



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
EAMCET CODE: **SGVP** ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC APPROVED BY AICTE, NEW DELHI, JNTU - GV CODE: **B6**
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SECTION 4.2

VISITING, ADJUNCT AND EMERITUS PROFESSORS

1. Purpose

- The purpose of this policy is to engage highly experienced industry professionals, researchers, scientists, and academicians as Adjunct Professors to strengthen teaching, research, innovation, and industry-academia collaboration in the institution.

2. Objectives

- To provide students with exposure to real-world engineering practices.
- To involve industry experts in curriculum delivery, project guidance, internships, and laboratories.
- To enhance faculty development and research collaborations.
- To support outcome-based education (OBE) and strengthen NBA/NAAC documentation.

3. Eligibility Criteria

- An individual may be appointed as an Adjunct Professor if they meet at least one of the following:

3.1 Academic Qualification

- Ph.D in a relevant engineering or applied science discipline; or
- Master's degree with a minimum of 10 years of industry experience.

3.2 Industry/Research Experience

- Senior-level experience (minimum Manager level or 10+ years) in industry or R&D organizations.
- Scientists from DRDO, ISRO, BARC, CSIR labs, or similar.
- Entrepreneurs/Startup founders with proven technical achievements.

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4. Categories of Adjunct Professors

Adjunct Professors can be appointed in the following categories:

a. Teaching Adjunct Professors

- Deliver theory and lab courses
- Conduct expert lectures and workshops

b. Research Adjunct Professors

- Guide R&D projects, patents, and publications
- Establish research collaborations

c. Industry Adjunct Professors

- Provide training, internships, and industrial visits

5. Roles and Responsibilities

Adjunct Professors shall perform any or all of the following:

a) Teaching Responsibilities

- Deliver 6–10 hours of teaching per semester.
- Conduct seminars, workshops, webinars, and short-term training programs.

b) Research & Innovation Responsibilities

- Guide UG/PG projects and research scholars.
- Support consultancy and industry-funded projects.

c) Institutional Responsibilities

- Support accreditation processes (NBA/NAAC).
- Provide expert opinion on policy, labs, and syllabus modernization.

6. Appointment Process

- Nomination by Head of the Department.
- Screening by a committee consisting of the Principal and Director.
- Approval by the Governing Body/Academic Council.

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- Issuance of Appointment Letter stating:

Tenure

Honorarium

Expected contributions

7. Tenure

- Typically, 1 year extendable based on performance.
- May be appointed for shorter durations for special training modules.

8. Workload & Honorarium

- Workload is flexible and based on mutual agreement.
- Compensation may include:
 - ✓ Honorarium per session/hour
 - ✓ Travel/accommodation support
 - ✓ Remuneration for research/consultancy contributions
- Colleges may also appoint adjunct faculty without honorarium.

9. Evaluation & Reporting

Adjunct Professors shall submit:

- A Semester Activity Report, detailing lectures delivered, projects guided, workshops conducted, and industry collaborations.
- Evaluation will be done by the HoD and Principal based on:
 - ✓ Student feedback
 - ✓ Contribution to teaching, research, and industry interaction
 - ✓ Support for accreditation activities

10. Code of Conduct

Adjunct Professors shall:

- Maintain academic integrity and confidentiality.
- Follow institutional rules.

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11. Benefits to the Institution

- Strengthens industry-academia linkage
- Enhances the employability of students
- Boosts research outputs and patents
- Supports NBA/NAAC accreditation
- Improves faculty skill development

12. Benefits to Adjunct Professors

- Recognition and academic networking
- Opportunity to contribute to engineering education
- Access to college labs and research facilities
- Joint publications and project collaborations

Principal

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SECTION 4.3

RECRUITMENT POLICY & PROCESS

1. Objective

- To have in place a competent staff selected on the principles and practices of equal opportunities, with due representation to all sections of people represented by the organisation and with no discrimination based on caste, creed, sex, race, or disability.
- All recruitment will be based on predetermined, specific positions and competencies.

