications.
- In case the rating is “Unsatisfactory” please give reasons thereof separately.

A. Assessment if Part II filled up by the Faculty Member.

Keeping in view the information furnished by the faculty member please provide your assessment on the following parameters : (Weightage – 50)

Assessment on Five Point scale.

i.	Teaching load and regularity in taking class	
ii.	Research guidance to students	
iii.	Any Projects completed other than the student's Project	
iv.	Innovations / experiments introduce in the course.	
v.	Contribution in Curriculum Development	
vi.	Intellectual capital (Books / Articles / Patents / Talks)	
vii.	Publication in Refereed Journals	
viii.	Organizing and participation in Seminars / workshops, special lectures, FDP's Summer / Institutes.	
ix.	Contribution to the corporate life of the School / University	
x.	Membership of Fellowship of Professional / Academic bodies.	

Total (A) :

B. Performance and General Attributes (Weightage – 50)**Assessment on Five Point Scale**

i.	Knowledge in the sphere of work	
ii.	Quality of output	
iii.	Communication skills (Oral and Written)	
iv.	Imitative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
v.	Aptitude to work	
vi.	Ability to inspire and motivate	
vii.	Supervisory ability	
viii.	Interpersonal relations and team work	
ix.	Integrity and Trustworthiness	
x.	General Conduct	

Total (A) :**C. General assessment taking all the above parameters.****Total (A) + (B) :**

Outstanding	-	91 to 100
Very Good	-	71 to 90
Good	-	51 to 70
Satisfactory	-	40 to 50
Unsatisfactory	-	upto 40

Signature of the Reporting Officer / HOD

Seal

Date

Note : For Professors and HOD, the Reporting Authority shall be the Principal / Director

CAPGS.

PART – IV

(To be filled in by the Reviewing Authority / Principal)

1. Length of service under the Reviewing officer
2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material?
3. Do you agree with the assessment of the Faculty Member given by the Report Officer?
4. Remarks about meritorious work or otherwise of the Faculty member.
5. Remarks about grading of the Faculty Members by the Reporting Officer.
6. Has the Faculty Member any special characteristics, and / or any abilities which would justify his/her selection for special assignment if so specify.
- 7.

Signature of the Reviewing Officer

Place :

Name in Block Letters :

Date :

Designation :

(During the period Report)

Remarks of / Accepting Authority / Chairman

9. Guidelines for Academic Management

For smooth management of Academic affairs, the following guideline is to be followed.

- i. Category of Academic Functions.
- ii. Academic Management Guideline & Procedure

9.1 a. Category of Academic Functions.

- i. Allotment of Papers & Preparation of Timetable.
- ii. Conduct of Class and Class Management (Both Theory and Lab Class).
- iii. Student Attendance
- iv. Collection of Students' feedback.
- v. Conduct of classes by Subject Expert.
- vi. Conduct of Presentation classes for the newly joined faculty member`
- vii. Preparation and Collection of Academic Instruments.

9.1 b. Academic Management: Monitoring & Review documents:

- i Academic Calendar
- ii Course Progress
- iii Attendance
- iv Student Feedback
- v Academic Instruments

9.2. Academic Management: Guidelines & Procedure

9.2.1 Allotment of Papers, Preparation of Timetable & Academic Calendar

- a). Before commencement of semester, allotment of papers shall be made under the supervision of the HOD and approval of appropriate authorities. The criteria for allotment shall be on previous feedback (if any), past experience (if any), area of specialization & consent of the faculties.
- b). The time table & academic calendar shall be prepared in the prescribed format considering availability of the resource, logistic support & time.
- c). The Allottee / Faculty shall prepare Split-up / lesson plan, along with the details of Reference book / Magazine /Journals/ News Papers, & Internet Resources, in approved proforma, assignments, Module wise segregated Probable Question with solution of all objective type and short Question. Further faculties are required to prepare the study material by downloading the related resources from University of repute and industry practices.

9.2.2 Conduct of Class and Class Management. (Both Theory and Lab Class):

- a) Classes shall be conducted as per approved timetable. No deviation shall be made without approval of the competent authorities and no class shall remain unattended at any point of time.

Note: Year wise class coordinator to be fixed up for early hour classes (i.e. 8am - 10a.m.)

- b) The faculty members shall ensure absolute discipline inside the class room. The teaching style shall be comprehensive and interactive. The contents of the teaching shall contain study materials from text & reference books, Journals, Magazines, newspapers as well as internet sources. Faculties should give maximum possible examples related to corporate practices or discuss caselets, related to their subject.

- c) The faculty members shall use audiovisual aids as far as possible for effective communication with the students.

The faculty members shall take attendance in each class from the beginning of the class. Exclusion of proxy attendance is to be ensured by the faculties. The daily attendance shall be submitted to the “**Course Coordinator**” on the same day with signature after data entry by them.

- d) The students participating in different activities of the Institute shall be given attendance for the period they are allowed by the competent authority.

In case of leave of the faculty members, prior alternative arrangements shall be made as and when required to ensure the smooth conduct of all classes. No class shall be suspended without the approval of the competent authorities.

All the lab classes (Computer Lab & English Lab) shall be conducted by Lab technicians/ Programmers under the guidance of concerned faculties. In case of absence of Lab technician/ Programmer, the classes shall be managed by concerned faculty member.

- e) The lab assignment/ experiment shall be evaluated by concerned faculty members after completion of each assignment/ experiment. The criteria for evaluation shall be as per institute norms (MBA & MCA).
- f) The lab technician/ Programmer of the lab shall ensure the smooth conduct/ management of lab. They shall take necessary steps and keep strict watch over the equipments for its effectiveness. In time maintenance, concerned programmer through service staff need to be ensured so that the systems/ equipments are working smoothly without any break down.

