6.3.1

The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.

INDEX

Sr. No.	Details of Evidence
1	Appraisal Policy
2	Appraisal Form for Teaching
3	Appraisal Form for Non-Teaching
4	Research & Development Policy
5	Recruitment Policy
6	Consultancy Policy

1. Purpose
2. Scope
3. Procedure of Appraisal

1. Purpose

The primary purpose of the annual appraisal of University regular employees is to evaluate the performance of an employee's systematically.

2. Scope

The appraisal process applies to all employees who have completed their probation period. Based on the annual appraisal report, an employee may get

- Annual increment.
- Faculty/Staff awards may be declared based on the appraisal.
- Promotion of an employee.

3. Procedure of Appraisal

The appraisal of an employee goes through the many steps, mainly as under:
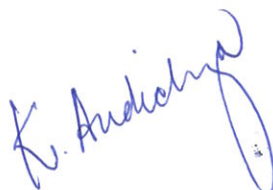
3.1 Frequency of Meeting

Appraisal meetings shall be conducted annually at the end of academic session.

3.2 Probationary Employee

An employee under the probation period is not eligible to fill the annual appraisal forms unless he/she completes one year.

3.3 Appraisal Meetings

- Every employee should submit his/her annual performance report in the appraisal format prescribed by the University (Annexure 1 & Annexure-2).
- As it is a self-introspection of his/her performance, reporting by the employee should be factual and accurate, supported by the evidence wherever necessary.
- The Appraisal Committee shall be responsible to hold the appraisal meeting as per the directions of the competent authority.
- The purpose of the meetings will be

SRM UNIVERSITY DELHI-NCR, SONEPAT

- o Discuss, review and rate the performance (as per the job description) for a period of one academic year.
- o Identify any Faculty/Staff Development Activities required to assist the person to meet their job description and formulating an action plan for developing the employee's skills.

3.4 Appraisal Ratings

The appraisal rating shall be as under:

- GRADE-A: If the Score is between 91-100%
- GRADE-B: If the Score is between 81-90%
- GRADE-C: If the Score is between 71-80%
- GRADE-D: If the Score is between 61-70%
- GRADE-E: If the Score is below 60%

NOTE: The appraisal report shall be used to appraise an employee. If an employee does not satisfactory appraisal report, the competent authority has the right to decide the action on the employee.

3.5 Appraisal Forms

The performance appraisal form is annexed. An employee has to submit (appraisal form) filled and signed copy in the HR Department in a confidential sealed envelope. (Annexure I & Annexure II)

AMENDMENTS OF APRAISAL POLICY

The University reserves the right to modify /cancel or amend all or any of these rules & regulations and issues supplementary rules or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA
FACULTY APPRAISAL FORM
Appraisal period: 1st July ......   to 30th June ....

GUIDELINES:

- The information provided should be accurate and clear. Additional information, if any, worth mentioning may be provided in a separate sheet.
- The Faculty must read the **Performance Appraisal Form** before filling it.

SECTION –A: PERSONAL INFORMATION

Name	
Employee ID	
Date of Birth	
Designation	Present: At the time of joining:
Department	
Date of Joining (SRMUH)	
Experience	Total Experience:...........Years............Months Teaching :...........Years............Months Industry :...........Years............Months SRMUH................. .....Years............Months
Salary	Pay Scale : AGP : Gross Salary:

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY-I: TEACHING LEARNING AND EVALUATION ACTIVITIES (50)

A-Teaching-Learning (20)

Sl. No.	Course Name & Code	Credits	Course File	Lab Manuals (if applicable)	Pedagogy	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
						Average		

(NOTE: Full credits 4 Marks and Half credits 2 Marks; marks can't exceed 20)

B-Assessment & Evaluation (15)

Sl. No.	Evaluation Parameters	Course Name	Credits	Level of Questions	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
1	Assignments/ Quiz/Surprise Tests/Presentation						
2	Projects/MST						
3	End Semester Examination						
	Average						

(NOTE: Each point carries 5 marks, but marks can't exceed 15))

C-Academic Results (Learning Outcome) (5)

Sl. No.	Courses	Credits	Continuous Evaluation Marks	Over all Pass %	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
				Average			

(NOTE: If the pass % is above 90, it is 5 points, else if the average of pass% will be taken with reference to last year's result; but marks can't exceed 5))

D-New/Additional Course, Innovative Pedagogy, Value Added Topics & Remedial Classes: (5)

Sl. No.	Nature of Additional Teaching related Work	Class	No. of Lectures taken	Necessity/ Reason	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
1	New/Additional Course						
2	Innovative Pedagogy						
3	Value Added Topics						
4	Remedial Classes						
	Average						

(NOTE: Each point 1.25 marks)

E- Student's Feedback (5)

Sl. No.	Course Name & Code	Credits	Students Feedback	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
			Average			

(NOTE: Feedback Scale: 0-5. Feedback students having more than 75% attendance will be considered)

CATEGORY-II: RESEARCH, PROJECT/CONSULTANCY & PATENT ACTIVITIES (25)

F- Publications (15/18)

Sl. No.	Details of Paper/Book/Book Chapter/Review	National/International	INDEXED	Impact Factor	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
					Average		

(NOTE: For E&T 15 Marks and other Departments 18 Marks; marks can't exceed 15/18)
SCI/ABDC/WoSc: 4; SCOPUS: 3; Care list: 2

G- Projects/Consultancy (5/7)

Sl. No.	Title of the Project/Consultancy	Details of PI & Co-PI	Funding Organization	Amount	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
				Average			

(NOTE: For E&T 5 Marks and other Departments 7 Marks; marks can't exceed 5/7)

H- Patent (applicable only for E&T) (5)

Sl. No.	Title of Patent	Filing/Published details	Place	Self-Appraisal Rating	Reporting Authority Rating	Appraisal Committee Rating	Final Rating
			Average				

(NOTE: Applied 2 Marks and published patent 5 marks; marks can't exceed 5)

CATEGORY-III: ACADEMIC-ADMINISTRATIVE ACTIVITIES (20)

