

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

("Deemed to be University u/s 3 of the UGC Act, 1956")

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.



No. SSAHE/BOM/46/2022

Date: 30/08/2022

Proceedings of the Twenty-Second Meeting of the Board of Management held on Monday the 29th August, 2022 at 11.30 AM, in Board Room of the Academy,

Members Present:

- 1) Dr. P. Balakrishna Shetty, Vice-Chancellor (i/c) & Chairman, BOM
- 2) Dr. Sushil Chandra Mahapatra, Principal, SSMC.
- 3) Dr. Praveen B Kudva, Principal, SSDC
- 4) Dr. M.S. Raviprakasha, Principal, SSIT.
- 5) Dr. K. Balaveera Reddy, Former VC, VTU, Belgaum
- 6) Dr. S.Chandrashekar Shetty, Vice Chancellor, Adichunchanagiri University
- 7) Dr. R. K. Chauhan, Former Secretary, UGC, New Delhi
- 8) Dr. Suhas S, Professor & Head of Oral Medicine, SSDC
- 9) Dr. Chidananda Murthy M V, Asst. Professor, ECE, SSIT
- 10) Sri. Maruthi D Malay, President, Sri Siddhartha Education Society
- 11) Dr. M.Z. Kurian, Registrar & Member Secretary.

Welcome: The meeting was initiated by the Registrar, Dr. M. Z. Kurian by welcoming the Vice-Chancellor, Controller of Examinations, and other members of the committee.

The Registrar then requested the Chairman of the Board to conduct the proceedings of the meeting and the agenda of the meeting was then taken up.

SSAHE/BOM/XXII-1/22: Twenty-First Board of Management meeting proceedings placed for discussion and approval held on 29/04/2021.

Resolution: Read and Recorded.

SSAHE/BOM/XXII-2/22: Fifteenth Meeting of the Finance Committee proceedings placed for discussion and approval held on 28/07/2022.

Resolution: Discussed and approved.

SSAHE/BOM/XXII-3/22: Twenty-Second Academic council meeting proceedings placed for discussion and approval held on 19/08/2021.

Resolution: Discussed and approved.

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SSAHE/BOM/XXII-4/22: Twenty-Third Academic council meeting proceedings placed for discussion and approval held on 25/10/2021.

Resolution: Discussed and approved.

SSAHE/BOM/XXII-5/22: Academic Council – Sub Committee proceedings placed for approval held on 28/10/2021.

Resolution: Discussed and approved.

SSAHE/BOM/XXII-6/22: Twenty-Forth Academic council meeting proceedings placed for discussion and approval held on 01/08/2022.

Resolution: Discussed and approved.

SSAHE/BOM/XXII-7/22: Twelfth Planning and Monitoring Board meeting proceedings placed for discussion and approval held on 25/11/2021.

Resolution: Discussed and approved.

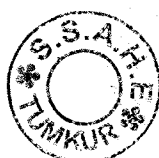
SSAHE/BOM/XXII-8/22: Approval for re-constitution of Board of Management as per UGC (Institutions Deemed to be Universities) Regulations, 2019.

Resolution: Discussed and in-principal approved with instruction to the Member Secretary to constitute a new Board of Management as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 and as per norms laid down by SSAHE and with the consultation of Honorable Chancellor and same has been placed for next BOM meeting for approval.

SSAHE/BOM/XXII-9/22: Approval for re-constitution of Academic Council as per UGC (Institutions Deemed to be Universities) Regulations, 2019.

Resolution: Discussed and in-principal approved with instruction to the Member Secretary to re-constitute Academic Council as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 and as per norms laid down by SSAHE and with the consultation of Honorable Vice-Chancellor and same has been placed for next BOM meeting for approval.

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SSAHE/BOM/XXII-10/22: Approval for re-constitution of Finance Committee as per UGC (Institutions Deemed to be Universities) Regulations, 2019.

Resolution: Discussed and in-principal approved with instruction to the Member Secretary to re-constitute Finance Committee as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 and as per norms laid down by SSAHE and with the consultation of Honorable Vice-Chancellor and same has been placed for next BOM meeting for approval.

SSAHE/BOM/XXII-11/22: Approval for re-constitution of Planning & Monitoring Board as per UGC (Institutions Deemed to be Universities) Regulations, 2019.

Resolution: Discussed and in-principal approved with instruction to the Member Secretary to re-constitute Finance Committee as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 and as per norms laid down by SSAHE and with the consultation of Honorable Vice-Chancellor and same has been placed for next BOM meeting for approval.