9.2.3 Attendance:

- a) At the end of the day faculty members are required to submit the hard copy of attendances to the competent authority after entering in attendance software for the concerned subject. Faculty members will be responsible for correct entry of attendance in software.
- b) Attendance Report is to be generated 3 times during a Semester by Course Coordinator with the help of ERP management committee at an interval of 15 - 30 - 30 working days (i.e. 3 times) in both MBA and MCA from the beginning of the Academic session and the said report is to be submitted to the competent authority.
- c) Attendance Report is to be displayed on Notice Board with due signature of Head of the Institute after recommendation of the competent authority.
- d) A student/guardian (if any doubt) may be allowed to verify/recheck the attendance with Convener Academics by obtaining written permission from the competent authority.

- e) After each attendance review the defaulter students shall be counseled by the concerned subject teacher and an undertaking from each student shall be obtained by the subject teacher as proof of students awareness regarding the shortfall in attendance and further strategy to improve his / her attendance in future. Parents / Guardians of defaulter students (i.e. securing attendance of less than 75%) are to be intimated by post / courier after 1st and 2nd Attendance Review & may be followed up telephonically. All correspondence in this regard with student/ parents is to be recorded in the prescribed format.
- f) After second attendance Review, Remedial / attendance makeup class to be given to default student by Course Coordinator / HOD by notifying a special Time table for the same.
- g) After final review of attendance, the Head of Institute is required to convene a special meeting of concerned department, HOD and Academic committee to verify the Medical Case/Special Consideration as per institute norms and prepare the final list of debarred students for that Semester.
- h) After preparation of final debarred students list concerned parents / guardians are to be informed by Registered Post as well as over telephone / mobile. This correspondence is required to be recorded in the prescribed format.

9.2.4 Collection of Student's Feedback:

- a.1st: After Completion of 1st Module or after 2nd week of commencement of class.
- b.2nd: After completion 2nd module.

13.2. Course Completion Feedback: One day before the last class of the semester Completion.

13.3 Exit Feedback: During last week of final semester.

13.4 Feedback Mechanism:

The feedback of the students shall be taken in the prescribed proforma (computerized) thrice in a semester as per following schedule:

- a) The teaching feedback will be taken as per the Academic Calendar only (Before completion of Odd Semester) from the identified student having more than 75% of attendance.
- b) If the feedback of a faculty is less than 3 on 5-point scale, she/he may be called for discussion and corrective measures shall be planned by the competent authority in consultation with the faculty. After collection of oral feedback, faculty whose teaching has been adjudged not satisfactory by the students may be called for counseling by the Principal / Vice Principal.
- c) The course feedback will be taken after the completion of three modules of each subject in every semester.
- d) The Exit Feedback will be taken at the end of 4th semester for MBA/MCA Programme & 10th Semester for I-MBA Programme.
- e) The Institute every year collects a feedback to assess the overall satisfaction level of the students. Efforts are made to collect the feedback from at least 60-70% of the students. Feedback to be collected on parameters like library, internet facilities, other administrative activities, infrastructure and academics. The feedback collected are to be analyzed by the department HODs and put to

the Vice Principal/Principal to examine and recommend to IQAC (Internal Quality Assurance Cell) for discussion and necessary actions.

9.2.5 Conduct of Classes by Subject Expert:

- a) The Expert classes are to be arranged for some specialization or common subjects which are tough / if students are not regularly performing well in Semester Examinations. Subjects are to be selected jointly in a meeting by Head of Institute, HOD, Course coordinator and one senior faculty member each from the area of Marketing, HR & Finance. Expert classes of 2 hr can be given on completion of 2nd Module and another 2hr after completion of 3rd module.

9.2.6 Conduct of Presentation classes for the newly joined faculties:

- a) Before commencement of regular classes of a semester, all lecturers & Sr. lecturers who will be teaching a subject for the first time will be required to deliver / attend 03 nos. of presentations before a committee comprising Head Academic, subject expert and any one more member as it may be decided from time to time. Concerned Faculty(s) are required to improve / modify their teaching delivery as per suggestions of the committee. (Suggestions to be given on a prescribed format).

9.2.7 Academic Calendar:

- i In the beginning of the session, an academic calendar is to be prepared by the Course coordinator in consultation with HOD.
- ii Basing upon this academic calendar, the competent authority will monitor and review the different activities during the semester.

9.2.8 Monitoring of the Course Progress:

- i Usually faculty members record their daily course progress in appropriate box in the prescribed daily class management format, as well as on a “separate sheet” prepared every week to record the weekly course progress which is review in weekly Departmental Academic Council (DAC). Committee plans extra classes in case the course progress is slow. Further expert classes are to be provided in some subjects in which percentage of pass is usually low or for better corporate practice exposure.

9.2.9. Monitoring the attendance

A student shall not be allowed to appear in the Semester examination in those particular theory subjects where he / she has shortage in attendance. The attendance shall be considered from the date of commencement of classes as per Academic Calendar of the Institute. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing end term examination due to shortage of attendance.

Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of

the Institution / College / University / Government with prior written permission of the head of the institution / college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at end term examination with shortage of attendance below 65% in any of the registered subjects.

9.2.9. a) Recording of the attendance in Hard Copy

- A consolidated attendance sheet for each subject (for each section) with the name of the students and their registration nos. for 30 classes are given before the commencement of each semester.

Note: After completion of each attendance sheet, the concerned subject faculty needs to collect a fresh one from the Academics Dept.

- At the end of the class, the faculty requires to take attendance through role call among the students to mention their presence or absence in appropriate box. Before the class completion the faculty needs to collect the attendance sheet and to ensure that the name of all the students' available on the Attendance sheet.

Note: Proxy should be avoided.

- After collecting the attendance of each class, the faculty requires to feed it in the soft copy (ERP / Excel Sheet) supplied to him/her.