I-Academic Administration Responsibility (20)

Sl. No.	Academic Administration related Activity	Nature of Responsibility	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		Average			

(NOTE: University level Administrative responsibility 4 marks; other administrative responsibility 3 marks; Any additional independent charge 5 marks; marks can't exceed 20)

CATEGORY-IV: PROFESSIONAL DEVELOPMENT ACTIVITY (3)

J. Workshop/FDPs/Conference/Training Attended as participant or Resource person (3)

Sl. No.	Workshop/FDPs/ Conference Attended	Period (From...to...)	National /Internat ional	Published in Proceedings (Y/N)	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
			Average				

(Note: For each day max 1 point for participation and max 2 points for resource person; convener/coordinator of Conference/Seminar/Workshop 3 marks; marks can't exceed 3)

CATEGORY-V: PROFESSIONAL MEMBERSHIP (2)

Sl. No.	Organization	Joining date

NOTE: Any other information which is not covered in the form and you feel that is very import for your appraisal. (Attach separate sheet).

Enclosures:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Declaration: I hereby declare that the information given above is true to the best of my knowledge and belief.

Date: (Name & Signature of Faculty)

HR Section

Type of Leave	CL	ML	LoP	PER	OD (OW)	RH	CO	Non-Punch	EL	AL	Special Covid Leave-19
Availability											
Availed											

Date: (HR Department)

SUMMARY SHEET

Sl. No.	Criteria	SCORES	Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
I	Teaching learning and evaluation activities	50			
II	Research, training & consultancy activities	25			
III	Academic administration activities	20			
IV	Professional development activity	3			
V	Professional membership	2			
	Average	100			

Recommendation of Appraisal Committee

Date: (Signature)

(Vice Chancellor)

SRM UNIVERSITY DELHI-NCR, SONEPAT, HARYANA
NON-TEACHING APPRAISAL FORM
Appraisal period: 1st July ......   to 30th June ....

GUIDELINES:
- The information provided should be accurate and clear. Additional information, if any, may be provided in a separate sheet.
- The Staff must read the **Performance Appraisal Form** carefully before filling it.

SECTION –A: PERSONAL INFORMATION

Name	
Employee ID	
Date of Birth	
Designation	
Department	
Date of Joining (SRMUH)	
Experience	Total Experience............Years.............Months
	SRMUH.................. .....Years.............Months
Salary	Gross Salary:

SECTION B: ASSESSMENT/SELF APPRAISAL
(Write in Bullet points, work done, achievements and initiative taken-up in the appraisal period)

- Work done:

- Achievements:

- Initiative take-up:

- Use extra sheet, if required.

Date: (Name & Signature of the Staff)

1.

GENERAL INSRUCTIONS:

(i) The Officer writing/reviewing the report is expected to be honest in expressing opinion.

(ii) The reporting officer should mention specifically if , during the year under the report, that he/she had on any occasion counselled or admonished the official concerned for any lapse committed by him/her in the performance of his official duties.

SECTION C: ASSESSMENT (100)

Sl. No.	TRAIT	GRADING					Self-Appraisal Rating	Appraisal Committee Rating	Final Rating
		A (17-20)	B (13-16)	C (9-12)	D (5-8)	E (0-4)			
1	Attendance, Punctuality Discipline	Very Regular, Punctual & Exceptionally discipline	Regular & Discipline	Reasonably Regular & Adequate	Just punctual	Not punctual. Poor leave record			
2	Proactive & Efficiency	Excellent , very efficient and accurate	In good measure, reasonably efficient & accurate	Adequate	Just Ok	Lacking			
3	Knowledge, understanding, procedure & regulation of Univ. in general	Exceptional & clear Grasp	Intelligent & Grasp points correctly and quickly	Shows adequate grasp	Just Ok	Lacking			
4	Team work	Exceptionally loyal and willing worker	Quick, Obedient & Cooperative	Just adequate	Just Ok	Lacking			
5	Trustworthy in handling secret papers	Of a high order	In good measure	Adequate	Just Ok	Not very satisfactory. In the habit of loose talk			
						TOTAL			

(Range: Excellent: 85-100; Good: 65-84; Average: 45-64; Poor: Below: 45)

NOTE: Any other information which is not covered in the form and you feel that is important for your appraisal. (Attach separate sheet).

[FOR OFFICIAL USE ONLY]

HR Section:
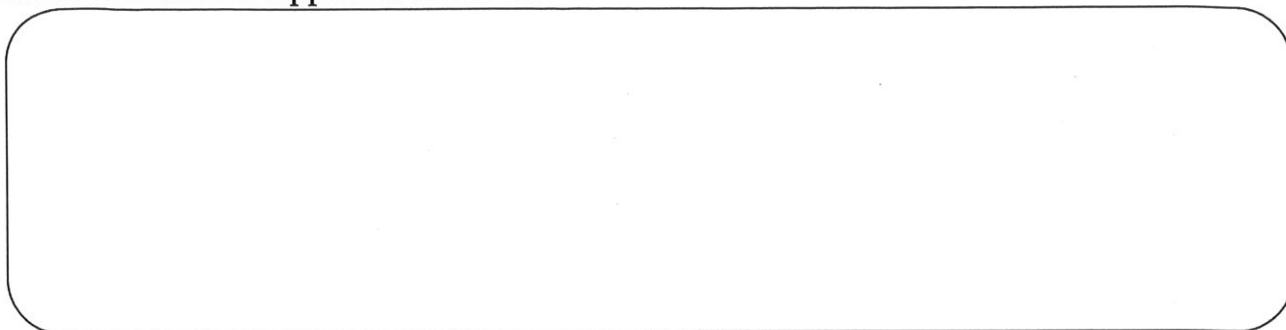
Date: (HR Department)
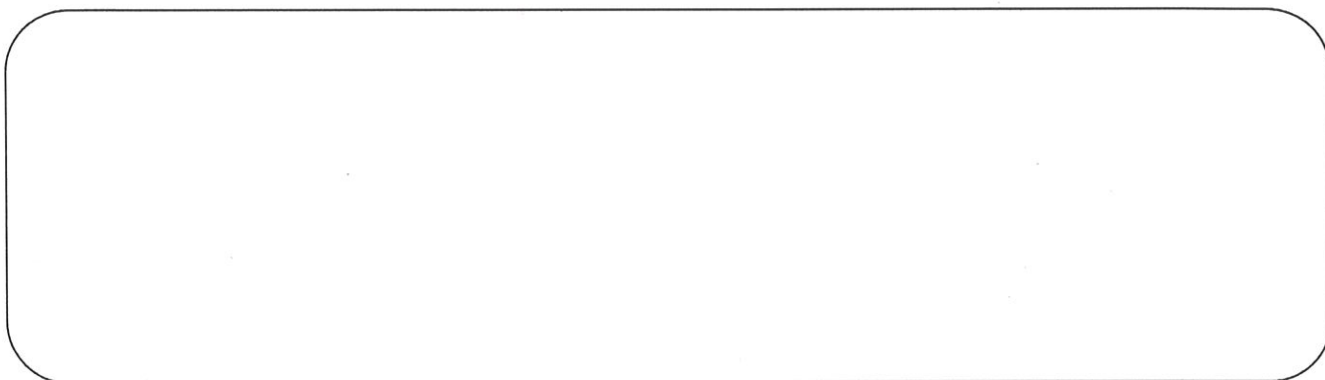
Recommendation of Appraisal Committee

