User Manual – Department/Post Creation Module of SAMARTH
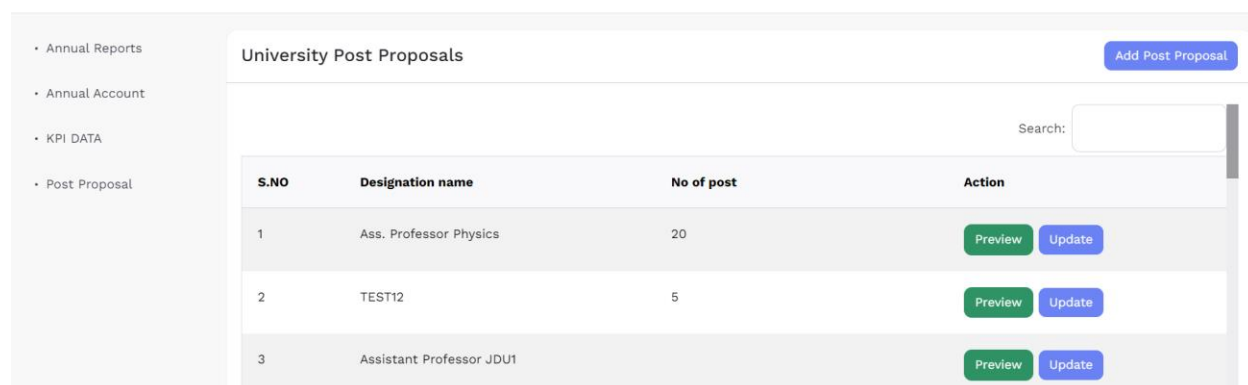
Overview

In order to streamline the process for submission of proposal related to Department/Post creation, a module on SAMARTH has been developed. This system is designed to ensure accuracy, transparency, and efficiency in the proposal submission process to the Ministry of Education (MoE).

How to access the module

1. Assign the role of "moe_university_post_propsal" to the administrative account in Samarth who will be responsible for this module.
2. Once the role is assigned, Click on "Governance" in the left menu and then click on the Post proposal.

Listing of previous requests:

The system provides a table view interface where all post proposals are displayed. This allows users to easily preview and update proposals as needed before submission, enhancing accessibility and facilitating efficient proposal Management.

Add Post Creation Proposal:

1. Details of Post

This section of the University Post Creation Proposal form captures comprehensive details regarding the proposed academic position. It encompasses various fields essential for understanding the nature, justification, and organizational context of the post.

1. Name/ Designation of the Post: [Mandatory]

Specify the official title or designation of the proposed academic position within the university.

2. No. of Posts:

Indicate the number of positions being proposed for creation.

3. Pay Level of the post in Pay Matrix (7th CPC):

Provide the pay level of the proposed position in accordance with the 7th Central Pay Commission's pay matrix.

4. Nature of Post:

Describe the nature or type of the proposed position (e.g., permanent, temporary, contractual).

5. Duties and Responsibilities of the Post:

Outline the primary duties, responsibilities, and expected tasks associated with the proposed position.

6. Functional Justification for Creation:

Justify the need for creating the proposed position, explaining its relevance to the university's academic and operational objectives. Additional sheet in respect of justification may be attached.

7. Does this Post Exist with the Same Level of Pay in the Organization?

   - If No, provide details on how the level of pay and nomenclature of the post has been derived.

   - If Yes, specify the existing position's details.

8. Does the Same Scale of Pay Exist in Analogous Organization?

   Specify if similar pay scales exist in other organizations for comparative analysis.

9. How the Work is Being Managed in the Absence of the Post:

   Describe how the duties and responsibilities of the proposed position are currently managed in its absence.

10. Mode of Recruitment as per RRs (Enclose Copy of RRs):

   - Provide details of the recruitment mode as per Recruitment Rules (RRs).

   - Attach a copy of the RRs for reference.

11. New or Existing Department/Organization:

   Specify whether the proposed post pertains to a new or existing department/organization within the university.

12. Concurrence of Cadre Controlling Authority:

   Indicate if the concurrence of the Cadre Controlling Authority has been obtained for cadre posts.

13. Approval of DoPT for Group "A" Posts:

   Specify whether prior approval from the Department of Personnel and Training (DoPT) has been obtained for Group "A" posts.

14. Existing Posts along with Pay Level:

Provide details of existing posts within the proposed pay level.

Whether the concurrence of Cadre Controlling Authority has been obtained (in case of cadre posts)?

In case of Group "A" post of Organized Gr "A" Cadre, prior approval of DoPT is required. Whether approval of DoPT is obtained?

No. of existing posts along with Pay Level in the grades where post(s) is proposed to be created.

Please click the button below to add a cadre hierarchy.

[Add a Hierarchy of Cadre]

S.no	Post name	Action

Whether any norms exist for the proposed posts. If yes, copy of the norms may be provided?