Note: Faculty members will be responsible for correct entry of attendance in the soft copy

9.2.9. b) Data Entry procedure:

- The faculty should transfer the cumulative data (as per the date mentioned in the Academic Calendar) to the Academic department for generating the detail attendance report.
- Attendance Report is to be generated 3 times during a semester by the respective HODs with the help of the Sr. Asst. as per the Academic & Examination Activity Monitoring Calendar.
- The report required to be submitted to the HODs for verification by the subject faculty.

9.2.9. c) Data Verification Procedure

- The respective HOD can verify the soft/hard copy of the attendance report generated by faculty members by matching it directly from the attendance copy taken from the students.
- If any deviation found, required to be rectified immediately by the help of that concerned subject teacher.
- This is to be notified to the students after thorough verification by HODs.
- Within three working days, a student/guardian can be allowed to recheck the attendance report available with the HODs and modification can be made if required.

9.2.9. d) Review Periodicity

- As per attendance monitoring guideline or as and when required as decided by the competent authority.

9.2.9. e) Remedial Action

- At the time of subject registration, each student requires to fill up an undertaking form of obtaining a min. of 75% attendance in each theory & training class failing which disciplinary action is to be taken against as per decision of staff council.

Note:

1. For 1st semester students the undertaking will be collected on the class commencement day.
 2. On the class commencement day of both 1st & 2nd year, the HOD shall discuss the detail attendance monitoring system with the students and obtain their consent.
- Parents/guardians of defaulter students (i.e. securing attendance less than 75%) are to be intimated by post/courier after 1st and 2nd attendance review & may be followed up telephonically.
 - All correspondence in this regard with student/parents to be recorded in the prescribed format.
 - After second attendance review, remedial/attendance make up class to be arranged for default student by the Academics Dept. by notifying a special time table for the same.
 - After final review of attendance, the head of the Institute/HODs is required to convene a special meeting of concerned department and Academic Committee(DAC) to verify the Medical Case/Special consideration as per Institute norms and to prepare the final list of debarred students for that semester.
 - After preparation of final debarred students list, concerned parents/guardians to be informed by registered post as well as through SMS to their mobile. This correspondence is required to be recorded in the prescribed file.

9.2.10 Monitoring of Student's Feedback:

- i After the student's feedback is over, faculty members are counseled by the appropriate authority on those who secure less than 3 in the concerned subjects as per the 05 point system of the feedback.
- ii After the counseling, the faculty has to give in the writings to improve those areas where he/she is securing below 3 in the 05 point system.
- iii After that, necessary corrective actions, as deemed proper shall be taken by the competent authority as per the feedback of the student.

9.2.11 Collection of Academic Instrument

- a) The materials used as teaching tools are called as Academic Instruments (AI) which includes split up syllabus / lesson plan, assignments, probable Questions, video clips module wise segregated university questions with ,model Answer, Internet Resources as reference to material in addition to references from magazine, Journals , text books and study material downloaded from website of different universities offering correspondence courses.

- b) Before commencement of a Semester, Academic Monitoring Committee shall plan a calendar for preparation of aforesaid teaching tools / materials in various subjects by the concerned subject teacher. Prepared materials shall be collected as per date-line of above said calendar.

9.2.12 Various Academic Instruments used in Academics

Lesson Plan

Objective

- i. Faculty members are required to be well prepared before entering the classroom.
- ii. Students should be well aware of the subject contents like the different subtopics of each module of the syllabus as well text books, reference books, internet content to be referred which will be taught in the respective days of a particular Semester.
- iii. In case the student misses a class, because of his awareness on the syllabus, he/she can easily cope up with the classroom teaching as soon as he/she joins the group.
- iv. This will also make the teachers aware of the time limit to finish the course well ahead before the University Examination with a better understanding of the subject.

Procedure

- i. Faculty members are requested to prepare the lesson plan as per the format enclosed and to submit the Academic Council as per the instructions.
- ii. They are required to mention the detailed subtopics as per the syllabus along with respective Lecture Nos.
- iii. The detailed contents of each subtopic as per the prescribed/suggested text books need to be mentioned.
- iv. Previous year's University Questions are to be mentioned with the related subtopics which need to be discussed in the class room concurrently with the progress of the course.
- v. At least one or a maximum of two text books are to be mentioned which will cover the entire syllabus of the related subject.
- vi. Reference Books lists, Articles from various magazines/journals, website reference for related subjects/topics to be mentioned at the end of the Lesson Plan as Suggested Readings.
- vii. At least two case studies/case lets are to be mentioned in the lesson plan as per the importance of the modules of the course and to be discussed in the classroom by the students
- viii. After preparation of the lesson plan by the concerned subject faculty it has to be validated by both internal as well as external experts before the circulation to students for their reference.

Note: The concerned subject Faculty has to ensure the completion of the syllabus as per the lesson plan for better results in the University Examinations.

9.2.13 Probable Question

Objective

Probable questions will be framed module wise both Short type and Long type in order to help the students for self preparation and self evaluation for different Examination during the Semester.

Procedure

- Long question and objective type question which are important or those questions which have a higher probability of coming in the End Sem. Examination can be set by the concerned subject faculty after referring the old University Question paper for each module.
- After preparation of the Probable questions, the concerned subject faculty shall submit to the same to Course Coordinator, MBA/MCA for evaluating the quality. A group of subject Experts will evaluate the quality of questions before circulation to the students.

Note: There should be 10 probable questions (Five Long Type and five short type) for each module.

9.2.14 Previous years question with solution

- The Concerned subject faculty shall prepare the model answers of the last three years University questions / Institute end term questions (Both Short & Long) and submit to the Course Coordinator, MBA/MCA for the evaluation of the Quality of Answer.
- Faculty members shall give a precise answer of any long type question mentioning the important points specifically and briefly.
- A group of subject experts shall evaluate the quality and correctness of those answers before circulating to the students.