Date: (Signature)

(Vice Chancellor)

Vision Document: Research & Development (R&D)
Road Map with Actionable Agenda

The University is committed in its pursuit of excellence in Research & Development and aims to accomplish various Research programs and initiatives across a wide spectrum of interdisciplinary and multidisciplinary streams namely Engineering & Technology, Basic Sciences, Humanities & Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. The commitment to the interdisciplinary and multidisciplinary work is reflected in applied research as well as basic research in alignment with the vision of NEP-2020 and Atma Nirbhar Bharat. The University ensures that all the core and interdisciplinary subjects flourish in research by adopting the highest norms and standards of a scholarly undertaking.

This document provides information pertaining to various research policies and promotional activities of the University. It outlines the principles that are taken into consideration while planning and conducting research. The guiding principles that are strictly adhered to while recording, reporting and applying the results obtained are emphasized.

1. Vision:

The vision is to focus on academic excellence in alignment with the NEP-2020, with the aim to provide highest quantity and innovative research in addition to development of socially conscious research leaders equipped to address the future challenges of the society in fast changing global and technologically driven environment.

2. Mission:

- To create conducive environment for better access to research and development through mobilization of resources and funding.
- To encourage multidisciplinary and interdisciplinary research through collaborative approach with Industry, Academia, Government and Community based Organization at the local, National and International levels.

3. Objectives:

a. To promote dynamic research with focus on basic, applied research and developmental research and publication of research papers in the referred and high H-index journal.

b. To integrate the four elements of research & development i.e. people, ideas, funds and culture in order to have quality research and development activities.

c. To identify the core areas of research involving interdisciplinary, multidisciplinary and collaborative approach in industry and academia at the National and International level and develop interdisciplinary and multidisciplinary research clusters.

d. To strengthen the existing Centers of Excellence: C4D, SRM-Siemens Center of Excellence & SRM-BOSCH Center of Excellence, etc.

e. To establish advance research centers at least one in each faculty and one advance center more socially relevant to the area particularly in the state of Haryana.

f. To publish University journal, and further to create opportunities for publication of quality research papers from interdisciplinary & multidisciplinary areas.

g. To introduce "Best Research Paper Award", "Best Research Faculty Award" and "Best Research Project Award".

h. To create conducive environment and culture for research and development and to encourage academia-industry to undertake more quality research publications, projects, patents, MDP and consultancy.

4. **Governance Structure:**
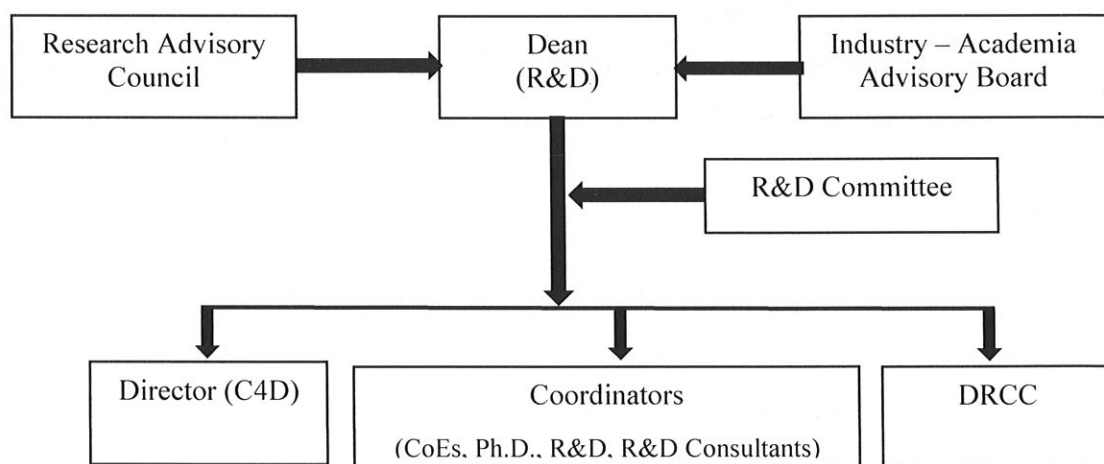
4.1 Research Advisory Council (RAC): The University has constituted the Research Advisory Council whose role is to review the R&D projects submitted to the funding agencies and that would further advise the R&D unit of the University for research activities. The RAC will have five members including two external members of repute and would meet twice in a year.

4.2 Industry-Academia Advisory Board (IAAB): The key function of the Industry-Academia Advisory Board (IAAB) is to advise the industry oriented research program. In addition, the IAAB will arrange the CSR funds from the industries for the faculty members of the University to encourage the industry oriented research program in the University.

