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## Policy No.F01

<b>Policy Name:</b> Faculty Internal Promotion Policy [For RGCER/ DMIETR/ DBACER]	Policy Category Faculty
<b>Initial formulation No. &amp; Date:</b> NYSS/CEO/2012/699	Revision Date 11.11.2016
<b>Policy Statement:</b> Policy for Internal Promotion to the faculty members on acquiring Ph.D. Qualification in Engineering & Technology.	

### Policy Description :

This policy has been formulated to promote the faculty members to the post of Associate Professor/ Professor on acquiring Ph.D. qualification in Engineering & Technology, subject to availability of vacant posts as per AICTE/University norms.

### Terms of the policy: (Applicable to Engineering Colleges other than YCCE)

- A duly constituted committee will scrutinize the applications for internal promotion submitted by aspirants.
- The Committee shall meet within 15 days from the date of receipt of request.
- The date of interview will be communicated to the candidate by the Hol.
- The composition of the committee will be as follows
  - The internal promotion will be Ad-hoc and temporary for a period of two years.
  - Competent Authority and/or Nominee - Chairman
  - Head of Institution - Member Secretary
  - One subject Expert from outside the Institute - Member
- The conditions of recommendation for promotion will be as follows
  - The faculty shall publish minimum one paper in SCOPUS indexed journal within two years from the date of internal promotion.
  - The faculty shall have minimum one interdisciplinary/ industry based project every year.
  - The faculty shall have a substantial contribution in teaching learning process in terms of value addition/ innovation.
  - The compliance as above will be reviewed by the Committee at the end of two years and based on its recommendations, the Competent Authority may approve continuation of internal promotion.
  - The decision of the Competent Authority shall be communicated to the candidate after receipt of communication from the Committee.
  - The date of implementation will be the date of meeting of the Committee.
  - On internal promotion, the faculty will be placed in payscale of 37400-67000, with Grade pay of 9000/10000 for Associate Professor/Professor respectively.
  - The candidate's eligibility will be governed as per AICTE Guidelines. The candidate will be eligible for internal promotion as Associate Professor if he is a University approved Asst.Professor having University approved experience of minimum two years in the same institution and will be eligible for internal promotion as Professor if he is a University

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approved Associate Professor having University approved experience of minimum two years in the same institution.

- The internal promotion cases will not be considered if there are more than two Phd faculty in the department with intake of 60. The nos. will increase on prorata basis if the intake is more.



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## Policy No. F02

<b>Policy Name:</b> Assignment of faculty to teach classes at II Year level	Policy Category Faculty
<b>Initial formulation No. &amp; Date:</b> NYSS/CEO/2012/165, dated 03/04/2012	Revision Date 11.11.2016
<b>Policy Statement:</b> Assignment of faculty members to teach subjects at II year level of study & assigning multiple teachers for the subjects having multiple sections.	

### Policy Description :

The Policy is formulated considering the need of assigning expert/experienced faculty to the students in the formative year of their discipline specific course of study as per the following details:

### Terms of Policy:

1. Departmental Head to mandatorily teach one subject per semester at II year level.
2. Senior/experienced faculty members shall be assigned to take classes per semester at II year level, preferably the difficult subjects.
3. Separate teachers shall be provided for multiple sections for a subject.
4. HoI will monitor the effective implementation of this policy and shall be verified during departmental level audit (DLA).

  
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## Policy No.F03

<b>Policy Name:</b> Financial Assistance for Conference/ STTPs/ Workshops within/ Outside Country.	Policy Category Faculty
<b>Initial formulation No. &amp; Date:</b> DMIMS/Head Office/Policy/2016, Dated- 11/11/2016	Revision Date 11.11.2016
<b>Policy Statement:</b> Policy for providing financial assistance to faculties for participating in Conference/ STTPs/ Workshop within/ Outside India.	

### Policy Description:

#### A. For National/ International Conference In India

- i. Hosted by institutes such as IITs/ NITs/ IIMs/ IIITs/ Government Institutions/ Deemed Universities (NAAC/NBA Accredited)/ Autonomous Institutes (NAAC/NBA Accredited), 100% Registration fees will be given (Subject to Maximum of Rs. 5000 to first Author) & TA/DA as per entitlement.
- ii. For Self Financing Institutions (NAAC/NBA accredited), registration fees maximum of Rs. 3000 will be sanctioned & TA/DA as per entitlement.
- iii. Maximum three faculty members per Institution (Max. 2 per department) will be allowed to participate in the same Conference.