9.2.15 Study material

Objective

- To help students for easy preparation of study materials during End Sem. Examination.

Procedure

- Teachers shall prepare in brief the outline of the subject matter.
- Teachers shall provide the list/portion to the students to be referred from Reference Books, magazines & journals.
- Bibliography.
- Faculty members are required to prepare study materials from different valid sources or reputed Universities/Institutions providing the Management/IT Education.

Then, they are required to develop contents in a systematic manner as per the Lesson Plan (In MS-Word Format). Further if e-content of any portion is not available, faculty is required to prepare the study material of his own by referring to various sources.

- The study materials shall be evaluated by the subject experts before its circulation to the students.

10. Guidelines for Examination Management

10.1 Instruction to the Invigilators:

- Invigilators shall have to report the Center Superintendent at least 15 minutes before the commencement of the exam.
- Invigilators shall have to collect the requisite numbers of Answer sheets, question papers, Additional sheets, Attendance sheet & the report on malpractice form while entering to the exam hall.
- Immediately after each exam, the invigilator(s) must submit the answer scripts along with the attendance sheet and other unused materials to the superintendent.
- For more number of additional sheets, the invigilators shall have to communicate the center superintendent/ other authorized person at least before 10 minutes of requirement.
- Answer books shall be distributed 10 minutes before the start of the examination and the question papers is to be distributed when the examination starts (As per notified time)
- Unused answer books and questions shall be counted and kept separately after 30 minutes of the commencement of the exam.
- While issuing Additional Sheets for the mid-sem. / internal tests, the invigilator must ensure his/her signature along with the date of exam on it.
- No student shall be allowed to enter the Exam Hall 30 minutes after the commencement of the exam.
- The invigilator shall ensure whether the students occupy their seats as per the seat chart displayed outside the Exam Hall.
- The student is not allowed to take anything except Pen/ Pencil/ Scale/Non-programmable calculators to the Exam Hall.
- The invigilator must mark the absent student with “ABSENT” against his/her name.
- Use of cell phone is strictly prohibited inside the Exam Hall. Students and the invigilators are advised to keep the same switch off or in silent mode.
- Students are not allowed to talk to each other inside the Exam Hall.
- No exchange of Question papers /Calculators is allowed in the Exam Hall.
- Incase a student has any doubt; he/she should stand up to draw the attention of the invigilator.

- p. No invigilator can leave the Exam Hall without replacing the reliever in place. In case of any exigency an application must be sent to the Center Superintendent through the floor attendant.
- q. Invigilator or any other teacher is not allowed to help any student in explaining the questions or in giving any hint.

All the invigilators must remain in the Examination Hall till the completion of exams. Further, the invigilators are advised to move around in the hall.

10.2. Supervision of Summer Internship Training Programme:

One Project Item shall carry 100 percentage points.

- a) At the end of 2nd semester, a student has to take up Summer Internship Project during the summer vacation as provisioned in the approved curriculum. The duration of training shall be at least 45/ 60 days with at least 240 hours of attendance.
- b) Each candidate shall do a project under the supervision of an internal faculty. There could be a Co-Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor can be from concerned industrial organization.
- c) Summer Internship Project inside/ outside the campus will be of 6-8 weeks.

After the SIP, students will submit a report and deliver a presentation about the training and appear for a viva-voce test before the evaluation committee members of their department. Marks obtained out of 100 (4 credit) will be reflected in the next semester's (i.e 3rd sem) results. Sub-components that are to be considered for evaluation are as mentioned below.

Evaluation of the Project

- i. Evaluation of a SIP will be done in a rubrics on following criteria.

a) Rubrics for Report

Detailed analysis of Objectives	10 points
Scope of the study	10 points
Research Methodology	10 points
Result Analysis	10 points
Findings and conclusion	10 points
Documentation	10 points
Total Points (a)	60 points

b) Rubrics for Viva – Voce

Communication and presentation skill	10 points
Slides preparation, organization of content, Visual aids	10 points
Data analysis and interpretation	10 points
Viva-voce	10 points
Total Points (b)	60 points
Total Points = (a) + (b)	100 points

Rubrics for Evaluation of SIP Report/Viva

Name of the Student _____

Regd. No. _____

Stream _____

Batch _____

A. SIP Report

	Excellent	Good	Average	Poor	Total Marks
Detailed analysis of Objectives (10 marks)	All objectives of the proposed work are well defined. (10 Marks)	Good justification to the objectives. (8 Marks)	Incomplete justification to the objectives proposed (6 marks)	Only some objectives of the Proposed work are well defined (2 Marks)	
Scope of the study (10 marks)	Clearly defined and manageable project scope, with well-defined boundaries to prevent scope creep. (10 Marks)	Clearly defined scope but not properly managed in the study (8 Marks)	Scope and limitations are overlapped (6 Marks)	Scope not mentioned properly and has lot of ambiguity (2 Marks)	
Research Methodology (10 marks)	Has appropriately defined the research methodology, mathematical models, process. (10 Marks)	Research methodology has been substantially stated with mathematical models and process (8 Marks)	Some aspects of Research methodology is missing (6 Marks)	Incomplete research methodology. (2 Marks)	
Result Analysis (10 marks)	The student has ability to comprehend the dataset used in the project, and has created clear and insightful visualizations to represent the data. (10 Marks)	The student has ability to comprehend the dataset used in the project, but has not been able to completely create an insightful visualizations to represent the data (8 Marks)	The student has ability to comprehend the dataset used in the project, but has not been able to depict the data in the project. (6 Marks)	The student does not have the ability to comprehend the dataset used in the project (2 Marks)	
Findings and conclusion (10 marks)	Student provides a logical interpretation of the results and findings and clearly reflected (10 Marks)	Student provides a logical but incomplete interpretation of the results and findings (8 Marks)	Student does not provide an interpretation of the results and findings (6 Marks)	Student does not interpret the findings / reach a conclusion (2 Marks)	
Documentation (10 marks)	Has understood and applied the guidelines for effective report writing (10 Marks)	Has understood and applied some of the guidelines for effective report writing (6 Marks)	Has understood and applied the guidelines to limited chapters (6 Marks)	Has not understood and not applied the guidelines for effective technical writing. (2 Marks)	
Total Marks Secured (A)					