4.3 R&D Committee: The R&D Committee will have members representing the Ethics & IPR. It would play a pivotal role in raising the resources, funds, research programs, policy

development, collaborations, monitoring and commercialization. The Committee would have bi-monthly meeting to monitor, evaluate and advice Dean (R&D).

4.4 R&D Consultants: Based on the recommendation of Research Advisory Council (RAC) and Industry-Academia Advisory Board (IAAB), R&D consultants in the area of expertise may be appointed for Research and Development for the University. These consultants will be hired based on honorarium as recommended by the RAC and IAAB and approved by the Vice Chancellor. The Dean (R&D) shall identify Consultants to interact with the Funding Agencies and advise the faculty members on the projects. In addition, the Consultants shall arrange training/guidance to the faculties for preparing project proposals for extra-mural grants. The overhead charges may be used to pay the remuneration for the Consultants.

5. R & D Plans and Incentive Schemes:

The University is committed in its pursuit of excellence in research and aims to lead the Research agenda across the spectrum of Engineering & Technology, Basic Sciences, Humanities, Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. Our commitment to the interdisciplinary and multidisciplinary work is reflected in both Applied Research and Basic Research in compliance with the goals of Atma Nirbhar Bharat and NEP-2020. To achieve the research goals, the University has the following plans and incentive schemes:

5.1. Research Publications:

(a) Research papers: To encourage publication of quality research papers and publications in referred journals-Nature/SCI/SSCI/WoS/Scopus index journals/UGC care list, peer-reviewed National/International journals, etc. in the thrust areas as advised by the Research Advisory Council (RAC) and Industry-Academia Advisory Board (IAAB) from time to time, the University has constituted the "Best Paper Award."

Best Paper award: The Best Paper Award shall be given to the Faculty members and students of University for publication of research papers in peer reviewed journal with a high impact factor. A panel of eminent personnel will be constituted to adjudicate the best paper as per the research norms and guidelines.
The incentive scheme adopted is:

Sl.No.	Publication of Papers	Incentive Scheme	Best Research Paper Award*
1	A-Category Journals	> 5 IF – Rs.10,000/-	Only one award/year
2	B- Category Journals	< 5 IF – Rs.5,000/-	Only one award/year

(In the disciplines where IF are not very high, may be considered separately)

* Only One award per year for all disciplines will be given.
Here "Year" refers to the period from January to December.

5.2. Research Book Publication: The University shall constitute a "Best Research Book Publication Award" every year and the same shall be awarded to the faculty member who publishes a book based on his/her research work. The price money would be Rs. 10, 000/ (Ten thousand only) and only one award per year for all the disciplines will be given.

5.3. Seminars, Conferences & Workshops:
Presentation of research paper / Chairing the session in the National / International Conferences: If the faculty members of the University are invited to present a paper / Chair a session / deliver the Keynote Address etc. in an International Conference of very high standard, then 50% Travel Allowance may be granted by the University. To avail this facility, 3 years regular service at the University is mandatory. A faculty member can avail this facility once in 3 or 5 years or as decided by the Vice Chancellor.

Sl. No	Particulars	Incentive Scheme
1	Organizing Conference	For any faculty member taking initiative to organize Conferences would be provided the seed money. The organizing faculty will have to submit the proposal to organize a Conference / Workshop / Symposium to the Vice Chancellor for approval. A committee comprising of HoD, Faculty members initiating the conference, accounts person, faculty from other Department(s) may be formed before forwarding the proposal to the Hon'ble Vice Chancellor.
2	Presenting & Publishing Papers in Seminar proceedings (National / International Conference)	A committee may be formed to evaluate the worth of presenting the paper in the conference. TA (round trip) & delegation fee for National conference TA (50%) & delegation fee for International Conference (proposal to be approved by the Vice Chancellor)
3	Chairing Session	Duty Leave will be given (National Conference) (proposal to be approved by the Vice Chancellor)
4	Participation as delegate	The proposal to be submitted by the concerned faculty members to the Vice Chancellor. If approved, Duty Leave may be granted.

5.4. Patents:
Faculty members/Research scholars/students are encouraged to file for patents. The Dean (R&D) will ensure assistance is provided for Patent filling of all the novel/innovative ideas of Faculty, Research Scholars and students. The incentive scheme by the University is as under:

Sl. No	Particulars	Incentive Schemes
1	Filing Patents	Submission fee will be reimbursed, provided the applicant is holding the first position
2	Patent published	Once the patent is published, Rs.10,000/- will be given as incentive.

In future, the University will establish a Patent Office in the campus.

5.5. Training & Consultancy:

Continuous effort will be made to encourage the faculty members to take up Consultancy projects and organize training programs. The University has adopted the following incentive scheme will be adopted by the University.

If the faculty members and students of the SRM University bring Consultancy projects to the University, then royalty distribution is 40% to the University and 60% to the Principal Investigator (PI) and team.

Consultancy	Incentive Scheme
Sanctioned Consultancy Amount	The ratio of distribution would be 60% to the Faculty & 40% to the University

5.6. Research Projects:

(a) Sponsored Projects
(b) Non-sponsored Projects

All effort will be made to encourage the faculty members to have funded projects from various funding agencies.

The incentive schemes for R&D Projects are as under:

Funded Research Project	10% of the overhead charges to the Principal Investigation (PI) & team
Unsponsored projects	The University will encourage the faculty members to take more research projects. The seed money may be given as approved by the Hon'ble Vice Chancellor. A suitable committee may be formed before forwarding to the Hon'ble Vice Chancellor

The University shall create the seed money fund for various projects to be undertaken.

5.7.   Strengthening Ph.D. Programme:

I. For Ph.D. Scholars who qualify CSIR, DST, DBT, ICMR, ICAR, MoHFW etc., the incentive schemes are as under:

(a) Scholarship (50%) to the Ph.D. scholars who register for Ph.D. in the University through the University admission process from the Institutions of National Importance (CSIR, DST, DBT, ICMR, MHFW, etc.) with the University faculty members as Supervisors.

(b) Scholarship (50%) to the research scholars who join the R&D projects sponsored by Government of India and other reputed funding agencies and selected through a competitive selection procedure.