#### B. For International Conference Outside India

- i. Hosted by Professional Societies such as IEEE/ ASME/ ASCE/ Any other as approved by competent authority in countries like Dubai, Singapore, Malaysia & China, Rs. 35000 per faculty as overall assistance, including TA/DA will be sanctioned. For countries like USA, UK, Australia & NZ, Rs. 50000 per faculty as overall assistance, including TA/DA will be given. (The assistance can be availed by the faculty only once in a year).
- ii. Participating faculty has to apply for travel grant to AICTE/ any other funding agency prior to submission of application to the institution. In case of allotment of grant by the funding agency, the amount shall be refunded back to the institution.
- iii. Maximum 2 faculty members per year per institute will be allowed to participate.
- iv. Permission for attending international conference outside the country will be recommended by Hol and shall be approved by Competent Authority.

#### C. For STTPs/ Workshop

- i. Hosted by institutes such as IITs/ NITs/ IIMs/ IIITs/ Government Institutions/ Deemed Universities (NAAC/NBA Accredited)/ Autonomous Institutes (NAAC/NBA Accredited), maximum of Rs. 3000 or actual (whichever is less) towards registration fees will be sanctioned along with TA as per entitlement.
- ii. For Self Financing Institutions (NAAC/NBA accredited), maximum of Rs. 2000 or actual (whichever is less) towards registration fees will be sanctioned with 50% of TA as per entitlement.



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- iii. Maximum 4 faculties per Institution (Max. 2 per department) will be allowed to participate in the same STTP/Workshop.

**Note:**

1. Eligibility: Minimum one year of continuous service in MGI as UGC Regular faculty or with minimum 5 years affiliation with the institution.
2. In case of A & B, Paper presentation is mandatory and the Policy will be applicable only to the first author. In case of co-author (Max. 1) attending the same conference, only duty leave will be granted.
3. Faculty attending STTP/ Workshop will share the knowledge gained to the departmental faculties through a half day session within 2 weeks of attending the same.
4. In case of multiple applications, preference will be given to the faculty who has not availed the benefit previously.



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## Policy No. F04

<b>Policy Name:</b> Incentive for Proposals funded by Government Agencies	Policy Category Faculty
<b>Initial formulation No. &amp; Date:</b> Ref: NYSS/DO/2010/, Date:21/08/2010	Revision Date 11.11.2016
<b>Policy Statement:</b> Policy for Grant of Incentive to faculty members for Proposals funded by Government funding agencies.	

### Policy Description :

This policy has been formulated to create & disseminate a culture of writing & submitting research proposals to various Government funding agencies, thereby developing state of art of lab facilities in the institution. The policy will facilitate the faculty members to enhance cognizance towards recent trends in their respective field.

### Terms of the policy:

- Incentive of 3% on overall amount will be given to faculty members for receiving funds from MODROB project funded by AICTE.
- Incentive of 5% on overall amount will be given to faculty members for getting any proposal/ project funded by any of the Government funding agencies.
- In case of two investigators, principal investigator will get 3% incentive and the co-investigator will get 2% incentive for funds received other than MODROB projects.
- This incentive will be over & above the Sanctioned amount approved by concerned funding agencies.
- The principal Investigator will apply to the HoI for claiming the incentive within one month on receipt of D.D./Cheque/Pay Order from the funding agency.

  
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## Policy No. F05

<b>Policy Name:</b> In House Minor Project Scheme	Policy Category Faculty
<b>Initial formulation No. &amp; Date:</b> NYSS/DO/2011/1489 dated 06/01/2011; NYSS/CEO/Policy/2013/752 dated 16/11/2013; NYSS/CEO/Policy/2014/54 dated 09/01/2014	Revision Date 11.11.2016
<b>Policy Statement:</b> In-house Minor Project Scheme for Research/Product Development work	

### Policy Description :

#### 1. Introduction:

In order to promote Teaching, Research and Development in emerging areas in Pure Science, Engineering and Technology, etc., it is proposed to initiate an In-house Minor Project Scheme providing financial assistance of maximum Rs.1.00 lac/project for the projects recommended by the Selection Committee.

#### 2. Objective:

To initiate R&D activities on short terms basis and to promote excellence in Research in the field of Pure Science, Engineering and Technology on long term basis.