Signature with date by Internal Guide

B. Viva - Voce

	Excellent	Good	Average	Poor	Total Marks
Communication and presentation skill (10 marks)	<ul style="list-style-type: none"> Clearly audible to the entire audience. Very good command of professional vocabulary and pronunciation. Consistently maintained the high degree of grammatical accuracy. (10 Marks)	<ul style="list-style-type: none"> Audible to most of the audience. Good command of professional vocabulary and pronunciation. Consistently maintained the grammatical accuracy to an acceptable degree with few errors (8 Marks)	<ul style="list-style-type: none"> Difficult to hear and follow the presentation Adequate command on vocabulary and pronunciation Maintained a reasonable degree of grammatical accuracy. (6 Marks)	Poor communication and presentation skill (2 Marks)	
Slides preparation, organization of content, Visual aids (10 marks)	<ul style="list-style-type: none"> All the information in the slides is arranged in a logical sequence. Background, introduction and all the contents are relevant to the topic. Conclusions are valid and relevant in the context of the topic. (10 Marks)	<ul style="list-style-type: none"> Most of the information in the slides is arranged in a logical sequence. Background, introduction and contents are relevant but not sufficient. Conclusions are relevant to the context of the topic. (8 Marks)	<ul style="list-style-type: none"> Few slides are not logically sequenced and lack clear transitions. Incomplete background and introduction. Insufficient emphasis on conclusion. (6 Marks)	Slides are not logically sequenced and lack clarity with ambiguous conclusion. (2 Marks)	
Data analysis and interpretation (10 marks)	The student has ability to comprehend the dataset used in the project, and has defined the findings appropriately (10 Marks)	The student has ability to comprehend the dataset used in the project, but has not define all the findings properly (8 Marks)	The student has ability to comprehend the dataset used in the project, but has given ambiguous findings (6 Marks)	The student does not have the ability to comprehend the dataset and the findings are not related to the objectives. (2 Marks)	
Viva-voce (10 marks)	Answered all the queries (10 Marks)	Answered most of the queries (8 Marks)	Answered few queries (6 Marks)	Could not answer any queries (2 Marks)	
Total Marks Secured (B)					
Total Mark Secured (A+B)					

Signature with Date by Evaluator – I
Evaluator – II
(External Evaluator)

Signature with Date by
(Internal Evaluator)

- The summer defense date shall be notified by Exam. Section **before the 2nd Class test of 3rd semester every year.**
- A Committee shall be formed at the Institute level **with Principal as its Chairman.**
- The Committee shall be formed by taking preferably senior faculties of four departments as members (Marketing, Finance, HR & IT) and one external expert in each subject area.
- Proposal for committee formation shall be initiated by the Exam Section in due consultation with HOD/Convener of the department before fifteen days (15) of the defense date of each year and after the approval obtained, the same would be communicated to the Committee member.
- Each student has to prepare a minimum of three (03) reports and deposit one copy (01) of project report to the Institute at least before five days of the project defense. The second copy shall be deposited to the External guide and last copy shall be kept with the student.
- Each student shall be allowed 15 minutes time for presentation.
- Marks of the project defense shall be displayed in the notice board on the next working day with due signature from the committee members which is final & binding.

The Exam. Section shall maintain all records of marks for any future reference or inspection by the University for at least one year

Minimum score for a Pass in summer internship is 50%.

10.4 Practical/Training Papers:

- The syllabus of a practical paper shall specify the number of practical / laboratory (communication, computer) to be done in a semester.
- A practical paper shall have 100 percentage points.
- A practical and its evaluation shall be completed in all respect within the allotted hours.
- A practical will be evaluated by an External Examiner, based on the following components. The relative weightage of the components are given below:

• Laboratory (work) planning and execution	20
• Results and interpretation	30
• Report	30
• Understanding on the theory related to Practical	20
Total	100
- A candidate has to be informed about the score at the end of a practical test. The score shall be sent to the examination cell on the same day.
- The teacher concerned with a practical class shall maintain the reports of the candidates together with the score.
- A candidate shall clear a Practical Paper if his/her score in the paper is minimum of 50 percentage points.

- (h) College can arrange a compensatory practical test for a student who misses the same only on medical ground. Such a compensatory test has to be arranged within two weeks of his / her missing a practical test.
- (i) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

The score for the compensatory test shall be sent to the examination cell giving reference to the original practical date that the student has missed.

Sessional Papers

- a. Sessional paper will carry 100 percentage points.
- b. The sessional will comprise of Mid-term Examination, and Teacher's Assessment (TA)
- c. For assigning marks in Teacher's Assessment (TA), performance in home assignments, quizzes, subject presentation are to be considered.

Distribution of Marks for TA

Sl. No.	Sub- Components	Exam to be conducted for	Marks awarded from
1	Mid-term-I	40 marks	20
2	Assignment	20 marks per module (20x3)	20
3	Quiz	10 marks per module (10x3)	10
	Total		50

Note: In Mid-term test the best marks obtained in both the examinations will be considered and in assignments and quizzes the average marks shall be considered.