(c) Scholarship (50%) to the Ph.D. scholars with GATE/NET/JRF and other who qualify the competitive admission process of the University.

II. Ph.D. Scholars admitted through University test and not qualified above examinations mentioned in point I may be given – 25% fee concession applicable to 5 candidates in order of merit.

III. Ph.D. Scholars may also be selected by the University as Teaching Assistants with a fellowship of Rs. 25,000/ p.m. The University will have a proper system of selecting candidates under this scheme.

IV. Faculty Members may also be admitted in the Ph.D. programme through the University admission process. A fee waiver up to 50% may be given as approved by the Vice Chancellor, selected Faculty may have to fill a bond for his/her for the same.

5.8.   Establishment of Centres of Excellence (CoEs) and Advanced Research Centres:

I. Strengthening and Establishment of CoE:

The existing CoE and C4D will prepare and present a road map with implementable agenda before the Research Advisory Council for suggestions and improvement. The SRM- Siemens Centre of Excellence (SRM-SSCoE) and SRM Bosch CoE will prepare and present a road map with implementable agenda to the RAC for suggestions and improvement. The centre will also device monitoring mechanism to access and evaluate the progress of the CoE.

II. Establishment of Centre of Excellence in Collaboration with Industry: Efforts would be made to identify (the grey area) and create CoE after having discussion and deliberation with Research Advisory Council (RAC) and Industry- Academia Advisory Board (IAAB).

III. Advanced Research Centres: Centres of excellence for specialized research will be established and the existing centres will be strengthened (e.g. C4D). Centre for Nano Science, Centre for AI & ML, Incubation Centre and Innovation Centre will be established.

Each faculty will make efforts to identify and establish at least one Advance Research Centre, which is socially and locally relevant to the needs of the people.

IV. Establishment of UN Centre for Training and Research: The UNITAR (United Nation Institute for Training and Research) is ready to establish the UN Centre for Training and Research at the University. This will be an unique centre in the University and one of its kind in the entire Country, as UNITAR has a policy of granting permission for a single centre in a country. The UNITAR faculty will be part of Training and Research.

6. Performance Monitoring and Evaluation Mechanism:

The Road Map for performance monitoring and evaluation mechanism would be prepared after discussion and deliberation with the Research Advisory Council and Industry-Academia Advisory Board and Vice Chancellor.

SRM University Delhi-NCR, Sonepat, Haryana
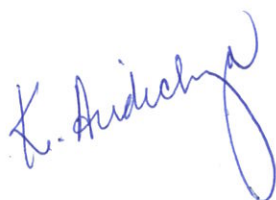**Recruitment Policy-2022**

1. Introduction

- This policy aims is to provide a fair and transparent recruitment process which is cost effective and in timely manner.
- This document is about the system and process of all the activities that form part of the recruitment process.
- The process refer to all the steps and routine taken into considered in recruitment process, from working out the requirement to the advertisement, searching out the qualified talent on board and then their orientation.

2. Core Principles

- University is committed for a merit based recruitment policy.
- The recruitment of an employee is conducted in a professional, time bound, transparent and responsive manner.
- Attracting good talent, retaining and creating conducive environment unleashing potential candidate is the fundamental recruitment policy.
- The University will treat all candidates fairly, equitably and efficiently, with due respect and courtesy, ensuring that the candidate experience is positive, irrespective of the outcome.
- All documentation relating to applicants shall be treated confidentially by following the existing relevant law.

3. Recruitment & Selection Procedure

- The HoDs must prepare Teaching/Administrative workload (ae per the cadre ratio) and project the faculty/staff requirement, considering the replacement, if any.
- The HoDs must discuss overall faculty/staff requirement with the domain Dean/Associate Dean and submit the requirement to the HR Office for further process through the domain Dean/Associate Dean.
- The HR Office shall prepare a consolidated requirement and shall submit it with the Hon'ble Vice Chancellor through the Registrar for submission to the Hon'ble Chancellor for approval.
- The recruitment process shall commence only when evaluation for the requirement for a post and its financial implication have been duly approved by the competent authority.
- Once approval is obtained, the concerned Department Head shall provide the job description to the HR Department. The job description should accurately reflect the requirement of the post.

- The person specification should state both the essential and desirable qualifications in terms of skills, aptitudes, knowledge and experience for the job, which should be directly related to the job applied equally to all aspirants.
- The post shall be advertised widely through the University website /social media.

4. Selection & Procedure for Regular Recruitment

4.1 Shortlisting

- List of all the applicants , applied for the post, shall be prepared by the HR
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ration 1:4 or 1:5.

4.2 Selection Procedure

- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:
    - Vice Chancellor – Chairman
    - Dean Academic Affairs –Member
    - Deputy Director Administration (HO)-Member
    - Group HR (HO)-Member
    - Concerned Dean- Member
    - Governing Body Nominee-Member
    - External Subject Expert (s)
    - HR –Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

- Shortlisted candidates shall be invited for the interview giving at least a notice of one week.
- Based on the performance of the candidates in the interview and their academic records, the selection committee will prepare a list of selected candidates.
- The Selection committee recommendations shall be shared with the Hon'ble Chancellor by the HR through the Registrar.
- Unsuccessful candidates will be informed about the outcome of the selection process.

Remark: The interview for a regular position shall be held once/twice in an academic session.

4.3 Making the appointment

- The candidates approved by the Hon'ble Chancellor for final regular appointment shall be sent an offer letter for seeking his/her acceptance for the said offered position.
- The final appointment letter shall be issued to an employee on the day of his/her joining.

5. System & Procedure for Ad-hoc Recruitment:

Ad-hoc appointment would be made based on the requirement arising out the faculty/staff leaving the University in between the running semester. There is a need to evolve a proper system and prescribed procedure for making such appointment.

The following procedure is prescribed for making Ad-hoc appointments.

- Ad-hoc appointments would be made only for the replacement(s) or as per the need basis.

