

Quality Policy



Sambalpur University
Jyoti Vihar
Sambalpur-768 019 (Odisha)

"Vidyaya Vindatemrutam"

(The above motto of Sambalpur University means "Education which liberate")

Quality Policy

I. PURPOSE

A Quality Policy is a requirement for the integration of the various activities of the institution and institutionalize the best practices. The main purpose is to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University and to promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

II. OBJECTIVES

- To strengthen student, staff and institutional management capacities for quality sustenance and quality enhancement
- To ease learner – centric learning environment for the development of professional human resources required for nation building
- To improve institutional performance with effective mechanism on the basis of feedback and follow up actions.
- To create an international quality benchmark for various academic and administrative activities.
- To develop curriculum in order to use learning analytics to assess student learning outcomes.
- To strengthen internal quality assurance structural arrangement with clear roles of quality cells at University and Schools/Departments levels for monitoring and evaluation of quality practices.

III. POLICY COVERAGE

The Policy applies to all units of the University through continuous internal quality assurance mechanisms in order to achieve the Mission and Vision of the institution.

IV. QUALITY ASSURANCE ACTIVITIES

- To promote pedagogical innovation and encouraging innovative teaching practices among the staff and staff development.

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- To promote use of e-resources for teaching and Learning Management System (LMS).
- To conduct Academic and Administrative Audit [AAA].
- To participate in ISO, NIRF & NAAC Accreditation & Ranking Survey.
- To scrutinize the ‘Best Teacher Award’ one in Science & Technology and another in Social Science, Humanities, Legal Studies, Management & Pedagogical studies to the University faculty.
- To monitor student progress & mentoring system.
- To organize relevant Seminars, Workshops, Industrial and Educational visits for all students.
- To strengthen Career Guidance and Placement Cell.
- To encourage students to excel in various sports events.
- To motivate Faculty Members in Publication of Journals of International standards.
- To implement Feedback Systems on Faculty, Curriculum, Institutional Performance, Library and Hostel facilities.
- To promote entrepreneurial drive and create initiatives among students.
- To engage Students in constructive and sensitive services to the community.
- To sensitize students towards national causes.
- To develop linkages with Industry and National/International Research Institutions.
- To facilitate Collaborations with Industries.
- To facilitate expansion of revenue sources through consultancy.
- Collaborations with Foreign Universities for various exchange programmes.
- To facilitate Faculty to apply to different state and central funding agencies for research projects.

V. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC shall be constituted under the chairmanship of Vice-Chancellor. He / She may be assisted by a Director/Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned.

5.1 IQAC Composition

Chairperson	Vice Chancellor
Director, IQAC	Member Secretary
Coordinator, NAAC	Member

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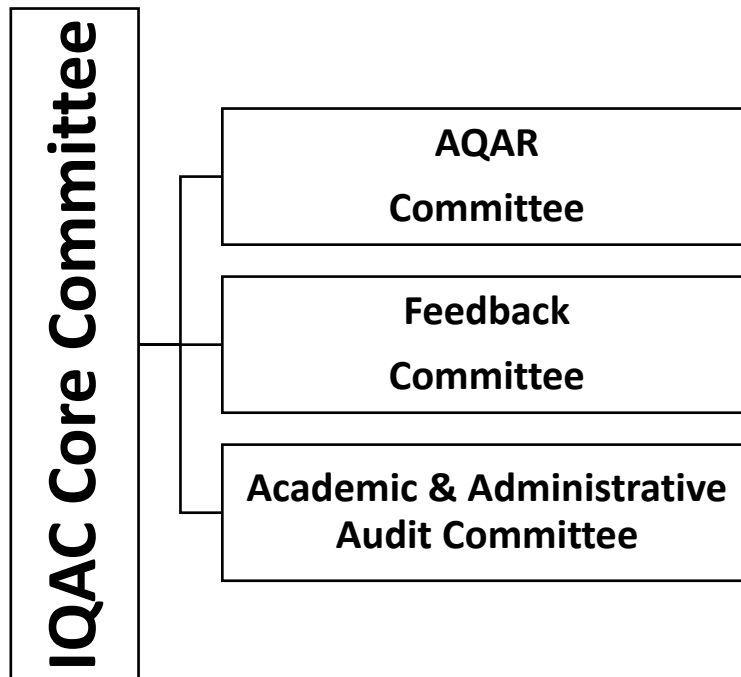
Senior Administrative Officers • Chairman, P.G. Council • Registrar • Comptroller of Finance • Controller of Examination • Director, College Development Council • Director, HRDC	Member
Regional Director, Higher Education, Sambalpur	Member
One Management Representative	Member
One Nominee from Employers	Member
Three to eight represent all level of Teachers	Member
One Nominee from Local Society	Member
One Nominee from Nominee Industry	Member
One Nominee from Alumni	Member
One Nominee from Students	Member
One Nominee from External Expert	Member
Deputy Director, IQAC	Member