- d. The weights of different sub components of TA may be announced to the students by the teacher at the beginning of the Semester.
- e. The evaluation process must be completed before the beginning of End-Term Examination.
- f. Each sessional work is to be completed during allotted hours in the class itself.
- g. At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses if any.
- h. At the end of each session the marks are to be sent to the examination cell.
- i. If a student misses up to 35 percent of allotted sessional hours for a job or health ground, he/she may give an application to the Principal along with a Medical Certificate. A committee constituted by the Principal may consider

the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.

- j. The teacher concerned shall maintain all records of the sessional work at least for a year for Academic Audit.
- k. A candidate shall clear (Pass) a sessional Paper if he/she scores minimum of 50 percentage points.

Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

11. Examinations:

The college shall have continuous evaluation system for each theory, practical, sessional, and project papers.

Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage for teacher's assessment, two mid-terms and the end semester examinations will be as follows:

Sub-Components	Marks	Weight (%)
Teacher's Assessment (TA)	30	20
Mid-Term Examination (MTE)	20	13.33
End-Term Examination (ETE)	100	66.67

- (b) The syllabus for each theory paper will have 3 or 4 modules. The two mid-term examinations will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all mid-term examinations and the end semester examination.
The mid-term examinations will be conducted at the department level in the scheduled week and the corrected papers have to be shown to the students within ten calendar days. The scores shall be maintained at the department as well as at the college level.
- (c) Any student securing less than 40%(internal) marks in the mid-term examinations has obtained overall 'F' grade in the subject may be allowed to repeat the internal tests at the department level during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. For this repeat test only one chance would be given. The revised marks shall be communicated to the examination cell prior to start of respective end term examination.
- (d) A candidate is deemed to clear (Pass) a theory paper if he/she secures:
 1. A minimum of 35 percentage points(35marks) in the End Semester examination, (i.e out of 100), and
 - A minimum of 37 percentage points in the End Semester examination and sessional, taken together (i.e out of 150).

11.1. Examination Rules for the Students in "XP" Category:

The students with XP category shall appear the failed and non appeared papers of the 1st Year, in the 2nd Year / subsequent years along with the students of their lower batch in the corresponding semester (e.g. Students failed in a paper in the 1st/2nd semesters shall

appear the paper in the corresponding regular semester examinations conducted in the subsequent years for the lower batch students). The Mid-sem Test marks obtained by such students initially shall be accepted for final computation of marks for declaration of result.

11.2. Students in “X” Category

Students shall not be eligible for promotion to the 2nd Year and hence shall be grouped as “X” category under the following situations :

- (i) He/she has failed to secure minimum CGPA of 4.50 at the end of all the semester examinations of the 1st Year;
- (ii) He/she has not appeared at least 3 (three) theory papers in any semester examination;
- They (X category students) may register themselves as fresh students in the 1st Year in the same Institution. In the repeat year, if he/she secures CGPA less than 4.50, then he/she has to quit the BPUT system.
- The marks obtained by such candidates in their earlier Mid- sem tests shall be ignored for computation of final results

12. Library: Learning Resources

The state-of-the-art air-conditioned library is an important resource centre of the Institute. Located on the first floor of the new building, it serves as the fountain head of knowledge. It stores a rich collection of text and reference books, national and international journals, periodicals, career-related and general business magazines, newspapers, company profiles and reference materials from trade and Industry. Presently, it has a collection of nearly 30,000 text and reference books and 54 national journals. It also has an array of multimedia tools, digital casebooks and learning resources and a book bank. The bi-annual journal published by Srusti, Srusti Management Review (SMR), is listed in Ulrich’s Periodicals Directory, USA.

With such an array of resources available for use, the library is open to all its users in a manner that the resources are utilized to derive benefit of learning without any favour or discrimination, based on certain common guidelines which are expected to be followed by all the users of the library and its facilities. The library offers the following facilities and services to its users:

- Books
- Journals – national/ international
- Periodicals
- Magazines
- Newspapers – English, Hindi and Oriya
- Thesis (Ph. D)
- CDs / DVDs – Training, Academic Resources, Movies, Event Coverage
- Audio Cassettes of Lectures
- Book Reservation
- Title Search Through KOHA Software
- Teaching Instruction Material

- Study Material Collection
- Question Bank
- Project Report Referral
- Book Bank
- Reprography and Printing
- Computing and Internet for Academic Purposes
- Research Centre
- New Arrival Display
- Reading Room

13. Library Rules

13.1 Library Timings:

The library remains open from 9 a.m. to 7 p.m. Monday to Saturday.

13.2 Access Rules:

All the library users shall record their entry and exit from the library by giving their thumb impression on the biometric machine installed near the entrance for this purpose. In addition, students shall also make entry in the Students' Library Attendance Register without fail.

13.3 Borrower's Ticket

Loss of Borrower's Ticket has to be immediately reported to the librarian in writing. The librarian may issue a fresh ticket after an interval of one week from the date of application on payment of **Rs.25/-** per ticket and with one stamp-size photograph of the student.

While returning the books to the library, it is the responsibility of the students to see that his /her ticket is duly discharged.

13.4 Issue and Return Privilege:

Borrower's Ticket shall be issued to all the students for admitting them as members to the library. Students shall be issued books on the basis of subjects taught during a semester. In no case the number of books issued shall exceed the number of subjects taught in a semester as per the syllabus. To take books from library, the students are required to submit the requisition form to the library before one day of the issue of the books. The forms are available in the library. At the same time students can have remote access facility to search book titles through KOHA Software.

Students are required to return the same number of books as issued within 28 days from the date of issue including Sundays and holidays, failing which a fine @ Rs. 5.00 per book per day of delay shall be charged.

All the books issued for a complete semester are to be returned within two days of completion of the end-term examination failing which fine @ Rs. 5/- per book per day of delay shall be charged.

Books and journals or any other materials issued from the library for reading purpose in library are required to be returned on the same day failing which a fine @ Rs. 200/- per material shall be charged.