2. Scope of the Policy

- This policy covers all appointments of the organisation other than the Religious.
- This also covers appointments for the project-related positions, both in the headquarters, regional offices, and field staff.
- The consultants hired for evaluations, trainings, etc., are also covered by the terms and conditions of the Memorandum of Understanding (MoU), duly entered in accordance with this policy manual, to ensure the basic values of the organisation.

3. Job Analysis, Job Description and Terms of Reference

- Staff Requirement: All positions in the organisation shall be based on a need assessment and work analysis.
- The director/principal, together with the concerned staff, will determine the need to open a new position or to close an existing position.

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- Each job and position needs to be analyzed in terms of the job content and broken down into knowledge and skill requirements.
- The job/position analysis carried out will form the basis for the HR department to document the skill and knowledge profile of each position.
- The number of persons required for each position will be assessed from the HR requirement plan.
- Each position will require a position (job) description and a position (job) profile to be able to recruit the persons with the right skill and qualification for carrying out the job expected of that position.
- “Terms of Reference” (ToR) should be defined for all the posts in the organisation as per approved standards. The ToR contains the job description, required educational qualification and experience, defined operational structure and other matters relating to the employment for each post in the organisation.
- For all positions in JECC, job descriptions are prepared and shared with the concerned staff at the time of recruitment and at the time of employee orientation. A copy of the job description shall be kept in the personnel files of the employees.
- When a new position is created, it is the responsibility of the HRIC to prepare a job description unless like an existing post.
- The job description would have to be reviewed periodically to meet the standard content.

4. General Criteria Governing Recruitment

- For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 65 years.

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- The age may be waived in case of contract employee but as a rule the maximum age for recruitment should be one year less than the superannuation age (70 years) fixed by the organisation.
- The minimum age for recruitment is 18 years. SITAM does not permit child labour in any of its establishments, nor does it encourage child labour in any of its partner institutions.
- SITAM reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

5. Internal Appointments

- To avoid stagnation of the competent employees and encourage career growth, Management should develop a mechanism for creating avenues for growth/promotion.
- When a vacancy arises, an internal appointment may be promoted as far as possible. However, this is entirely at the discretion of the Principal/Director, who may assess the situation objectively based on the merits of the new requirements and the actual staff position. In the event of the Principal/Director opting for an internal appointment, the vacant position or a new position is advertised or posted within the organisation, specifying clear eligibility criteria.
- Every eligible employee from among the staff can apply for the position. The shortlisting for interviews would be made as per the profile and requirements of the job.
- Any interested candidate should forward his/her application for the same in the prescribed format to the appointing authority with a copy

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to the Department in Charge, who must advise if the applicant can be spared for the new assignment.

- The Department in Charge will give an assessment of the candidate with special reference to the requirements of the job applied for, and keeping in mind the performance of the candidate over the previous two years.
- Procedures on Performance Assessment, as detailed in Section 7 of this HR Manual, should be complied with in the instance of internal appointments.

6. Advertisement

- The SITAM will be responsible for initiating action, such as advertising for the vacancy, enlisting Recruitment Consultants, and use of a panel of past short-listed candidates as may be appropriate after acquiring requisite approvals.
- For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or the SITAM website (www.sitam.co.in).
- For temporary, project-related staff, it is not mandatory to follow the advertisement procedures.
- There should be a minimum of 10 days between the date of publication of the advertisement and the interview.
- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of the position, and such application time may be different for different positions. The administration shall determine this with intimation to and approval from Principal/Director.

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7. Shortlisting

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for the interview is sent thereafter.

8. Assessment process

- The assessment process for program staff and administrative staff recruitment shall include all or any of the following assessments:

Written test

Skill Test

Interview.

- Non-teaching staff shall be recruited based on the assessment of their skills and references.

9. The Assessment and Interview Panel

- The interview panel must meet in advance to prepare and agree on questions, tests, etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.
- For the test and interview, the appropriate panel must be constituted, which should have subject specialists. The final interview panel will comprise the appointing authority and subject specialists.