SSAHE/BOM/XXII-12/22: Approval for re-constitution of Selection Committee as per UGC (Institutions Deemed to be Universities) Regulations, 2019.

Resolution: Discussed and in-principal approved with instruction to the Member Secretary to re-constitute Selection Committee as per the UGC (Institutions Deemed to be Universities) Regulations, 2019 and as per norms laid down by SSAHE and with the consultation of Honorable Vice-Chancellor and same has been placed for next BOM meeting for approval.

SSAHE/BOM/XXII-13/22: Approval of Recommendations of Selection Committee for the appointment of Vice-Chancellor.

Preamble: Hon'ble Chancellor, has reappointed Dr. P. Balakrishna Shetty as Vice-Chancellor for the second term with the period of 5 years on 4th February, 2017 and the term of the Vice-Chancellor will be expire on 4th of February, 2022. As per the UGC (Institutions Deemed to be Universities) Regulations, 2019 under section 10.12.2 , and MoA of SSAHE, the Vice-Chancellor shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee and in accordance with UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018.

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On this basis Hon'ble Chancellor had directed to the Registrar to constitute a Search-Cum-Selection Committee with the head of the Chairperson.

As per instruction of the Chairperson of Search-Cum-Selection Committee, SSAHE had given advertisement for calling the application for the Post of Vice-chancellor. University has received large number of application for the required post and the same has been scrutinized by the Committee. After the detailed scrutinize received applications , the Committee members has concluded the list as per the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 and the same has been submitted to the Hon'ble Chancellor for perusal.

Resolution: University is awaiting a letter/notification from the Office of the Chancellor.

SSAHE/BOM/XXII-14/22: Ratification on IT Policy & Guidelines – 2022 (Version1.0)

Preamble: Sri Siddhartha Academy of Higher Education (SSAHE) provides IT resources to support the educational, instructional, research, and administrative activities of the Academy and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at SSAHE & Constituent Colleges. This policy applies to all users of computing resources owned or managed by SSAHE. Individuals covered by the policy include (but are not limited to) SSAHE faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, affiliated colleges and any other entity which fall under the management of Sri Siddhartha Academy of Higher Education accessing network services via SSAHE's computing facilities.

For the purpose of this policy, the term 'IT Resources' includes all Academy owned, licensed, or managed hardware and software, and use of the Academy network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the Academy. It is, therefore, expected that these resources are used primarily for university related purposes and in a lawful and ethical way.

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Scope: This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/ users/ entities, as defined in Section, who use the IT Resources of SSAHE

Objective: The objective of this policy is to ensure proper access to and usage of SSAHE's IT resources and prevent their misuse by the users. Use of resources provided by SSAHE implies the user's agreement to be governed by this policy.

- Academy IT policy exists to maintain, secure, and ensure legal and appropriate use of information technology infrastructure established by the Academy on the campus.
- This policy establishes University-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the Academy.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

The detailed IT Policy & Guidelines – 2022 (Version 1.0) is as annexed

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-15/22: Ratification on Leave, Holidays & Vacation Rules -2022.

Preamble: Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India/University Grants Commission. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India.

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Applicability: These leave rules shall be applicable to all the permanent employees SSAHE constituent colleges / institutions with retrospective effect from 1.1.2022 , as far as Earned Leave (EL) and Half Pay Leave (HPL) are concerned. Other kinds of leave will be effective from the date as approved by the Board of Management. *The detailed Leave, Holidays & Vacation Rules -2022 is as annexed.*

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-16/22: Approval of policy on Appointment of Adjunct Faculty / Resource Persons at Constituent Colleges of Sri Siddhartha Academy of Higher Education (SSAHE).

Preamble: The expectations from the higher education system have undergone a significant change over the last few years. The key thrust has been on improving the employability prospects of the graduates and also improving the quality and quantum of research. Therefore, it becomes imperative to involve experts, professionals and researches from diverse fields to contribute to the emerging needs of higher education system. The Indian higher education system is poised to make itself more relevant to the needs of industry and employment opportunities keeping in mind the rapid changes in job requirements and needs of the economy.

Taking an integrated initiative towards skill development and up gradation of the competencies, the constituent colleges of the Academy offer courses from certificate up to postgraduate and research level degrees aimed at skill development and up gradation to meet the existing and emerging economic and industrial needs at the regional and national level under these scheme. The courses are offered with active involvement of industry partners in governance, curriculum development, and delivery of courses and assessment of learners. Acute shortage of quality faculty is widely felt in the system of higher education as a whole. However, it is felt more prominently in skill based courses.