13.5 Access to Resources

Books

All the books are kept in closed shelves. However, books are issued for use in library against submission of identity cards which are required to be returned on the same day during library hours.

Periodicals

Students can read the current periodicals, journals and magazines on display after depositing their ID cards with the library personnel at the entry / exit point. The same cannot be issued or taken out of the library. In case it is temporarily issued at the sole discretion of the librarian, it has to be returned to the library on the same day during library hours failing which a fine shall be imposed on the member in whose name such resources are issued.

Newspapers

Newspapers shall be available for reading only in the library. The newspapers can be issued by the librarian at her sole discretion for use in classrooms for academic purposes. It has to be returned to the library on the same day during library hours failing which a fine shall be imposed on the member in whose name such newspaper is issued.

Audio-visual Resources

Audio-visual resources (Cassettes / CDs / DVDs) are available in the library for use by the students. These resources can be used in the library only with the help of the computer systems installed for this purpose. In no case these resources shall be issued to students for use outside the library.

13.6 Reservation of Books

Students can reserve the books which are already in circulation. The reserved books, upon their return, shall be immediately issued on the basis of reservation made on first-cum-first-serve basis. If they fail to collect the book on the date of return to the library, it shall be issued to the member who is next in line.

13.7 Return Rules

- In case of loss or damage to the book issued, the concerned borrower has to bear the cost of the book as per the present market price.
- Absence and illness shall not be accepted as ground for exemption from payment of fine. If the due date falls on a holiday, the book(s) can be returned on the following working day without any fine.
- The librarian may ask for return of a book at any time before the due date in case it is deemed necessary. In case the borrower fails to return the book after the librarian's notice, a fine may be imposed by the librarian.
- Library books, manuscripts, etc. are often costly and rare. They are for the benefit of the present and future members of the library. Therefore, writing on library materials, damaging, tearing the pages or marking on any library material are strictly prohibited. No tracing or copying of any map or manuscript shall be allowed without the written permission of the librarian. Violation of the above shall lead to infringement of library

rules and fine as deemed fit shall be levied.

- Before leaving the book issue counter, the member should ensure whether the library material taken by him / her is in sound condition. If not, he / she should immediately bring the matter to the notice of the library staff at the counter. Otherwise, he / she shall be liable to be fined for the same.
- Loss of library materials must be brought to the notice of the librarian immediately for replacement of the same by procuring it from the market or by paying for the cost of the materials. For any such intimation made after due date, the borrower shall be liable to pay a fine amounting to twice the cost of the book / material / resource or an amount decided by the Library Advisory Committee.
- If a book belongs to a set which is lost, the borrower shall be liable to pay for the replacement of the entire set as per the market cost applicable.

Forms and Formats

Annexure-I

Weekly Course Progress Review (MBA / MCA)

Course Progress of Semester as on

Sl No	Faculty Name	Subjects	Module-I			Module-II			Module-III			Module-IV		
			C P	C T	% of Com p	C P	C T	% of Com p	C P	C T	% of Com p	CP	C T	% of Com p
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
CP: Classes Planned. CT: Classes Taken														

Signature of Course Coordinator

Signature of HOD

Signature of Principal

Course Completion Certificate

1. Batch

2. Semester

3. Group

4. From date

To

5. Subject

Sl. No.	Particulars of content	Completion status (Yes / No)	Total number planned	Total number completed	Remarks
1.	All the contents of the lesson plan has been covered				
2.	The case study presentation has been discussed and presented in each module as per the lesson plan				
3.	Student presentation has been planned and completed as per the lesson plan				
4.	Video lectures have been shown and discussed during the class				
5.	Important questions have been discussed as per the syllabus				
6.	All the AI of the subjects have been shared with the students				
7.	Assignment and quiz has been conducted in each module				

Signature of Students:

1.

2.

3.

Signature of Teacher

Signature of Head-MBA / Head-IMBA

Signature of Principal

Students Feed Back Form

1. Name of the Teacher : _____

2. Semester : _____ Stream : _____ Section : _____

Directions :

For each item please indicate your level of agreement with the following statement by choosing a Score between 1 and 5. A Higher score indicates a stronger agreement with the statement.

J

A.	COURSE CONTENT	1	2	3	4	5
1	The teacher covers the entire syllabus					
2	The teacher discusses topics in detail					
3	The teacher possesses deep knowledge of the subject taught					
4	The teacher communicates clearly					
5	The teacher inspires me by his/her knowledge in the subject					
6	Overall rating on the subject					
B.	TEACHING – LEARNING PROCESS					
1	The teacher is punctual to the class					
2	The teacher used the smart board during the class.					
3	The teacher engages the class for the full duration and completes the course in time.					
4	The teacher comes fully prepared for the class					
5	The teacher provides guidance / counseling in academic and non-academic matters in/out side the class					
6	The teacher encourages participation and discussion in class (Teacher-Student, Student-Student)					
7	The teacher encourages and values disagreement					
8	The teacher uses modern teaching aids/gadgets, handouts, suggestion of references, PPT, web-resources (any other)					
9	The teacher discusses the case lets as per lesson plan					
10	The teacher has given group wise assignments					
11	The teacher used the video lectures as per lesson plan					
12	The teacher pays attention to academically weaker students as well.					
13	The teacher relates the course material with real world situations					
14	The teacher's attitude towards the students is friendly and helpful					

Date :
Student

Signature of

To

The Principal,
Srusti Academy of Management
Bhubaneswar

Training Course Completion Certificate

Course : **MBAM/MCA** Batch : _____ Semester : _____

Name of the Faculty : _____ No of Classes allotted : _____

Subject : _____ No of Classes taken : _____

Date of 1st Class taken : _____ Date of Last Class taken : _____

This is to certify that I, Mr/Ms. _____ have completed the course as per the training syllabus along with other Training Assignments

