INDIAN INSTITUTE OF PETROLEUM AND ENERGY
Main Building, II Floor, AU College of Engineering (A)
Andhra University, Visakhapatnam – 530003
Telephone No.: 0891-2585152, Email: office@iipe.ac.in, website: www.iipe.ac.in

College and School Teachers' Education and Academic Mentoring (CS-TEAM) Guidelines

1. Preamble

In alignment with the JIGYASA scheme launched by the Government of India, IIPE will focus on mentoring and guiding faculty/teachers from nearby colleges and schools. IIPE faculty will be encouraged to deliver lectures at colleges and schools, conduct research training programs and invite teachers to the campus on regular basis. This will result in improvement of overall academic ecosystem of the local academic community. The CS-TEAM is open to Young Faculty members from local colleges and schools and offers training for 2-4 weeks. The CS-TEAM at the IIPE provides the Faculty members of schools and colleges a platform to explore their research potential by undertaking focused research projects with faculty at the IIPE. The purpose of the CS-TEAM is to inspire the college and school teachers to explore important innovations in science, technology, engineering and mathematics (STEM), which could help them in teaching and pursuing their research in collaboration with IIPE.

2. Definitions

2.1 **'Institute'** refers to Indian Institute of Petroleum and Energy, Visakhapatnam.

2.1 **'President'** refers to President of Board of Governors of Institute.

2.2 **'Faculty'** refers to all permanent faculty members of Institute.

2.4 **'CS-TEAM Trainees'** refer to all applicants who were selected for the Training Programme during that particular year.

3. Subject Areas of Training

3.1 One of the following subject area must be provided by the applicant while applying for Training Programme.

3.2 All areas of: -

   a. Biosciences/Biotechnology/Bioinformatics
   b. Chemical Engineering
   c. Chemistry
   d. Computer Science and Engineering
   e. Earth Sciences
   f. Electrical Engineering
   g. Mathematics
   h. Mechanical Engineering
   i. Petroleum Engineering
   j. Energy and allied fields

4. Faculty and their area of expertise

Refer IIPE website (https://www.iipe.ac.in/allfaculty). Faculty preference may be provided by the applicant while applying for training. However, the faculty preference is subject to the availability of faculty during summer/winter vacation.

5. Number of Trainee positions

A maximum of One Trainee will be allowed under a faculty member.

6. Timeline of Training

2-4 weeks during the summer/winter vacation as per academic calendar of the Institute. Usually the window of summer vacation is around 2 to 2.5 months.

7. Cost of Training application

The applicants shall be required to pay an application fee of Rs. 500/- through Payment Gateway. Application fees once paid will not be refunded.

8. CS-Team selection committee

The application received by Office of Dean (R&D) will be forwarded to Department-wise CS-TEAM selection Committees to recommend the applications. The Department-wise CS-TEAM selection Committee is a three-member committee comprising of Head of the Department as Chairperson, Associate Dean of R&D, and One more faculty member from the concerned Department/Subject expert nominated by Dean of R&D.

9. Selection criteria

The applicant selection is based on the teaching and research experience, publications, seminar/symposia presentations, awards and proposed work.

10. Evaluation of Teacher Trainees

At the end of the training programme, all the CS-TEAM trainees need to make a presentation of the work carried out, which is open to the IIPE academic community. A commendation certificate will be given to the CS-TEAM trainees and they are encouraged to continue their collaboration with IIPE.

11. Other Guidelines

11.1 These CS-TEAM Guidelines and/or modifications shall take effect from the date the President approves.

11.2 Maximum of one CS-TEAM trainees will be allowed under any particular faculty of IIPE.

11.3 The living/hostel/transport expenses have to be borne by the CS-TEAM trainees.

11.4 It is advised to have a valid medical insurance policy during the period of training.

11.5 CS-Team is a mandatory 2-4 week training programme. A commendation/completion certificate will only be awarded after completion of 4 weeks of training. Any leave/late-joining allowed under special circumstances should be compensated by extended period of

training beyond the last date.

11.6 All trainees will be issued a temporary institute ID card to avail the library, sports, computer center, internet, and other institute and departmental research facilities. She/he will be requiredto abide by the conduct rules of the institute, failing which the training will be terminated and the trainee will be asked to leave immediately.

11.7 Applications with all required documents need to be submitted on online portal availableon institute website. The applications are to be signed and stamped by the Head of Department.

11.8 Queries/Issues can be resolved by sending an email to csteam@iipe.ac.in and Link summer/winter page - https://www.iipe.ac.in/csteam

11.9 All doubts and dispute arising out of or in connection with the interpretation of these guidelines shall be referred to the Director, IIPE, whose decision shall be final and binding onall.