- HoD of the concerned department, having requirement for Ad-hoc appointment, should make fair assessment for the workload of the existing faculty/staff. If the HoD is satisfied that there is an urgent requirement for appointment of additional Faculty/Staff, a written request with eligibility for the post is to be forwarded to HR Department by the HoD through the respective domain Dean/Associate Dean/Administrative Head of the concerned department.
- The HR Department shall take the approval for all the ad-hoc appointments from the Hon'ble VC (in case of teaching staff) and Registrar (in case of non-teaching staff).
- Based on the approval, the posts shall be advertised widely through the University website/social media.
- A Committee shall be constituted by the Hon'ble VC to define the eligibility and shortlisting criteria for shortlisting the candidates.
- The committee shall shortlist the candidates based on the criteria (laid down in the previous step) in the ration 1:4 or 1:5.
- The shortlisted candidates shall be invited for the interview (by giving reasonable notice to the candidates).
- The Selection Committee shall be constituted by the Hon'ble VC consisting of the following members:

  Faculty selection:
  - Dean Academic Affairs –Chairman
  - Concerned Dean- Member
  - Hon'ble VC's nominee- Member
  - Concerned Department HoD –Convener

  Staff selection:
  - Registrar –Chairman
  - Director Administration- Member
  - Hon'ble VC's nominee- Member
  - Concerned Department HoD-Convener (in case of Lab Staff)
  - Administrative Officer- Convener (in case of Administrative Staff)

- The recommendation of the Selection Committee shall be signed by all the members of the Selection Committee, and it is to be placed before the Hon'ble VC through the Registrar for approval.
- The selection of Ad-hoc employees to be appointed shall be for a short duration depending upon the requirement of the concerned Department. In normal circumstances, it may be for one semester or till the regular appointment is made, whichever is earlier.
- Ad-hoc appointed employee shall be upgraded (to Regular position) unless he/she faces the duly constituted selection committee of the University and get the recommendation from it.

6. **System & Procedure of Confirmation of Regular Selected Employees:**

   Once an employee completes the probation period, he/she may be confirmed after screening by the duly constituted committee consisting of the following members:
   - Vice Chancellor – Chairman
   - Dean Academic Affairs –Member
   - Concerned Dean- Member
   - Governing Body Member- Nominee

- o   Registrar-Member
- o   HR –Convener

NOTE: Advisor to the Hon'ble Chancellor will attend the selection committee as an observer.

Based on the recommendation of the selection committee, the employee will be confirmed or probation period may be extended for further period from six months to another one year.

7. Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and joins, the Manager/Head of Department shall be responsible for preparing a comprehensive induction programme for the new employee.
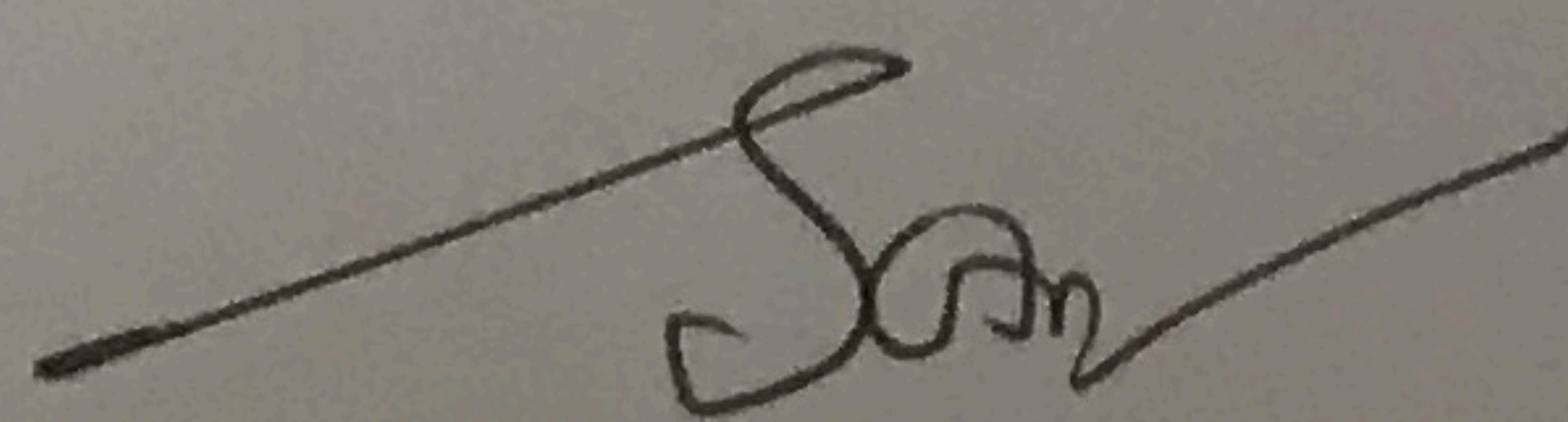
CONSULTANCY POLICY

1. INTRODUCTION:

A Research Consultancy exists whenever an academic staff member delivers research skills or knowledge in exchange for compensation from an external funder. A Research Consultancy may be the outcome of a tender or an individual engagement. Consultancy is an avenue for knowledge and expertise to move from universities to businesses and other external organizations, and it may contribute to the growth, development, and productive collaborations ultimately leading to knowledge development and sharing. University encourages its employees to undertake consultancy projects, as per the consultancy policy to 'Explore optimal development opportunities available'.