Signature of C.R – 1 _____

Signature of C.R –II _____

Student – 1. _____

Student – 2. _____

Student – 3. _____

Trainer's Remarks :

Date : _____

(Signature of Trainer)

Date:

Section:

Basic Information:

Name of the Proctee

Semester

Registration Number

Attendance in Subject Class

_____ SEM

Sl. No	Name of the Subject	% of attendance
1		
2		
3		
4		
5		
6		
7		
8		

Sl No.	Feedback on particulars	Very often	Some times	Never
1	Whether your proctor has advised you to be regular in classes?			
2	Whether you are suggested the procedure of clarifying doubt in different subject?			
3	Did your proctor advise you to study regularly?			
4	Did your proctor advise you to read journal & newspaper?			
5	Whether you have been advised to attend library?			
6	Whether your proctor has advised you to access online journal/ book through Ebscohost & British Counsel?			
7	Did the proctor talk about recent development in national & international business environment?			
8	Whether you have been advised to read Srusti Management Review?			
9	Have you been informed about important personalities & corporate & other news information in the field of business economy?			
10	Did your proctor tell regarding the procedure of asking questions in class?			
11	Did the proctor advise you to enhance computational skill?			
12	Whether you have been advised you to access business in formations through internet?			
13	Have you suggested by proctor the name of some bestseller books?			
14	Whether you have been motivated to participate in seminar?			

15	Have you been asked by your proctor to watch some movies related to business, economics & social issues?			
16	Whether you have been encouraged to read article related to current development in business & economics?			
17	Does your proctor suggest you the ways and make you learn the preparation of power point presentation?			
18	Have you been motivated by proctor to actively participates in extracurricular & co-curricular activities?			
19	Did your proctor helps in suggesting ways to solve your personal problems?			
20	How frequently have you been suggested to improve your personal skills?			
21	Did your proctor motivate you to participate musical and games activities?			
22	How often you have been suggested the way to improve your communication skills?			
23	Did your proctor motivate you to try & speak in English in the campus with friends and faculties?			
24	Have you been motivated by your proctor to be regular & punctual in all activities?			
25	Are you motivated to participate in training and placement skills?			
26	Whether your proctor has guided you on your dressing sense?			
27	Did your proctor guide you to behave properly ?			

28	Whether you have been advised regarding application writing skills?			
29	Did the proctor guide you to prevent ragging in side college?			
30	Have you been guided to inform about any mischief in campus to competent authority?			

Proctorial Counselling Format**Semester – 1st/2nd & 3rd/ 4th (on the basis of SIP)****1) Personal Information:**

Student Information	To be compiled by Establishment Section
Name	
Regd. No.	
Course	
Year, Batch & Semester	
Email ID	
Mobile No.	
Whatsapp No.	
Mother's Name and Contact / Whatsapp No.	Name :
	Contact :
Father's Name and Contact / Whatsapp No.	Name :
	Contact :
Occupation of Mother	
Occupation of Father	
Day Scholar / Hostel Boarder	
If Day Scholar with Parents / Relatives / Private Mess	
Mode of Conveyance : Own Transport / Public Transport/Institute Transport	
Details Residential Address if not staying in the Hostel	

2) Student Academic Background (To be compiled by Establishment Section)

Sl. No.	Exam. Passed	School / College	Board / University	Division	Mark Secured	CGPA / %
i.	HSC					
ii.	+2					
iii.	+3 / BBA/ BCA					
iv.	PG/ B. Tech					
v.	Others					

3) Student Progress (To be compiled by Establishment Section)**a) Attendance Monitoring**

Sl. No.	Up to 1 st Notification Date:	Up to 2 nd Notification Date:	Up to 3 rd Notification Date:	Up to 4 th Notification Date:	Up to 5 th Notification Date:

Proctor Remark (if any)

--

b) Internal mark statement (To be compiled by Establishment Section)

Sl. No.	Subject (1 st Sem)	Mid Term Mark	Subject (2 nd Sem)	Mid Term Mark
i.				
ii.				
iii.				
iv.				
v.				
vi.				
vii.				
viii.				
ix.				
x.				
xi.				

c) Assignment Submission (To be filled by Proctor)

Sl. No	Subject	Module - I		Module - II		Module - III	
		Submitted (Yes/No)	Marks Secured F.M :	Submitted (Yes/No)	Marks Secured F.M :	Submitted (Yes/No)	Marks Secured F.M :
i.							
ii.							
iii.							
iv.							
v.							
vi.							
vii.							
viii.							
ix.							
x.							

4) Student Performance (on scale of 5) (To be filled by Proctor)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs Counselling)

Particulars	Counselling-1	Counselling-2
Regularity in the Theory Class		
Regularity in the Training Class		
Internal Test Result		
Class room interaction		
Regularity in Submission of Assignment		
Training Performance		
Employability Skill (Aptitude / Reasoning / CA-BA-NA/ Domain Skill)		

5) Counselling Details / Grievances / Action Suggested (To be filled by Proctor)

Sl. No.	Particulars	Counselling – 1	Counselling – 2
i)	Problem Identified with Student (5 Major Points)		
ii)	Grievances of the student Academic – Training – Hostel – Others –		
iii)	Action Suggested (5 Major Points)		
iv)	Signature of the Student		
v)	Signature of the Proctor		

6) Remarks from the Vice-Principal

Counselling – 1	Counselling – 2

7) Remarks from the Principal

Counselling – 1	Counselling – 2



SRUSTI ACADEMY *of* MANAGEMENT (Autonomous)

Approved by AICTE, Govt. of India | Affiliated to BPUT, Odisha
1st B-School in Odisha with '**A**' Grade Accreditation by **NAAC**

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