10. The Interview Rating Form

- The Interviewer's rating form is aimed at achieving two things.

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- i) To map the process through which the candidate passes, and
- ii) To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.
- iii) This format is very crucial and needs to be filled in immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

11. Proceedings of the Interview

- Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board, and will be attested by the Interview Board Members.

12. Checking of References

- The Director/Principal or HRIC shall refer checks with the referees given/ obtained from the candidate. As a policy, SITAM will contact the current employer as part of the reference check.

13. The Offer Letter

- Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing. A regret Letter might be sent to candidates not found suitable during the interview.

14. Medical Fitness

- Before issuance of the offer letter, selected candidates at their own cost must undergo a pre-employment medical examination according to the prescribed medical standards set up by the organization.

15. Letter of Appointment

- The selected candidate must bring the relieving order from the previous organization before joining duty.

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- An appointment letter duly signed by the Appointing Authority is issued to the candidate, subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

- i) The designation/ title of the job and responsibilities specific to the job.
- ii) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

16. Joining Report

- On joining, the candidate should give the joining report duly filled and signed before the Director/Principal.
- If the candidate joins at the Branch or Field Office, the joining report should be accepted and countersigned by the person in charge and forwarded to the main Office.

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SECTION 4.4

FACULTY PROFESSIONAL DEVELOPMENT ACTIVITIES

To improve the professional development activities of faculty, SITAM encourages the faculty to attend/conduct:

1. Faculty Development Programs (FDPs)

- Conducted by AICTE, NITTT, IITs, NITs, and universities.
- Focus on emerging technologies, pedagogical skills, research methods, and lab training.

2. Short-Term Training Programs (STTPs)

- Technical training sessions.
- Improve hands-on skills in specialized areas like VLSI, Artificial Intelligence and Data Science, Quantum Computing, IoT, EV Technologies, etc.

3. Workshops & Seminars

- Attending Skill-building events on software tools, research writing, patents, curriculum updates, etc.

4. Online Certification Courses

- Participate in NPTEL, Coursera, edX and Infosys Springer board courses.

5. Research Projects & Funding Opportunities

- Encouraging faculty to apply for funded projects from: AICTE (MODROB, RPS), DST-SERB, MSME & UGC
- Encouraging faculty to improve research capability and institutional reputation.

6. Participation in Conferences

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- Encouraging faculty to participate & present papers in National/international conferences.
- Helps faculty learn new research trends and network with experts.

7. Senior faculty train juniors on

- Outcome-Based Education (OBE)
- Curriculum design
- Laboratory improvements
- Accreditation (NBA/NAAC) documentation
- Bloom's Taxonomy
- Online/hybrid teaching
- Digital tools (LMS, simulations)

8. Conducting Soft Skills and Leadership Training on

- Communication skills
- Time management
- Academic leadership
- Counselling and mentoring skills
- Industry experts on the latest technologies.

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SECTION 4.6

FACULTY EXCHANGE AND SABBATICALS

- The Faculty Exchange Program enables professors from one institution to temporarily work, teach, or conduct research at another institution (national or international), while a faculty member from that institution may reciprocate by visiting in return.
- A few faculty members from Civil Engineering and Mechanical Engineering from SITAM go to JNTUGV-Vizianagaram for a semester or for an academic year.

SABBATICAL LEAVE

Sabbatical Leave Constraints:

- A Sabbatical is a paid or partially paid long leave granted to faculty usually after several years of service, to focus on research, higher studies or working on funded projects.
- This leave is offered to the faculty after 5 years of continuous service.
- Sabbatical Leave Duration: 6 months to 2 Years.
- Faculty does not have teaching duties during this period.
- Faculty are intended for academic growth, not for vacation.

Outcomes:

- Enhances research output and expertise.
- Improves teaching quality through faculty retention.
- Encourages innovation, publications, and patents.
- Helps the college in accreditation and ranking.

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SECTION 4.7

CONSULTANCY ASSIGNMENTS

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