Yes

Copy of the norms (If applicable) [Choose File] No file chosen

View uploaded file

Possibility of outsourcing or appointing persons on contract for the work for which post(s) is proposed.

Financial Implications

Recruitment Plan of the proposed posts may be provided.

Possibility of providing matching savings (Specific posts with level of pay)

15. Norms for Proposed Posts:
  - Indicate if any norms exist for the proposed posts.
  - Attach a copy of the norms, if applicable.

16. Outsourcing or Contractual Appointment Possibility:
   Assess the possibility of outsourcing or appointing individuals on contract for the proposed work.

17. Financial Implications:
  Discuss the financial implications associated with creating the proposed position.

18. Recruitment Plan:
   Provide a recruitment plan for the proposed posts.

19. Possibility of Providing Matching Savings:
   Evaluate the possibility of providing matching savings for specific posts with the proposed pay level.

20. Organization Details:
  - Name of the organization.

- Hierarchy of different cadres within the organization.
- Status of the organization (HQ, Attached Office, Subordinate Office, etc.).
- Detailed sanctioned strength of the organization with vacancy positions.

Organization details

Name of the organization

Hierarchy of different Cadres in the organization

Status of Organization (HQ of Ministry or Department/Attached Office/ Subordinate Office/ Statutory Body / Autonomous Institution

Detailed sanctioned strength of organization (categorywise) with level of pay and vacancy position (with date of vacancy) as per format enclosed (SS/PIP /Vacancy).

Any other relevant information

21. Any Other Relevant Information:

Include any additional relevant information pertaining to the proposed post.

Cadre Hierarchy Addition:

Users have the option to add a cadre hierarchy by clicking the "Add a hierarchy of cadre" button. This action opens a small form where users can enter the cadre number. Multiple hierarchies can be added as required.

Note *
Submission to MoE requires completion of all fields mandatory, with particular emphasis on the "Name/Designation of the Post."

2. Positions Strength of Post

Form Fields:
1. Select a Post Name: [Dropdown menu with options]
2. Persons in Position: [Text field]
3. Sanctioned Strength: [Text field]
4. Vacancy Positions: [Text field]

Functionality:

- Save and Add Another: Saves the entered data and clears the form for entering new data.
- Next Button: Proceeds to the next step in the post proposal process.

Table View Below Form:

- Name of Post | Persons in Positions | Sanctioned Strength | Vacancy Positions
- [Data entered in the form will be displayed in a tabular format here.

Proceeds to the next step in the post proposal process.

3. Details of Additional Requirement

Form Fields:

1. **Department:** [Dropdown menu with options for existing departments or option to enter a new department]
If an already existing/old department is not reflected in the dropdown, kindly contact the nodal officer of Samarth in your respective University for its addition.
2. **Total Approved Intake:** [Text field]
3. **Total Students:** [Text field]
4. **Existing Teacher Student Ratio:** [Text field]
5. **Sanctioned Strength:**
   - **Professor Sanctioned:** [Text field]
   - **Associate Professor Sanctioned:** [Text field]

- **Assistant Professor Sanctioned:** [Text field]
 - **Total Sanctioned:** [Auto-calculated field]

6. **Filled Up Positions:**
   - **Professor Filled:** [Text field]
   - **Associate Professor Filled:** [Text field]
   - **Assistant Professor Filled:** [Text field]
   - **Total Filled:** [Auto-calculated field]

7. **Vacant Positions:**
   - **Professor Vacant:** [Text field]
   - **Associate Professor Vacant:** [Text field]
   - **Assistant Professor Vacant:** [Text field]
   - **Total Vacant:** [Auto-calculated field]

8. **Additional Requirement**:
   - **Associate Professor Additional:** [Text field]
   - **Assistant Professor Additional:** [Text field]
   - **Total Vacant Additional:** [Auto-calculated field]

9. **Proposed Teacher Student Ratio:** [Text field]

Functionality:

- **Submit:** Saves the entered data.

- **Add Another Entry:** Allows users to add multiple entries. Data entries will be displayed below in tabular format.
- **Next Button:** Proceeds to the next step in the post proposal process.

Table View Below Form:
- Department | Total Approved Intake | Total Students | Existing Teacher Student Ratio | Sanctioned Strength (Professor, Associate Professor, Assistant Professor, Total) | Filled Up Positions (Professor, Associate Professor, Assistant Professor, Total) | Vacant Positions (Professor, Associate Professor, Assistant Professor, Total) | Additional Requirement (Associate Professor, Assistant Professor, Total) | Proposed Teacher Student Ratio
- [Data entered in the form will be displayed in a tabular format here.

Proceeds to the next step in the post proposal process.

