Government of Odisha
Department of Higher Education
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No. _____2900_____/H.E., Dated: 07 /02/2015

VII-HE-(P) - 46/2014

From

Shri Durga Prasad Behera, IAS
Additional Secretary to Government

To

The Principals,
All Junior and Degree/Autonomous Colleges of the state

Sub: Importance of Staff-in-Position (SIP), College Infrastructure Information Project (CIIP) and Quality Monitoring Tool (QMT) modules under project Student Academic Management System (SAMS)

Sir,

With reference to the subject cited above, I am directed to inform you that as communicated earlier through several Government orders, Staff-in-Position (SIP), College Infrastructure Information Project (CIIP) and Quality Monitoring Tool (QMT) are the prime software modules (e-Administration) associated with SAMS project. The aiding aspects of quality education are primarily derived from the data updated by the colleges in these software modules as per the prescribed format available in SAMS e-Space. This Department often supplies data to other administrative Departments, several organizations i.e. MHRD, GoI / World Bank / RUSA from the MIS reports of SiP, CIP and QMT as and when required. However, to brush up your knowledge on these software modules a brief write up is annexed.

Hence, you are requested to please ensure that the QMT module is used religiously and the data put in SiP and CIIP are up to date. In case of any difficulty, Sanjog Helpline Toll Free (155335) Number may be contacted. The Principals of the respective colleges shall only be held responsible in the event of disclosure of any information mismatch between e-Space updates and actual.

This may be treated as most urgent.

Yours faithfully,

Additional Secretary to Government

Memo No.: _____2901(4)_____/HE, **Dated:** 07 /02/2015
Copy forwarded to the Director, Higher Education / All RDEs / Chairman, CHSE (O) for kind information and necessary follow up action.

Additional Secretary to Government

Memo No.: _____2902(2)_____/HE, **Dated:** 07 /02/2015
Copy forwarded to GM, OCAC / MD, ISL for kind information and necessary follow up action. They are requested to keep the software modules ready and update the reports on the website regularly and extend possible support to the colleges.

Additional Secretary to Government

1. **Staff in Position (SiP)** mainly asks for and keeps record of

   1.1. Number of sanctioned posts and staff in position
   1.2. All teaching and non-teaching staff members of a college
   1.3. Transfer, pay scale and GIA/BG (wherever applicable) details of staff members
   1.4. Current status of staff member i.e. working (OR) on leave (lien/study leave) (OR) on deployment (OR) on Teacher fellowship and etc.

2. **College Infrastructure Information Project (CIIP)** mainly asks for and keeps record of

   2.1. Building information such as details of rooms, building blocks, furniture, security, etc
   2.2. Facilities available in college such as laboratory, drinking water, toilet, boundary, security, etc

3. **Quality Monitoring Tool (QMT)** mainly asks for and keeps record of

   3.1. Class time table of all streams
   3.2. Teacher and student attendance
   3.3. Section and groups allocation of students
   3.4. College Academic Calendar
   3.5. Teachers tagged to subjects/classes