It is well realized that there is lot of creative talent and intellectual resources available within the country that are not formally connected to the higher education system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system, flows into our universities. This would enhance, strengthen and improve the quality of teaching, training and research. The current massive expansion phase in higher education, mandating huge programmatic diversity, also requires that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, physicians, advocates, artists, civil servants including skilled professionals, both serving and retired. It is also essential that such faculty is hired with the same degree of rigor as adopted for full-time faculty so that right types of candidates are identified for such assignments. It is also necessary to have uniformity and transparency in the process of hiring adjunct faculty in Sri Siddhartha Academy of Higher education. *The detailed policy on Appointment of Adjunct Faculty / Resource Persons at Constituent Colleges of Sri Siddhartha Academy of Higher Education (SSAHE) is as annexed.*

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Resolution: Discussed and Approved.

SSAHE/BOM/XXII-17/22: Approval of Research Policy of SSAHE.

Preamble: Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation are often initiated at the University research environment and it is also the mission of Sri Siddhartha Academy of Higher Education. Research and Developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculty and students of our University as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations the following Research Policy of Sri Siddhartha Academy of Higher Education is implemented.

Purpose. : The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in Sri Siddhartha Academy of Higher Education. The policy shall serve as an overall framework within which research activities may be carried out.

Objectives:

- Enhance confidence of our faculty members to realize their own research abilities.
- Enhance motivation for undertaking high quality research activity
- Encourage faculties through financial incentives for carrying out genuine research work and research publication in journals of repute
- Enhance active participation of faculties in national / international seminars, conferences and workshops.
- Provide support in the form of incentives, research seed money grant, training and infrastructure necessary for undertaking research
- Increase awareness in arena of international, national and regional research and also promote collaborative and interdisciplinary research projects.
- Research Capacity Building activities will include infrastructure, additions in terms of space, equipment and funding for research activities.
- Research Capacity Strengthening activities include:
 - Train faculty and students in research methodology and ethics.
 - Promote faculty and students to take up short term and long term research projects and to showcase their research at local, national and international avenues
 - Encourage to apply for external research grants
 - Promote routine engagement between disciplines towards building of interdisciplinary skills

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- Ethics monitoring
- Identify innovations /innovative clinical as well as teaching learning processes and responsibly promote their utilization.
- Develop data base of research funding organizations and monitor their announcements / call for proposal.

The detailed Research Policy of SSAHE is as annexed.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-18/22: Approval PEOs-POs/PSOs and CO Formulation, Assessment and Attainment Extract of Policy.

Preamble: Sri Siddhartha Academy of Higher Education (SSAHE) - deemed to be University institution of higher learning, encouraging innovation and creativity amongst our students. The Academy is designed to provide holistic education, enabling students to stand on their own feet. The focus is always on promotion of self-learning and honing talents to ensure the all-round development amongst our students.

Our Vision: Entrancing Education to reach the unreached.

Our Mission: Providing a congenial ambience for learning and creativity in young minds. Providing high quality medical, dental and technical education and prepare the student to be citizens of the world, proficient in their respective field and to respond to the needs of the society in which they live. Providing research and public service activities relevant to the needs of the society. To train the student to be morally responsible to the community and serve humanity to their utmost ability. Promoting own capacity to manage and develop the institution as possible.

The detailed PEOs-POs/PSOs and CO Formulation, Assessment and Attainment Extract of Policy is as annexed.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-19/22: Approval of Strategies for Mobilization of Funds and The Optimal Utilization of Resources.

Preamble: The sponsoring society, Sri Siddhartha Education Society (SSES) started by Late H.M. Gangadhariah.

- The Board of Management and Finance committee have mandated the Sri Siddhartha Academy of Higher Education, to ensure –
 - Optimum utilization of assets i.e. land, buildings, equipments, vehicles, furniture etc. which are already in place and to be created in future.