- The tenure of Office of the Members of IQAC shall be for Three Years and may be extended by the Chairperson.
- All the meetings of IQAC shall always be chaired by Vice Chancellor and his / her absence, by any one of the nominees of the Vice Chancellor.
- IQAC shall meet at least Four Times a year on dates, times and places decided by the Chairperson / Vice Chancellor.
- The Agenda for IQAC meetings shall be prepared by Director, IQAC, under the instructions of and with prior approval of the Vice Chancellor / Chairperson.
- The quorum for the meeting shall be 50% of the total number of members.
- An accurate recording of proceedings (minutes) of each meeting shall be prepared and shall be maintained by the Deputy Director, IQAC at the office of Vice Chancellor.

5.2 IQAC Core Committee

The IQAC would originate the planning for Quality improvement and its proper implementation, in consultation with the recommendation of IQAC Committee. The documentation of all activities and submission of reports to external bodies

comes under the IQAC core committee. Composition of this committee is as follows;



Each committee comprises of one Coordinator and Deputy Coordinator along with 6 to 8 faculty members who will help process and finalize the data.

5.3 Role of Deputy Director

- Recording of proceedings (minutes) of each meeting shall be prepared and shall be maintained by the Deputy Director.
- Deputy Director will also assist the core committee to finalized the data.
- Deputy Director will assist Director for finalizing the report, conduct of CAS of faculty etc.

**GUIDELINES FOR BEST TEACHER AWARD TO BE CONFERRED ANUALLY BY
SAMBALPUR UNIVERSITY**

1. Sambalpur University will confer the “Best Teacher Award” every year on the Teacher’s Day.
2. For ‘Best Teacher Award’ the applicants must be a regular faculty member of Sambalpur University in the P.G. Departments.
3. Applications in prescribed format shall be submitted by interested faculty members through their respective Heads of the Department on or before 30th June every year.
4. All applications shall be submitted to the Chairman, P.G. Council of the university.
5. The research achievements and student feedback of the calendar year (1st June to 31st May) shall be considered for the award.
6. The decision of the committee constituted for the award shall be final.
7. Sambalpur University reserves the right of not awarding anyone if the Jury constituted for the award do not find sufficiently meritorious candidate suitable for the award in any year.

BEST TEACHER AWARD (FOR REGULAR FACULTY ONLY)

<p>For the Academic Session (1st June, _____ – 31st May, _____) (Last Date for Submission: _____)</p>	<p>Recent Passport Size Photo to be fixed here</p>
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1. Name in Full: _____
(In Block Letters)

2. Father's Name: _____

3. Date of Birth: _____

4. Age: (as on the last date of application) _____

5. Department: _____

6. Date and Reference No. of appointment as Regular Faculty at Sambalpur University:
(Enclose the copy of the appointment letter)

Date: _____ Reference No. _____

7. Mobile: _____ Email ID: _____

8. Correspondence Address:

9. Specialization:

Full Signature of the Applicant
Date:

10. Publication of Research Papers in Peer-Reviewed or UGC listed Journals. Details of papers with authors name, title of the paper, name of the journal, month & year of publication, impact factor (impact factor of the journals to be determined as per Thomson Reuters list) will be provided as per the table mentioned below. Full copies of the papers listed are to be enclosed.

S. No.	Authors, Title, Vol., Page No., Year	Journal Name	ISSN/ISBN No., Peer-Reviewed / UGC Listed	Impact Factor/ Refereed journal	Status as author (First/Corresponding/ Co-author)	Research Score Claimed	Research Score Awarded
Total Research Score							

Important Notes:

- a) Research Papers in Peer-Reviewed or UGC listed Journals: **08 per paper** (for faculty of Sciences/ Engineering) and **10 per paper** (for Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related disciplines)
- b) Impact factor of the Journals to be determined as per Thomson Reuters list.
- c) The Research Score for research papers published would be augmented as follows:
 - i. Paper in referred journals without impact factor :5 points
 - ii. Paper with impact factor less than 1 :10 points
 - iii. Paper with impact factor between 1 and 2 :15 points
 - iv. Paper with impact factor between 2 and 5 :20 points
 - v. Paper with impact factor between 5 and 10 :25 points
 - vi. Paper with impact factor > 10 :30 points
- d) Two authors: 70% of total value of publication for each author.
- e) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of Total value of publication for each of the joint authors.