#### 3. Quantum of Financial Assistance:

Maximum of Rs.1.00 lac/faculty member for the duration of project. 50% amount shall be sanctioned in the beginning and remaining 50% amount will be released subject to submission of Utilization Certificate and the recommendation of the project Review Committee. The Project Evaluation Committee will decide the milestone and cycle of disbursement of sanctioned amount. However, if the Principal Investigator needs amount at various stages, he should propose the schedule of payment of requirement.

#### 4. Duration of the project: Maximum 2 years. No extension will be admissible.

#### 5. Eligibility:

For both Principal & Co - Investigator:

Faculty members on Regular Scale; either Management Regular or University approved in the Engineering (Degree & Diploma) or Management Institutions under MGI.

#### 6. Purchase of Equipment(s):

The equipment(s) as mentioned in the proposal and approved by the Evaluation Committee/Project Review Committee should only be purchased as per the defined procedures/guidelines of the Institution/Sanstha. Once the Project is completed, the Equipments will be deposited in the Department Laboratory and will become Institutional Property.

#### 7. Purchase of Books & Journals:

The print material/e-resources acquired by the Principal Investigator under this scheme must be

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deposited to either the departmental library or the central library at the end of project. They should become Institutional property.

### **8. Field work and travel:**

The amount approved under this head should be utilized for implementation of this project only. The amount should not be used for attending Conferences, Seminars, Workshops etc. which are covered. The amount approved under this head may be utilized on spares, equipments, Photostat copies, typing, stationary, postage, telephone calls, internet, fax etc. as per rules/guidelines of the Institution/Sanstha.

### **9. Date of Implementation:**

The effective date of implementation of the project will be mentioned in the sanction letter. The Project should be completed in the stipulated time period as mentioned in the proposal subject to maximum of 2 Years.

### **10. Procedure for applying:**

All eligible faculty member(s) as mentioned in Sr.No.5 above, who wish to avail financial assistance under this scheme should submit their proposal in the prescribed proforma – Annexure I, to the Corporate Office. Applications shall be forwarded by the concerned HoD and the Principal.

The proposal will be invited twice an academic year by the H.O. preferably in the month of January & July. However, dates may be changed as per the requirements.

If in case there is some project already approved by the Evaluation Committee under the IHMP Scheme & under process, the faculty cannot submit a new project under this scheme in any capacity as P.I or C.I., until the previous project is completed and the completion report has been submitted.

### **11. Procedure for approval:**

The Principal Investigator will have to make presentation before the Evaluation Committee as per the pre defined schedule. The proposals will be considered by the Evaluation Committee and the final decision will be taken keeping in view the recommendations made and availability of funds.

### **12. Monitoring & Evaluation:**

Half yearly progress report of the work done shall be submitted in the prescribed proforma Annexure II within 15 days of completion of six months, failing to which the further disbursement along with the project approval may be cancelled.

### **13. Responsibility:**

The complete responsibility for the meaningful implementation of the project lies with the Principal Investigator.

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### 14. General:

Since this scheme is in house, issues such as transfer of the project, acceptance of the project, recurring and non-recurring heads have not been explicitly spelled out.

### 15. Proposals Evaluation Procedure :

The proposals will be evaluated by an evaluation committee. The composition of the evaluation committee shall be as follows :-

1 Chairman, 3 Members, 1 Internal Subject Expert, 1 External Subject Expert & Member Secretary.

The name of the Committee Members will be proposed before every Evaluation Phase.

- Out of three members only two members to be invited by the Chairman.
- The Principal Investigator(s) & Co Investigator(s) will be invited for presentation before evaluation committee.
- The presentation/discussion time shall be for 15 minutes/proposal.
- The proposals will be evaluated in the prescribed format.
- HoD of the concerned Department needs to compulsorily attend the Evaluation Presentation.

### 16. Institute wise Budget allocation for each Academic year:

YCCE: Rs. 7 lacs.

RG CER, DBACER & DMIETR: Rs. 5 lacs each.

DMIMS (MBA): Rs. 3 lacs.

SDMP: Rs. 2 lacs.

Amount shall be appropriately disbursed in two selection processes; based on the no. of proposals received and recommendations of the evaluation committee. In no circumstances the budget of one Institution will be shared with another Institution.

### 17. Honorarium to the External Subject Expert :

Rs. 1500/- per member per day shall be paid.

  
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