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- Feasibility studies are done before start of new programs and institutions lay emphasis on the quality of Education, before venturing into new programs/institutions.
- Effective administration that nurtures quality and promotes a competitive environment that results in additional revenue generation.
- All the constituent colleges are self-financing institutions.
- Carrying out a financial resource mobilization strategy includes the following steps:
 - Identifying potential sources of funds,
 - Actively soliciting pledges,
 - Following up on pledges to obtain funds,
 - Depositing these funds, and
 - Recording the transactions and any restrictions on their use.
- Financial resources are mobilized by fee collected from the students.
- The donations are invited for the purpose of instituting endowments for giving medals, awards, fellowships, research, etc.
- Attracting Govt. / Private Grants and CSR funds to the maximum extent possible.
- Additional revenue generation by way of conducting new programmes/courses/training schemes and in coordination with the industry.
- Cultivation of the Alumni and philanthropists to generously donate to the university.
- Overhead charges from research grants received from various government and non-government funding agencies.
- Institutional Consultancy Charges through consultancy services provided by faculty members.
- E-Content creation.
- Renting of auditorium, conference room, sports ground, guest house, and similar such facilities to the faculties, department and outside agencies for organizing academic and non-academic activities like conferences, seminars, lectures, workshops and personal functions.
- To facilitate the above initiatives, the University provides space on lease to various commercial utility facilities for the students, faculty members and officials of the University, such as Banks, Post Office, Book shop, Cafeteria, Canteen, Xerox Centre, Laundry etc.

Optimum Utilization of Resources

- Funds generated from above sources are principally used as University Development, Fund for maintenance and for the overall development of the University.



- All the expenditures are allocated according to the sections, namely Infrastructure maintenance, salaries of the staff, research incentives, seed money, staff welfare, student welfare, budget for the various events such as convocation, graduation day, etc...

Accounts of the institution are audited regularly and balance sheet and other financial statements drawn annually pre audit objections are taken care of and cleared. The Finance committee and the Board of Management reviews and passes the annual budget put forth in the committee meetings.

Policy Review: The Academy undertakes to review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing conditions.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-20/22: Approval of Strategies for Committee on Publication Guidelines and Ethics.

Preamble: Sri Siddhartha Academy of Higher Education is committed to encouraging a healthy research environment that fosters integrity in research and publications. All efforts are made to identify any possible act of misconduct of research and publications, misconduct in its broadest sense will include any practice that may affect the reliability of the research record in terms of findings, conclusions, or attribution. Any allegation of misconduct will be scrutinized by the research committee of the university which is headed by the Vice-chancellor. Other than the regular members of research committee Adhoc representation from (1) Supervisors of students (PhD, Post Graduate/ Graduate) facing allegation charges and (2) Visitor member/s (Aggrieved Faculty/ Student/ collaborator/ collaborator representative facing allegation charges) can be admitted to attend the meetings on need basis.

Functioning of Research committee for monitoring publication ethics: Research committee will take reasonable steps to identify and prevent the publication of dissertations and papers where research misconduct has occurred, including authorship, plagiarism, citation manipulation and data falsification/fabrication, among others. Research committee shall initiate and monitor training in programmes of education in research integrity.

Research committee shall ensure ethical oversight, appropriate consent procedures, and adherence to relevant laws are followed by researchers.

Research committee will receive and initiate inquiries into allegations of research misconduct or unacceptable publication practice raised by any of the stake holders (Research Supervisors/Guides, Faculty, Students, Industry Representatives, journal editors, Funding agencies Etc.,). Research committee will be obliged to protect the identity of whistleblowers.

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In case of inquires into collaborative research involving multiple institutions, our Research committee shall act as the point of contact unless there is an obvious lead institution. Aggrieved member and / institutional representative will be included as Adhoc representative of the research committee during the inquiries.

Dealing with Allegations: Research committee shall conduct an inquire and if a researcher is found to have committed misconduct (such as data fabrication, falsification or plagiarism) research committee shall take appropriate steps as deemed necessary.

Note: For Guidelines towards Promoting integrity in scholarly research and its publication, documents available from <http://publicationethics.org/> can be referred to.

Strategies Review: The Academy undertakes to review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing conditions.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-21/22: Approval of Policy on Endowment Chair.

Preamble: The purpose of this policy is to provide guidelines for the establishment and administration of Endowment chairs. An Endowment chair is a faculty position, with or without perquisites, staff or administrative assistance, supported by income from an endowment fund established by a gift or gifts from sources external/internal to the University. The University creates Endowment chairs to recognize the interests and contributions of benefactors. It awards Endowment chairs in order to retain, recruit and reward faculty members who have demonstrated excellence in research, teaching and professional contributions at a level that brings external recognition to the University.