The University is committed in its pursuit of excellence in research and aims to lead the Research agenda across the spectrum of Engineering & Technology, Basic Sciences, Humanities, Social Sciences, Legal Studies, Management, Commerce, Hotel Management, Pharmacy and Medical Science. Our commitment to the interdisciplinary and multidisciplinary work is reflected in both Applied Research and Basic Research.
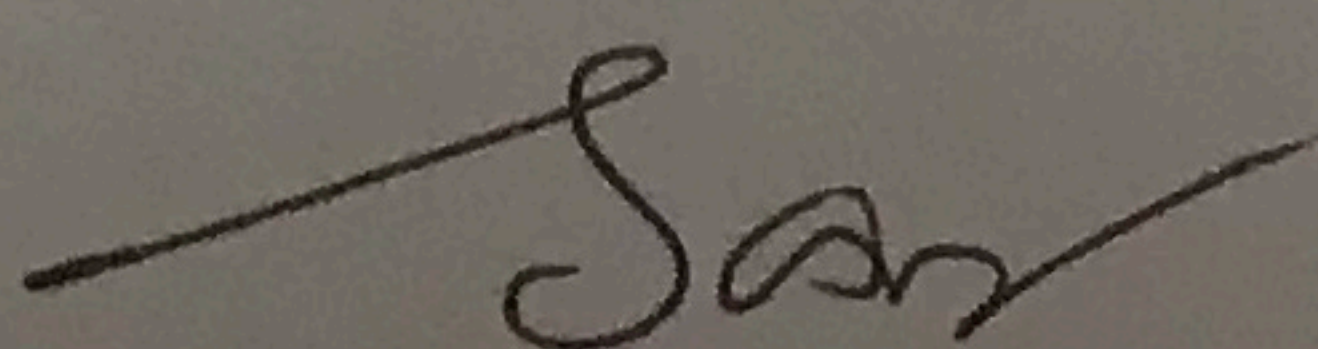
R&D Governance Structure:

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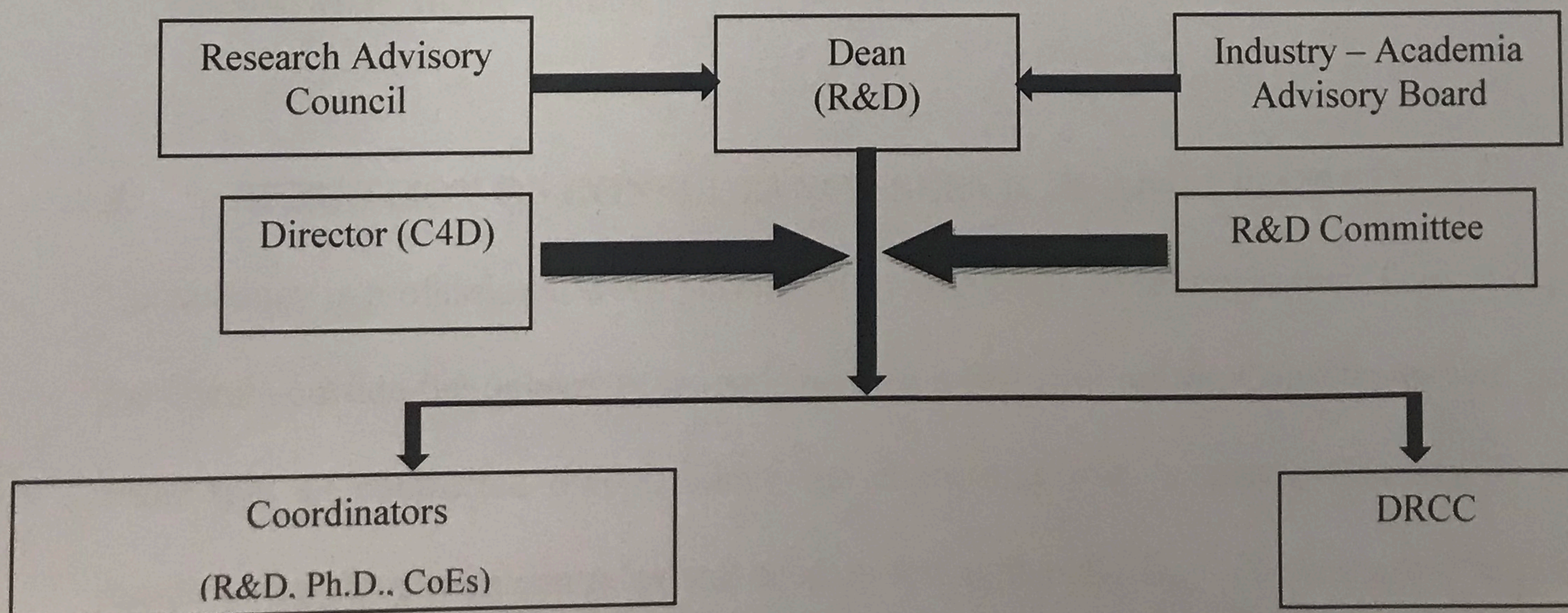
2.   OBJECTIVES

a. To promote dynamic research with focus on basic, applied research and translational research and publication of research papers in the peer reviewed and high H-index journal.

b. To integrate the four elements of research & development i.e. people, ideas, funds and culture in order to have quality research and development activities.

c. To identify the core areas of research involving interdisciplinary, multidisciplinary and collaborative approach in industry and academia at the National and International level and develop start up research clusters.

d. To strengthen the existing Centers of Excellence: C4D, SRM-Siemens Center of Excellence & SRM-BOSCH Center of Excellence, etc.

e. To establish advance research centers at least one in each faculty and one advance center more socially relevant to the area particularly in the state of Haryana.

f. To publish University journal, and further to create opportunities for publication of quality research papers from interdisciplinary & multidisciplinary areas.

g. To introduce "Best Research Paper Award", "Best Research Faculty Award" and "Best Research Project Award".

h. To create conducive environment and culture for research and development and to encourage academia-industry to undertake more quality research publications, projects, patents, MDP and consultancy.

3.   DEFINITION OF CONSULTANCY SERVICES AND PROJECTS

Consultancy is professional work performed by university members in their field of expertise for clients outside the university in exchange for a financial return. Consultancy will produce some type of contracted output, which the client may own in part or entirely. It will be regulated by short-term contracts and need as few university-available resources as possible. It would be an additional management responsibility for the university as well as additional

2

work for current university personnel. As a result, the university will charge a fee in addition to the consultant fee to the university member who is engaged in consulting.

4. NATURE OF CONSULTANCY

Consultancy projects may be of the following two types:

A. Consultancy projects received by the university or its faculty or department (Institutional)

B. Consultancy secured by employees through their efforts, network and expertise (Individual)

Consultancy may cover different kind of activities depending upon the expertise of the employee, Department or Faculty.