11. Books and Book chapters/Technical Reports/Monographs Published and in press:
(Enclose the copies)

(a). Articles/Chapters in Books

S. No.	Authors, Chapter Title, Vol., Page No., Year	Book Title, Editor & Publisher	ISSN/ ISBN No.	Status as author (First/Corresponding/ Principal/Co-author)	² Research Score Claimed	Research Score Awarded

(b). Books Authored/Editor of Books

S. No.	Authors, Title of Book	Editor, Publisher, Place	ISSN/ ISBN No.	Whether International/ National Publishers	Status as author (First/Corresponding/ Principal/ Co-author)	Research Score Claimed	Research Score Awarded

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Notes:

- i. Text or Reference Books Published by International Publishers with an established peer review system: Score is 12/Book.
- ii. Text or Reference Books Published by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers: Score is 10/Book.
- iii. Chapters in Edited Book (International or National Publishers): Score is 05/chapter.
- iv. Editor of Book by International Publisher: 10/Book
- v. Editor of Book by National Publisher: 08 /Book
- vi. For joint publications calculation will be made in the following manner:
Two authors: 70% of total value of publication for each author. More than two authors: 70% of total value of publication for the First/Corresponding author and 30% of Total value of publication for each of the joint authors.

12. (a) Sponsored research project carried out and ongoing (Enclose the copies):

Sl. No.	Title of the project & Type (Major/Minor)	Duration	Amount Sanctioned In Lakhs	Funding Agency	Status as Investigator	Score claimed	Score Awarded

(b) Consultancy research project carried out and ongoing (Enclose the copies)

Sl. No.	Title of the project & Type (Major/Minor)	Duration	Amount Sanctioned In Lakhs	Funding Agency	Status as Investigator	Score claimed	Score Awarded

Notes:

- i. Major Projects, amount mobilized with Grants above or equal to Rs. 1.0 Crore for Sciences/Engineering and Rs.50 Lakhs for Others (score is 30/Project).
- ii. Major Projects, amount mobilized with Grants above Rs. 50 Lakhs for Sciences/Engineering and above Rs.25 Lakhs for Others (score is 25/Project).
- iii. Major Projects, amount mobilized with Grants above Rs. 25 Lakhs for Sciences/Engineering and above Rs.10 Lakhs for Others (score is 20/Project).
- iv. Minor Projects amount mobilized with Grants above or equal to Rs.10 Lakhs for Sciences/Engineering and above Rs. 5 Lakhs for others (score is 15/Project).
- v. Minor Projects amount mobilized with Grants above or equal to Rs. 50,000 for Sciences/Engineering and Rs. 25,000 for others (score is 10/Project).
- vi. For Joint Projects Principal Investigator shall get 70% and Co-Investigator(s) shall get 30% each of the score.

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13. Research Guidance of Ph.D Thesis (Awarded/Submitted) (Enclose copy of the notification from the Controller of Examination)

Sl. No.	Student Name	Title of Thesis	Supervisor/ Co-Supervisor	Year of Award

Note: Research Score is 10 per degree awarded and 05 per thesis submitted. For joint supervision the Supervisor shall get 70% and Co-supervisor shall get 30% of the score.

14. Patent/Technology transfer/Product/Process, etc.obtained/accepted (Enclose evidences):

i. International level (score is 10 each)

ii. National level (score is 07 each)

S. No.	Title of the Patents	International/ National	Patent Number	Year of Patent	Status as Investigator	Research Score Claimed	Research Score Awarded

Note: For the joint patent, the Principal Investigator shall get 70% and Co-Investigator(s) shall get 30% of the score each.

15. Research Awards/Recognitions (Give details –Date, Year, Place and Name of the Award)

i. International level (score is 07 each)

ii. National level (score is 05 each)

S. No.	Title of the Awards/ Fellowship	International/N ational	Funding Agency	Year of Award and Duration	Research Score Claimed	Research Score Awarded

16. Papers presented in Conferences/Seminars/Workshops/Symposia

i. International level (Abroad): Score is 07 each

ii. International level (Within Country): Score is 05 each

iii. National level: Score is 03 each

iv. State/University level: Score is 02 each

S. No.	Title of the paper presented	Title of Conference/ Seminar/ Workshops/ Symposia	International (Abroad)/ International (within country)/National/State/ University level	Research Score Claimed	Research Score Awarded

17. Students Feedback on performance of Teachers (out of 10)

Sl. No.	Parameter	Score awarded
1	Time sense	
2	Subject command	
3	Class control	
4	Evaluation	
5	Teaching method	
6	Cooperative attitude	

18. I hereby solemnly declare that the information furnished above is true and correct and I am responsible for the veracity of the same. I undertake that I should have no objection to any disciplinary actions taken against me by the University authorities if any of the information/document provided by me are found to be false/forged.