II. Establishment of Endowment Chairs

- A. The decision to undertake the fund raising for and the terms for establishing an Endowment chair will be made by the Secretary, after consultation with the Board of Trustees, and other relevant university administrators, and should only be made if doing so is consistent with the goals of the University. The purpose of an Endowment chair should be specified in writing, as part of an endowment agreement, at the time the chair is established.
- B. An Endowment chair will be considered established upon execution of an endowment agreement and acceptance of
 - i. Cash, or a binding pledge that within a prescribed period of time a fund will be created to provide sufficient income to meet the purposes of the Endowment chair,

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- ii. A binding commitment to provide income from an equivalent fund held in violate by a trustee. A donor may give funds to be invested until these resources are sufficient to meet the purposes of the endowment agreement. For purposes of this policy, all such cash, income, funds and resources are collectively referred to as the "chair endowment". During any such investment period, funds may be added to the chair endowment, but the income may not be withdrawn for other uses except with explicit directive of the donor. The Endowment chair will not be filled until sufficient funds are available to meet the purposes of the endowment agreement, which, as a general matter, means the chair endowment is two-thirds funded through donor contributions.

C. The chair endowment will be held and administered by the University in accordance with applicable policies. For purposes of this policy, the income earned on the chair endowment will be considered "usable income". Subject to the terms of the endowment agreement and Section III.E below, the usable income may provide for the base salary, fringe benefits, office space, clerical assistance, supplies, equipment, travel, computer use, library support or other suitable purposes. Expenses incurred in the management of the chair endowment will be covered by the usable income. The University will not commit particular resources to any chair endowment, except as specifically set forth in the endowment agreement.

The detailed policy on Endowment Chair is an annexed.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-22/22: Approval of Policy on Salary Increment and Career Advancement for the Awardees.

Preamble:

Objective: The primary objective of the proposed scheme is to motivate the faculty members of our Institution to undertake quality research, consultancy and other related activities.

Scope Of The Scheme: This scheme covers all faculty members of all Constituent colleges of Sri Siddhartha Academy of Higher Education. The scope of the scheme envisages in particular:

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- To motivate faculty members to concentrate on research related activities in addition to the teaching.
- To pursue efforts to get recognized at state, national and international forum.
- The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.
- Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum criteria as required.

Period Of Reckoning: The Calendar year is the period for calculating receipt of awards by a faculty member that is, from 1st January to the 31st December of the year.

Rewards: At the end of every calendar year, the total awards earned by a faculty member will be assessed based upon the evidence produced and the Increment to the faculty member will be arrived at and disbursed.

Career advancement scheme:

> Faculty members who wish to be considered for promotion under Career Advancement Scheme of SSAHE are invited to apply to the Head of concerned Institution stating that s/he fulfils all qualifications under CAS and submit the Self Appraisal System (SAS).

> Supporting documents for the promotion under CAS required:

- Proof of Impact factor of Journal in which research paper is published.
- Proof of ISBN/ISSN number of Journal/ Conference Proceeding in which research paper is published.
- Copies of Certificates of Refresher course, Orientation Programme attended.
- Copies of certificates related to National/International Conference / Seminar / Workshops etc. attended.
- Copies of evidences of session chair/ Invited Lectures/talk given in National / International Conferences, Workshops, Schools, and Seminars etc.
- Copies of evidence of Text/Subject book or reference book or chapter(s) in a edited book written.
- Proof of Major/Minor Research project sanction letter (ongoing/completed).
- Patent if any.

Policy Review: The Academy undertakes to review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing conditions.

Resolution: Discussed and Approved.

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SSAHE/BOM/XXII-23/22: Approval of Policy on Internal and External Audits Mechanisms.

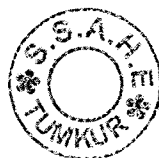
Preamble: Sri Siddhartha Academy of Higher Education practices a healthy financial management through internal and external audit. Individual departments give their requirement list (Material, equipments, etc) to the purchase department after approval by the Head of the Institution. The same is forwarded by the purchase section to various vendors inviting quotations. These quotations are brought to the notice of the principal with comparative statement made. The principal along with heads of the department decides the best competitive price. The Board of Management is the final decision making body for budgetary approval, through the finance committee. All the purchases are subject to budgetary approval under various heads as per standard procedure.

The Internal Audit is done by the Chartered Accountants of the university and the report of the audited accounts is submitted to the Board of Management for approval. The External Audit is carried out annually by the statutory auditor appointed by Academy. The final audited report is submitted to the Income Tax department as required. It is also uploaded in the website of the Academy.