Exclusions: This consulting policy does not apply to actions aimed at improving scholarship, knowledge, and teaching, or promoting the teaching, learning and research activities in general. For example, external examinership, conference and seminar presentations, editorship of academic journals, research articles, books, and patents, and any other activity decided by the Vice Chancellor.
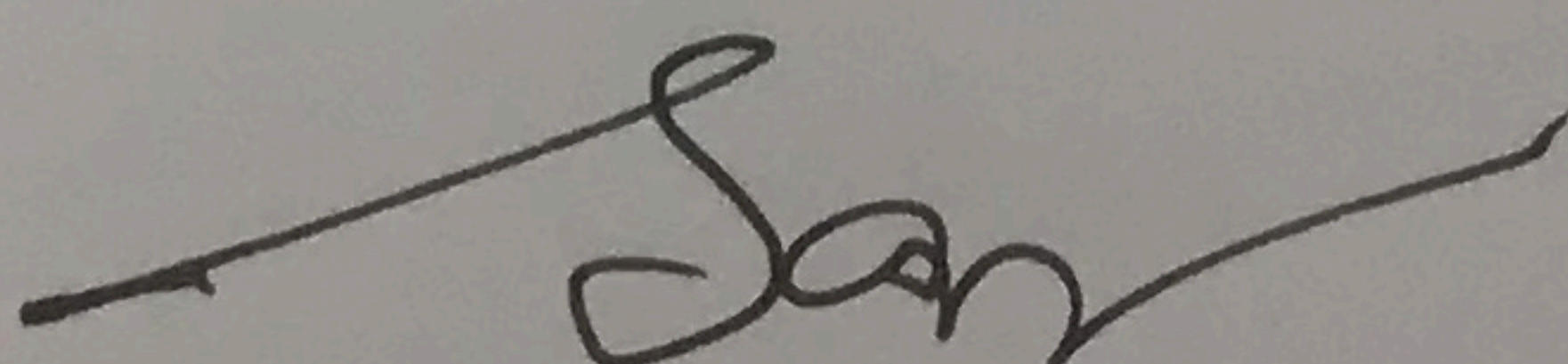
5. Approval to Undertake Consultancy Project

A. Consultancy projects received by the university or its faculty or department (Institutional)

All projects received by the University shall be marked to the respective Faculty/Department for its execution approved by the Vice Chancellor on the recommendation of the R&D Cell. A Principal Investigator (PI) and/or Co-PIs who would be responsible for getting the project executed. The terms of reference shall be drawn by the R&D Cell which will govern the responsibility of the PIs/Co-PIs and institution for the consultancy project.

B. Consultancy secured by employees through their efforts, network and expertise (Individual)

3

Consultancy projects received by the individual employees shall be submitted to the R&D Cell, which will approve the project keeping in view the following general principles:

➢ The degree to which the faculty or department will take on consulting work in addition to their regular responsibilities and workload.

➢ Strength of the proposal, budget, and institutional priorities of research and development

➢ Risks involved in the project and its consequential mitigation in the project.

No employee shall undertake a consultancy project without the approval of Competent Authority through R & D Cell.
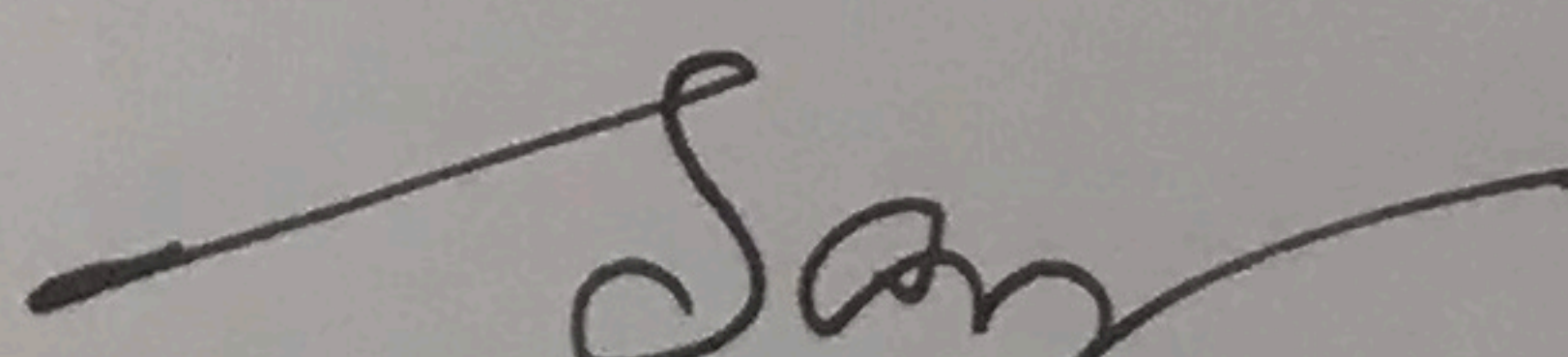
6. Management of Consultancy

Principal Investigator shall be responsible to manage the consultancy project efficiently and in a timely manner as per the Terms of Reference. Without prejudice to the above general obligation, the PI shall be responsible for the following:

a) Protecting the interest of the University at all times and not allowing the consultancy project take precedence over the routine work of the University.

b) Ensure that a legally binding agreement is entered between the University and the Client.

c) Ensure that all original copies of the document relating to the consultancy is made available to the Repository in the University.

Employees shall at all times be subject to the University Conduct Rules and any misconduct shall be dealt as per the university norms.

7. Revenue Sharing

If the faculty members and students of the SRM University bring Consultancy projects to the University, then royalty distribution is 40% to the University and 60% to the Principal Investigator (PI) and team.

4

Consultancy	Incentive Scheme
Sanctioned Consultancy Amount	The ratio of distribution would be 60% to the Faculty & 40% to the University

8.   Dispute Resolution

Any issue arising out of the execution, non-performance, misconduct during the consultancy project shall be examined by the R&D Cell which will submit its recommendation to the competent authority. Any issues relating to interpretation of a clause of the consultancy policy shall also be referred to the competent authority. Decision of the competent authority shall be final in all respect.

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