Place:

Date:

Full Signature of the Applicant

Recommendations by HOD

Place:

Date:

Signature of the HOD:

Department:

(Seal)

The Summary of score claimed, awarded to the candidate for Evaluation and Selection

Sl.	Category	Self assessment score by the candidate	Final score awarded
1	Research Paper Publications		
2	Books/Book Chapters		
3	Sponsored Research Project/Consultancy Project		
4	Ph.D Research Guidance		
5	Patents obtained/accepted		
6	Academic/Research Awards & Recognition received		
7	Papers presented in Conferences/Seminars/Workshops/Symposia		
8	Students feedback on performance of teachers		
	Total API Score		

Signature of the Expert Committee Members

Date

**GUIDELINES FOR THE SAMBALPUR UNIVERSITY CHAIR
(Approved vide Syndicate Resolution No.09/29.03.2022)**

1. Preamble

India has a long history of scholarship in a variety of disciplines. The Universities provide the right platform for generation and dissemination of knowledge. The imperatives of skills and excellence to meet the challenges at national and global levels in a highly dynamic contemporary context require integration of social, cultural, and scientific dimensions into their teaching and research programmes. The university system should facilitate insightful thinking on all issues connected with focus on knowledge generation with an inter-disciplinary perspective. In order to enrich the academic resources of the university system for a deeper reflection on critical issues, the Sambalpur University has formulated the Scheme of Chair Professor in the discipline of Science and Technology, Humanities and Social Sciences, Legal studies, Management studies and Pedagogical studies.

2. Creation of the Chair

Two Chairs will be instituted in the name of (1) Sambalpur University Professor Chair in Science and Technology and (2) Sambalpur University Professor Chair in Humanities and Social Sciences/ Legal studies/ Management studies / Pedagogical studies.

3. Selection of Chair Professor

Designation	1. Sambalpur University Professor Chair in Science and Technology 2. Sambalpur University Professor Chair in Humanities and Social Sciences/ Legal studies/ Management studies / Pedagogical studies.
Qualification	An academic/scholar of outstanding track record in the designated areas of studies from among the retired Professors of Sambalpur University.
Age	60-65 years
Scale of pay	Consolidated Rs. 50,000 per month.
Period of appointment	3 years (can be extended on year to year basis subject to a maximum of 3 years, not exceeding 65 years of age)
Duration of the Chair	Maximum of 3 years or until the incumbent attains the age of 65 years whichever is earlier.
Mode of nomination	Nomination and/or invitation on the recommendation of a 3 member Committee consisting of eminent persons to be constituted by the Vice-Chancellor of the University.

4. Academic Functions

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- To participate in teaching programme of the Department or School in which it is located.
- To engage in research and, in turn, contribute to the advancement of knowledge in the area of the study.
- To publish articles/research papers/reports/books/ monograms.
- To strengthen the role of university/academics in public policy making.
- To provide a forum for inter-university/institution-industry linkages for Post Graduate and Research level dialogues, discussion meetings, seminars etc.

5. Logistics support to the Chairs

The Chair professor should be located in one of the departments/ Schools of the University and shall be provided all the academic, administrative and logistic support extended to other Professors of the school/department.

6. Funding

- 100% funding (Rs.50000/-per month x 12 months = 6,00,000/-per annum) for the Chair Professor by the Sambalpur University for year to year basis with a maximum period of three years or 65 years of age whichever is earlier.
- Publication in Journals/ books/ monographs etc.: Rs. 30,000/-p.a
- Travel (Local & National) for attending Conference/Seminar etc.: Rs. 30,000/-p.a.
- Contingency (towards hiring assistance for fieldwork/ data collection & analysis/office expenses): Rs.20,000/-p.a.
@ Rs.6,80,000/-(Rupees six lakhs eighty thousand) per Chair Professor.
Total Rs. 13,60,000/-(Rupees thirteen lakhs sixty thousand) for two Chair Professors)

7. Any Other

- The Chair Professor will submit a final report on the activities at the end of each year.
- The University will evolve a mechanism to review the progress of the Chair annually for continuance.
- CL and DL is admissible as per University rules meant for Teachers.
- Rent free accommodation will be provided