Funds, Accounts, Audits and Annual Report:

- i. The books of accounts of the Institution Deemed to be University shall be maintained, managed and operated in the name of Sri Siddhartha Academy of Higher Education and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.
- ii. Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.
- iii. The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of Institution Deemed to be University shall also, where required, be open for inspection by the Commission.

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- iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Academy.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Academy; or of fees being collected against the provision of the regulations, issue a notice directing the Academy to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

- v. Annual Reports and the Audit Reports shall be submitted by the Academy to the University Grants Commission within nine months of the closure of the accounting year.

Strategies Review: The Academy undertakes to review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing conditions.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-24/22: Approval of Policy on Performance Appraisal System for Teaching and Non-teaching staff.

Preamble: Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. Sri Siddhartha Academy of Higher Education continuously makes efforts to improve the academic training and research environment in its constituent colleges. This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the Constituent Colleges as well as the Academy, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

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The Academy and its constituent colleges have Self Appraisal Mechanism for teaching staff:

In this direction, the Academy has structured an objective assessment mechanism with scope for improvement. The three-tier assessment involves:

- Self appraisal by the faculty
- Peer evaluation by the Department heads/ Principal/ external expert
- Student's feedback

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- Teaching style and abilities with the feedback from the peers and the students.
- Scope for improvement in teaching resources and methodologies
- The research outcomes and relevance of the work being done with the current developments in the respective fields.

The self assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement.

The Academy rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

The Academy and its constituent colleges have Self Appraisal Mechanism for Non-teaching staff.

The works of the Non teaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

The non-teaching staff are periodically trained and also encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

- Conduct of language and soft skill programme for non-teaching and administrative staff.
- Leadership training programme for senior faculty to identify the succession lines.



- Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.
- Sensitize teachers and international students with regard to cultural issues and sensitivities.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-25/22: Approval of Annual Report for the year 2021-22.

Resolution: Discussed and Approved.

SSAHE/BOM/XXII-26/22: Establishment of Department of Respiratory Medicine at Sri Siddhartha Medical College subjected to approved by NMC of the course with a 3 intake of seats from the academic year 2022-23.

Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish a new Department of Respiratory Medicine at Sri Siddhartha Medical College Campus, Tumkur with a 3 intake of seats.

SSAHE/BOM/XXII-27/22: Establishment of Department of Artificial Intelligence and Machine Learning at Sri Siddhartha Institute of Technology with a 60 intake of seats.

Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish a new Department of Artificial Intelligence and Machine Learning at Sri Siddhartha Institute of Technology with a 60 intake of seats.

SSAHE/BOM/XXII-28/22: Establishment of Department of Data Science at Sri Siddhartha Institute of Technology with a 30 intake of seats.

Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish a new Department of Data Science at Sri Siddhartha Institute of Technology with a 30 intake of seats.

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SSAHE/BOM/XXII-29/22: Establishment of Post Graduate Department/s in respect of National Medical Commission sanctioned PG courses from the academic year 2022-23 at Sri Siddhartha Institute of Medical Sciences & Research Centre, T-Begur (Off-Campus Centre)

Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish Post Graduate Departments in the respective following departments at Sri Siddhartha Institute of Medical Sciences & Research Centre, T-Begur from the academic year 2022-23 subjected to approval of NMC, New Delhi.

| S. No. | PG Department/s | Intake Seats |
|-------------|-----------------|--------------|
| 1 | MD Anatomy | 05 |
| 2 | MD Physiology | 05 |
| 3 | MD Biochemistry | 05 |
| 4 | MD Pathology | 02 |
| 5 | MD Pharmacology | 02 |
| Total Seats | | 19 |

SSAHE/BOM/XXII-30/22: Proposed to Establish Super Specialty Hospital and to start a Super Specialty Courses at Sri Siddhartha Medical College Campus from the academic year 2022-23.

Academy has taken initiate to start new medical Super Specialty courses at Sri Siddhartha Medical College, Tumkur is an On-Campus of SSAHE from the academic year 2022-23,

For this, Institution has already fulfilled all the necessary criteria for new Medical Super Specialty Courses as per Postgraduate Medical Education Regulations, 2021 of NMC and the application is submitted to NMC with the following courses.

| Sl. N. | Proposed Medical Super Specialty courses | Proposed SS seats |
|--------|--|-------------------|
| 1 | M.Ch Paediatric Surgery | 05 |
| 2 | M.Ch Urology | 04 |
| 3 | M.Ch Cardiothoracic Surgery | 03 |
| 4 | DM in Nephrology | 04 |
| 5 | DM in Cardiology | 03 |

Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish Super Specialty Hospital and to start Super Specialty Courses at Sri Siddhartha Medical College Campus, Tumkur from the academic year 2022-23 subjected to final approval of NMC, New Delhi.