4. Teaching Workload

Form Fields:
1. **Name of Department/Centers:** [Text field or dropdown menu with options]
2. **Name of Faculty/Teacher and Designation:** [Text field or dropdown menu with options]
3. **Workload per Week Each Faculty:** [Text field]
4. **Course Taught and its Credits:** [Text field]

Functionality:

- **Save and Add Another:** Saves the entered data and clears the form for entering new details.
- Preview: Proceeds to the preview mode to review all entered information.

5. Preview

Preview Mode:

- Displays all entered information in a preview mode.
- Option to print the proposal document.
- Option to download multiple print documents (print1, print2, print3).
- **Submit to MoE:** Validates if all required data fields in the previous steps are filled. If so, submit the proposal to the Ministry of Education (MoE).

Preview Page		Submit To MoE Print Update
S.No	Particulars	
Details of post		
1	Name/ Designation of the Post	Ass. Professor Physics
2	No. of Posts	20
3	Pay Level of the post in Pay Matrix (7th CPC)	
4	Nature of Post (Scientific/ Technical/ Admin/ Faculty/ Others)	Scientific
5	Duties and responsibilities of the post	
6	Functional justification for creation (Based on need analysis, additional sheet may be attached)	
7a	Does this post exist with same level of pay in the organization? If no, how the level of pay and nomenclature of the post has been derived.	
7b	Does the same scale of pay exist in analogous organization?	
8	How the work is being managed in the absence of the post (If the proposal is for existing organization)	
9	Mode of recruitment as per RRs (enclose copy of RRs) (in case of existing organization for which the post(s) is proposed). Promotion/ DR/ Deputation/ Any other mode	
10	Whether it is a new or existing Department or ganization?	
11	Whether the concurrence of Cadre Controlling Authority has been obtained (in case of cadre posts)?	
12	In case of Group 'A' post of Organized Gr 'A' Cadre, prior approval of DoPT is required. Whether approval of DoPT is obtained?	
13	No. of existing posts along with Pay Level in the grades where post(s) is proposed to be created.	
14	Hierarchy of the cadre in which the post(s) proposed to be created.	
15	Whether any norms exist for the proposed posts. If yes, copy of the norms may be provided?	Yes
16	Possibility of outsourcing or appointing persons on contract for the work for which post(s) is proposed.	

Organization Details

1	Name of the organization	
2	Hierarchy of different Cadres in the organization	
3	Status of Organization (HQ of Ministry or Department/ Attached Office/ Subordinate Office/ Statutory Body / Autonomous Institution).	
4	Detailed sanctioned strength of organization (category wise) with level of pay and vacancy position (with date of vacancy) as per format enclosed (SS/PIP /Vacancy).	
5	Any other relevant information	

Format

S.No	Name of the Post	Sanctioned Strength	Person in Position	Vacancy Position
1				

Details of Additional/New Teaching Positions

S. No.	Name of Department / Centre	Total approved Intake of Students	Total No. of Students	Existing Teacher Student Ratio	Sanctioned Strength				Filled up position				Vacant position				Additional Requirement				Proposed Teacher Student Ratio after additional requirement of teaching staff
					Professor	Associate Professor	Assistant Professor	Total	Professor	Associate Professor	Assistant Professor	Total	Professor	Associate Professor	Assistant Professor	Total	Professor	Associate Professor	Assistant Professor	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Total A	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total B	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total A + B	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Department-wise Teaching workload for existing Department

S.No	Name of Department /Centers	Workload per week as per UGC norms of each faculty	Person in Position	Course Taught and its Credits
1				
2				
3				

Submit To MoE

- **Update Post Proposal:** Allows updating the post proposal if needed.

6. Responding to Post Query from MoE Documentation

In the University Post Creation Proposal system, an important feature is the ability for universities to respond to queries initiated by the Ministry of Education (MoE). This documentation outlines the process and functionality for responding to such queries efficiently within the system.

1. **Status Update:**
   - When a query is received from the MoE, the status of the corresponding post proposal is updated to "Open" in the system.

2. **Preview Section:**
   - In the preview section of the post proposal, the status is displayed as "Open" if there is an open query from the MoE.
   - Additionally, a "Respond to Query" button is provided beside the status for initiating a response.

3. **Respond to Query Button:**
   - Clicking the "Respond to Query" button triggers the opening of a pop-up form for responding to the query.

4. **Pop-up Form for Query Response:**
   - The pop-up form includes fields for entering the response to the query from the MoE.
   - Options are provided for typing a response or attaching a document as necessary.

Respond To Query   ✕

Query From MoE: This Is The POST Queriesss

Type Your Response *

Upload   [Choose File] No file chosen

[Save]

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5. **Submission Process:**

  - Upon completing the response in the pop-up form, users can submit the response.

  - Upon submission, the status of the post proposal is updated in the system to indicate that the query has been responded to.

  - The response, along with any attached documents, is then submitted to the MoE for review.

<p style="text-align:center">***</p>