SSAHE/BOM/XXII-31/22: Proposed to Establish Computer Coaching Hub at Sri Siddhartha Medical College, Tumkur.

Academy has taken initiated to start establish Computer Coaching Hub at Sri Siddhartha Medical College, Tumkur is an On-Campus of SSAHE from the academic year 2022-23.



Resolution: On the recommendation of BOS and Academic Council, after the detailed discussion, members of the house unanimously agreed and approved to establish Computer Coaching Hub at Sri Siddhartha Medical College, Tumkur.

SSAHE/BOM/XXII-32/22: To appoint Auditors for the ensuing year.

Note: As the tenure of Sri. H.K. Subbarao & Associates, Chartered Accountant, Bangalore as Auditor of the University has been completed; proposal was placed before the BOM to continue their services as Auditor for further period of three years. The remuneration of auditors will be fixed by the Hon'ble Chancellor of the Academy in consultation with the Auditors.

Resolution: Discussed and approved.

SSAHE/BOM/XXII-33/22: Conduct of 11th Convocation of SSAHE – 2022.

Note: The University has to conduct the 11th Convocation in the month of October-2022. In this connection, finalize the date of Convocation, Chief Guest for ceremony and formation of the various committees etc., for smooth conduct of the convocation.

Resolution: After a brief discussion, members were suggested to conduct the convocation in the month of October, 2022 and with the consultation of Hon'ble Chancellor for dates and Chief Guest.

SSAHE/BOM/XXII-34/22: Draft guidelines for engaging Professor of Practice in SSAHE and its constituent colleges.

Preamble: Sri Siddhartha Academy of Higher Education seeks to transform higher education by focusing on skill based education to meet needs of the industry and the economy. Further, the Board of Studies and the academic council also recommends integrating vocational education with general education and strengthening industry-academia collaboration in SSAHE and its constituent colleges. For skilling of youth at the optimum level, learners are required to think like employers and employers are to think like learners. Towards this, SSAHE has taken a new initiative to bring the industry and other professional expertise into the academic institutions through a new category of positions called "Professor of Practice". This will help to take real world practices and experiences into the class rooms and also augment the faculty resources in higher education institutions. In turn, the industry and society will benefit from trained graduates equipped with the relevant skills.

1. Objectives:

- i. To develop courses and curriculum to meet the industry and societal needs and enable the SSAHE to work with industry experts on joint research projects and consultancy services which will be mutually beneficial;

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- ii. To bring in distinguished experts from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration into the academic institutions;
- iii. To enable SSAHE to formally associate with persons of eminence and encourage them to participate in experiential learning, research, training, skilling, entrepreneurship and extension and to play mentoring role.

2. Eligibility:

- i. Distinguished experts who have made remarkable contributions in their profession from various fields such as engineering, science, technology, entrepreneurship, commerce, social sciences, media, literature, fine arts, civil services, armed forces, legal profession and public administration among others. Those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for Professor of Practice.
- ii. A formal academic qualification is not considered essential for this position if they have exemplary professional practice in lieu. These experts will also be exempted from the requirement of publications and other eligibility criteria stipulated for the recruitment of faculty members at the Professor level. However, they should possess the skills to carry out the duties and responsibilities specified in the following section.
- iii. The number of Professors of Practice in a HEI, at any point in time, should not exceed 10% of the sanctioned posts in a HEI.

3. Duties and Responsibilities:

- i. Involve in the development and designing of courses and curriculum.
- ii. Introduce new courses and deliver lectures as per institutional policies.
- iii. To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- iv. To focus on enhanced industry-academia collaborations.
- v. Conduct jointly in collaboration with regular faculty member of the institution, workshops, seminars, deliver special lectures and training programmes.
- vi. Carryout joint research project or consultancy services in collaboration with the regular faculty member of the concerned HEI.

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4. General Conditions:

- i. The engagement of Professor of Practice will be for a fixed term.
- ii. The engagement of Professor of Practice will be exclusive of the sanctioned posts of a university/college. It will not affect the number of sanctioned posts and the recruitment of regular faculty members.
- iii. Professor of Practice is not open for those in teaching profession-serving or retired.

5. Categories of Engagement: It is envisioned that Professor of Practice can be engaged in one of the following categories:

- A. Professor of Practice funded by Industries
- B. Professor of Practice funded by HEIs from their own resources
- C. Professor of Practice on Honorary basis

A. Professor of Practice funded by Industries: Today's industry looks for graduates with specific skill sets. But the higher education system is churning out graduates who fall short of the required skills. As a result, many industries now hire graduates and provide adequate training before employing them. Involving experts from industry in teaching will benefit both the industry and the higher educational institutions. For engaging industry experts and professionals in this category, HEIs may collaborate with the industries to support the Professor of Practice positions

B. Professor of Practice funded by HEIs from their own resources: As per the policy directives of NEP 2020, graduate programmes are revised with the holistic and multidisciplinary approach. HEIs may assess the required gap areas in different fields and engage experts working in leadership positions in various fields. In this category, the remuneration for the Professor of Practice is made by HEIs from their own resources as indicated below: Remuneration: Part-time/Full-time engagement: Consolidated amount, mutually agreed between the institution and expert.

C. Professor of Practice on Honorary basis: Experts fulfilling the eligibility criteria for the Professor of Practice may like to share their expertise with students and come forward to teach on honorary basis. Such experts may be engaged on honorary basis as Professor of Practice and their services may be utilized for the benefit of the students. The HEIs may decide on the amount of honorarium to be paid to the Professor of Practice in this category from their own resources.

6. Procedure for selecting Professor of Practice

- a) The Vice-Chancellors/Directors may invite nominations from eminent experts for Professor of Practice positions.
- b) The experts willing to serve may also be nominated or they can send their nomination to the Vice-Chancellor/Director with a detailed biodata and a brief write-up about their potential contribution to the HEI.

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- c) Such nominations will be considered by a selection committee consisting of two senior Professors from the HEI and one eminent external member. Based on the recommendations of this committee, the Academic Council and the Board of Management or statutory bodies of the HEI will decide on the engagement.

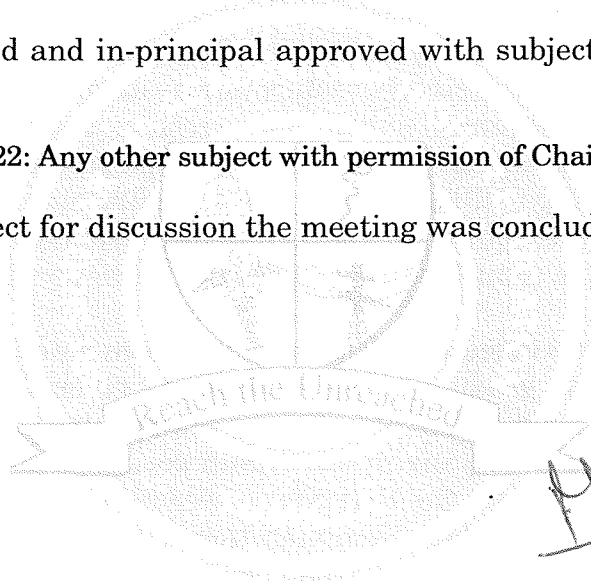
7. Tenure The engagement may be initially for one year. At the end of the initial engagement or subsequent extension, the HEI will make an assessment and take the decision about extension. The HEI will devise its own assessment procedure for extension based on the contribution and requirement of the experts engaged as Professors of Practice.

The maximum duration of service of Professor of Practice at a given institution should not exceed three years and is extendable by one year in exceptional cases and the total service should not exceed four years under any circumstances.

Resolution: Discussed and in-principal approved with subjected to final guidelines of UGC.

SSAHE/BOM/XXII-34/22: Any other subject with permission of Chair.

As there was no subject for discussion the meeting was concluded with vote of thank by the Registrar.



By Order

H. Z. / am
REGISTRAR

To,
The Members of the Board of Management

Copy to:

- 1) PA to Hon'ble Chancellor, SSAHE.
- 2) PA to Vice-Chancellor, SSAHE.
- 3) PA to Registrar, SSAHE.
- 4) The Controller of Examinations, SSAHE.
- 5) The Principal/s, SSMC/SSDC/SSIT/SSIMS&RC
- 6) The Finance Officer, SSAHE.
- 7) Office Copy / Guard file.

